

Mission Statement

Provide and Nurture Catholic Religious Education and Quality Academic Education for Students in grades PreK4 through 8th.

Immaculate Conception Church

The mission of Immaculate Conception Church is to participate in Christ's work of evangelization through the Mass and other sacraments, the truth of the Gospel, Catholic education, moral living, and good works for those in need, all in union with the Roman Catholic Church and under the protection of Mary, Mother of God.

Education Commission

We, the Immaculate Conception Education Commission, exist to serve the total educational needs of our parish with an attitude of Christian concern and caring for one another and with a strong emphasis on setting good example by commitment to strong moral values in the context of service, spiritual growth, and academic pursuits. To enable this, we recommend and carry out policy; coordinate and evaluate programs and personnel; establish short and long range goals; work to unify various parish groups; and aid in resolution of conflicts. This vision charges us to higher goals in serving all people within our parish.

Chris Gavin, Treasurer; Committee Members: Lori Enderlin, Anthony Buckley, Beth Fuller, Dr. Chris Fasano, Don VonKannon, Wendy Twomey, Julie Vickroy, Father Anthony Bernas, and Kathryn Bennett, Principal.

Immaculate Conception Education Commission

POLICY: A-401

Issued: 5/19/86

Parents' Club

The mission of the Immaculate Conception Parents' Club is to maintain open communication and foster trust relationships between parents, teachers and administration by supporting the following activities:

- Organizing religious, social and fund-raising activities
- Professional development/teacher appreciation/Incentive programs
- Replacement of consumable educational materials.

Immaculate Conception School

The purpose of Immaculate Conception School is to provide and nurture effective Catholic religious education and quality elementary academic education for students from Immaculate Conception Parish in grades kindergarten through eight.

In this Catholic Faith environment, the school's curriculum is developed to help students grow in all areas of learning -- spiritual, academic, affective, social, and physical -- by:

- ❖ teaching the Catholic Faith, the arts and sciences in a coeducational climate of academic inquiry,
- ❖ encouraging the sharing of faith values and cultural traditions, and
- ❖ reaching out to others in service both within and beyond the school community.

Immaculate Conception Education Commission

Philosophy Statement

Immaculate Conception School

Immaculate Conception School is a Catholic Faith-Educational Community which strives to develop a Christ-centered atmosphere that will permeate the life of each child and faculty member. The Catholic school shares with the family the educational mission of the Church. The school is a unique Christian community organized to foster the spiritual, moral, intellectual, social and emotional growth of its members in a spirit of dedication, freedom and love that is based on the Gospel message.

Each person involved in Immaculate Conception School is working to create an atmosphere of respect, cooperation, appreciation and support. This Christian environment will nurture the growth and maturity of the students as well as strengthen the commitment of the faculty and staff.

Accordingly, the faculty and students affirm and deepen their personal commitment through prayer, reconciliation, service and belief in God as Creator, Redeemer and Sanctifier.

Each child's self-image is enhanced by providing opportunities for positive, successful experiences at school. As an extension of the home, the school seeks the cooperation and support of the parents.

We utilize and increase our knowledge, skills and materials to develop a creative environment and to instill in each child a desire for learning. Our educational program leads, encourages, trains and aids each student to develop his/her intellect to its full potential.

In light of our commitment to the person of Jesus, we encourage each student to become a whole person, his/her own person, within our ever-changing society and multicultural world.

Immaculate Conception School Faculty Revision: 8/02

Faculty Goals

In order that all parts of the school program are in harmony with the philosophy, the faculty strives toward the following goals:

1. To promote the goals of Catholic education, namely:
 - i. To communicate the message of the Gospel
 - ii. To teach the religious truths of the Catholic Church
 - iii. To develop a faith community and provide worship activities
 - iv. To motivate the student to service
2. To respect the uniqueness and gifts of each teacher in supportive collaboration and service in the ministry of education.
3. To accept the students as they are, take them from where they are and to challenge them to know they can do more.
4. To assist each student in feeling secure and self-confident in his/her abilities.
5. To introduce children to varied experiences and give them meaningful responsibilities which lead to self-discipline so that the individual can achieve growth and maturity -- spiritually, morally, psychologically, physically, academically and socially.
6. To encourage the student to share with his/her family the Gospel values being developed in his/her life at Immaculate Conception School.
7. To reach out to students and parents in a spirit of warmth, welcome understanding, and compassion.

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Parent/Student Handbook

Parent Responsibilities

Because the education of children is the primary responsibility of the parents, it is essential that the parent:

- Be a Christian example.
- Assume prime responsibility for guiding and disciplining the child in moral and spiritual growth.
- Teach basic prayers before entrance into school.
- Pray with the child in family prayer and at Sunday liturgy.
- Teach respect for authority and the rights of others.
- Participate in sacramental preparation programs.
- Encourage the child to accept and be friendly with all children.
- Respect each child's abilities by not comparing him/her to others.
- Be alert to moments when one can praise and compliment the child
- Develop open lines of communication with children and teachers that allow for mutual sharing of positive experiences or of difficulties.
- Provide time, place and atmosphere in the home that allows for mutual sharing of positive experiences or of difficulties.
- Share with the child the evaluation of the student's progress as indicated in reports and conferences, thereby encouraging continued success.
- Support school policies by helping the child to understand the rules and by enforcing those rules.
- Attend scheduled parent-teacher conferences.
- Approach the teacher initially with questions and/or problems relating to students; exercise discretion in discussing these with the child or others.
- Assume responsibility for the conduct of one's child(ren) when present with them at school activities.
- Support the Parents' Club through attendance at meetings and participation in activities.

Communication Between Home and School

Parent Communication with Faculty/Staff

As an introduction to the following policy, we recognize the responsibility of faculty/staff members to demonstrate open and courteous communication with parents.

Communication and expression of concerns must always be done in a constructive and Christian manner within an appropriate setting. Rude and/or abusive communication to faculty and staff members on the part of parents or students cannot and will not be tolerated. Conversely, teachers must treat parents with respect at all times. Conduct which is determined by the administration to be in violation of this policy (of ordinary civility) may include suspension or dismissal of the student.

Positive, constructive communication between teacher and parent is encouraged. Conferences may be initiated by parent or teacher at any time. However, appointments are to be scheduled for the convenience of both parties.

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Approved and Issued: 8/02

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Protocol When Dealing With Concerns

When parents wish to discuss a concern, please follow this procedure:

- Parent(s) contact the teacher either in writing or by telephone, stating the concern. The teacher will address your concern and reply either in writing or by a telephone call. Most concerns will be resolved in this manner. If the concern is not resolved, you may contact the Principal.
- Brief "stop-in" times are permitted before and after school in order to check student status or give information.

School Visitation

"Parent", unless otherwise specified, shall not include a non-custodial parent--for example, regarding visitation rights, requests for dismissal of students, etc. Immaculate Conception School administration reserves the right to designate special days when parents, including non-custodial parents, grandparents, or others may visit with the students during an open house, cafeteria luncheon, or similar events.

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of any court orders. Non-custodial parent visitations are not permitted at school.

Lunch in the cafeteria with students is encouraged. Parents should let the office know they will be visiting by 9:00 that morning.

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Approved and Issued: 08/02

Telephone Use

Ordinarily, long distance calls may not be placed on school phones. This includes cell phones. Students may use the main office phone only for emergency reasons. Students may not make calls for homework, books, gym shoes, field trip permission slips, or to make plans for after school. Students communicate with the homeroom teacher regarding a need to use the phone and report to the office with a note from the teacher.

Announcements to the Classroom

In order to avoid interruptions and distractions for students and teachers, the office limits announcements. To prevent delivery of messages to individual students, **parental assistance is needed to help students know after school schedules BEFORE they come to school.** The office asks that any information regarding extra-curricular activities be sent to the office the day before the event.

School Information Sent Home

The **youngest child** in each family is designated to take communication notes from the office to the home.

The weekly school newsletter is sent home on the last day of each week. **Parents are held responsible for their children getting the newsletter home on the day that the students receive it. Parents are urged to bring the child back to school to get the envelope, if forgotten. If it is lost, the parent should phone the office on Monday for a replacement.**

Faith Development

Liturgy

Students in grades kindergarten through 8 participate in all-school celebrations of the Eucharistic liturgies on Wednesdays and Holy Days. Kindergarten attends Mass at the beginning of Advent. Students in grades 1st-8th plan and participate in the liturgy under the direction of the homeroom and religion teachers.

Sacrament of Penance

The sacrament of Penance is celebrated once a month during the school year for the faculty and students. This is scheduled so that a good "habit" will be formed in the students to continue throughout their lives.

Sacramental Preparation Programs

Parents are expected to participate with their children in preparing for the sacraments of Penance and Eucharist (2nd grade) and the sacrament of Confirmation. The next confirmation class will be the 2014 8th grade class and every 8th grade class following. Confirmation is held in the spring.

Rosary and Stations

Teachers prepare students to pray the Rosary and Stations of the Cross. Faculty and Staff gather at the Church one-day a week to say the Rosary. Stations are prayed weekly during Lent under the direction of a priest, deacon, or homeroom teacher.

Christian Service Program

Immaculate Conception Faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects are determined by the homeroom teachers.

Service Philosophy

Immaculate Conception has a philosophy based on the Gospel message: community, service and worship.

To give form to the goal of service, all within this community are called to develop means of sharing Christ's life and spirit with others within and beyond the school community.

Service activities will draw from the love of Christ that is fostered at home and school and will become visible gifts from the heart -- not seeking reward, but sharing love.

Respect and Courtesy

The Faculty of Immaculate Conception School encourages the practice of respectful and courteous words and actions as a means of showing care for one another and for strengthening Christian school spirit.

All teachers instruct their students in the following:

- + Stand to welcome priests and visitors in the classroom.
- + Welcome others with a smile and friendly greeting.
- + Use the person's name when possible.
"Good morning, Father." "Hello, Mrs. Smith."
- + Use the proper title for a priest, sister, teacher, supervisor and volunteer.

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- + Show a visitor to the office if s/he appears to need directions.
- + Hold doors open for adults and each other.
- + Use "please" and "thank you".
- + Wait for others to finish speaking before interrupting.
- + Walk around people not in front of them.
- + Walk quietly in the halls.
- + Laugh with others and not at them.
- + Respect the property of other students.
- + Respect school property.

Students are also expected to learn and conduct themselves according to the school's "Behavior Matrix." A copy is provided with this handbook.

Chastity Education

We believe that parents are the primary educators of their child(ren). This school collaborates and assists the parents in this process.

Chastity education, as defined by our Bishop, is not synonymous with "sex education." Chastity education is an overall education in virtuous behavior which the Catholic school has traditionally integrated into its total curriculum

Immaculate Conception School Self Discipline Goals/Skills

A person is self disciplined when he or she can:

- ✓ Listen
- ✓ Follow instructions
- ✓ Ask questions when something is not understood
- ✓ Share time, space, people, things
- ✓ Practice the essentials of social skills
- ✓ Work cooperatively with others
- ✓ Understand and explain the reasons for rules
- ✓ Select and develop procedures for accomplishing a goal
- ✓ Be a leader
- ✓ Communicate effectively
- ✓ Organize time, space, things
- ✓ Work together to resolve problems of mutual concern
- ✓ Take the initiative to resolve problems
- ✓ Distinguish fact from feeling
- ✓ Sacrifice/serve others

Immaculate Conception Parish Scholarship

The Immaculate Conception Parish Scholarships are designed so that no active member of our parish will ever be deprived of a Catholic primary education at Immaculate Conception School due solely to financial distress. Members of the parish who have been financially blessed contribute in various ways throughout the year so that those who are experiencing financial distress can still afford to provide for their children one of the greatest gifts they can give --- a Catholic Education.

For those families in need of further temporary assistance, we offer the Immaculate Conception Parish Tuition Assistance. With an outlay of funds for the school subsidy, the parish must be very

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frugal with additional subsidies. As a result, we ask those in financial need to go through a process that objectively determines the amount of assistance needed.

Any parish family may apply for tuition assistance if they meet the following criteria:

1. At least one parent needs to be a registered member of Immaculate Conception parish.
2. At least one parent and the children attending the school are actively practicing the Catholic faith. This means attendance at all Sunday Masses at Immaculate Conception Church.
3. The family is a regularly contributing member of the parish. It is important to note that while we do not expect a set amount, we do expect everyone to contribute something.
4. The parent(s) are currently working or willing to work, with our parish and school organizations. If everyone contributes, we are able to offer quality Catholic education at an affordable price. Where you help is a matter of personal preference; that you help - is a real parish expectation.
5. Complete a Spalding Scholarship form through the diocese and a FACTS financial form through the school.

ADMISSION OF NEW STUDENTS

Parish Criteria

The basic mission of Immaculate Conception School is to provide a Catholic education for the students of the parish; therefore, preference is given to Catholic students. Non parishioners or non Catholics may be admitted when space is available. These students also attend religion classes and fulfill assignments in these classes.

New students are admitted according to the following PARISH CRITERIA:

- Families registered in the parish, presently served by the school, and actively contributing to the parish.
- Non-Catholic families served in the past that pay tuition.
- New Catholic families who live within the parish boundaries and who agree to actively contribute to the financial support of the parish.
- New Catholic families who live outside the parish boundaries and who agree to actively contribute an amount equal to full tuition to Immaculate Conception School.
- Non-Catholic families who agree to pay full tuition and who affirm the religious education program of the school.

All parents and students are made aware that the basic purpose of Immaculate Conception School is for Catholic formation within a Christian community inspired by faith and for the academic development of students. Admission to Immaculate Conception School usually occurs at the beginning of the school year. New parish families are accepted at the time of application if there is space available. Transfer students are interviewed by the principal on an individual basis before decision for entry is made. The student's cumulative records are requested from the school last attended.

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Entrance Requirements

1. The Financial Agreement has been signed with the Pastor prior to the enrollment.
2. The following age requirements are met :
 - Students entering PreK4 must be four years of age on or before September 1 of the school year.
 - Students entering kindergarten must be five years of age on or before September 1 of the school year.
 - Students entering first grade must be six years of age on or before September 1 of the school year.
 - Verification of age has been provided by means of the birth and baptismal certificates for children entering school for the first time.
3. Maximum class size limits have not been met. Ordinarily, the class size does not exceed 25 for grades K-8.
4. Required physical exams are necessary for all students entering PreK4, kindergarten, and sixth grade and for students new to the state of Illinois. Students entering kindergarten must have a blood lead test performed.
5. Required dental exams are necessary for all students entering kindergarten, second and sixth grades.
6. Required vision exam, performed by a licensed optometrist, for all students entering kindergarten.

Tuition Reimbursement Policy:

If a student must leave before the end of the school year, a refund may be made available. If a student is current with tuition and fees, and leaves before the 15th of the month, one half of the month's tuition may be refunded. After the 15th of the month, no refund is due for that calendar month. If a student has paid in full for the year, a tuition refund maybe prorated for the months not in attendance. Any amount due the school for such items as fines, fees, lunch, etc., may be deducted from any refund due. Registration fees, technology fees, and book and supply fees are **non-refundable**. Students who have been expelled will be handled on a case-by-case basis.

In the event that a child will be withdrawn from school, parents are to notify the principal as soon as possible prior to the date of withdrawal. A "Release of Records" form for transferring both academic and health records is usually signed at the new school and forwarded to Immaculate Conception School. Copies of records will be sent within ten days of the transfer. All fees are to be paid.

Attendance Guidelines

Arrival Time

Supervision before school is provided beginning at 7:30 a.m. in the gym. There is no playing prior to school. Students stand/sit in the designated area -- talking/socializing with each other in small groups. Active playing is not permitted. At 7:55 a.m. students begin to form the prayer circle for the opening of the school day. Students are to enter and leave the building by the front door (adjacent to the office), not Becker Hall or gym doors.

Bell Schedule

7:55 First bell rings. Students go to gym for morning prayer.

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8:00 School begins. Students are tardy if arriving after 8:00.
3:00 School is dismissed.

Lunch

11:00 – 11:30 Grades 6, 7, 8 & PrK4
11:30 – 12:00 Grades 3, 4, 5
12:00 – 12:30 Grades K, 1, 2

Teacher/Patrol Supervision: 3:00-3:15

After School Care students go directly to the assigned area.

Absence

If a student is absent, the parent is asked to call the school before 8:30 to report absence or tardiness. The school office will call parent/guardian after 8:30 to confirm the absence if the parent/guardian has not called. **A written excuse by the parent is expected for each absence. This note is presented to the homeroom teacher.** Students are responsible for making up class work that has been missed. A student missing more than one and one half hours of class time will be marked as absent for a half day.

Tardiness

Respect for the learning atmosphere requires that students be on time for school. **All** students are asked to be at school by 7:55 a.m. Any student coming into the school after the 8:00 a.m. bell is tardy and must first report to the office with a parent to receive an admit slip before going to the homeroom teacher. A student who arrives tardy with a parent/guardian note or prior phone call is considered having an excused tardiness.

If tardiness is frequent or habitual, the teacher first addresses the issue with the parent/guardian. If the problem continues, the teacher notifies the office and the principal will contact the parent/guardian regarding the student's patterns.

Permission to Leave School

Students may not leave the school grounds unless a written note from a parent/guardian is presented to the principal. At the beginning of the school year, parents indicate by a written note whether or not their child(ren) has permission to leave for lunch with a specified adult. Students are not permitted to go to the home of another student or to a restaurant without parent supervision. If a student leaves with parental permission, the parent assumes responsibility for anything which happens off school property.

Early Dismissal by Parent Request

Parents are asked to schedule medical and dental appointments for non school hours whenever possible. All parental requests for an early dismissal are expected to be in writing and will be shown to the homeroom teacher at the beginning of the day. Children will be released from school only on the personal or written request of a parent or guardian.

Arrival and Departure From School

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Children Walking

In consideration for the children's safety and others' property, students are trained to:

1. Always walk on the sidewalk or on the left-hand side of the street. Never walk on any person's lawn.
2. Obey flashing yellow lights and follow school safety routes.
3. Never accept a ride from a stranger; report to your principal, teacher, secretary or parent any offer of a ride made by a stranger or any kind of communication from a stranger.

Bicycle Riders

Students who ride bicycles are expected to follow all BICYCLE RULES OF THE ROAD. Students must ride bikes on the right-hand side of the pavement. For safety reasons, the following guidelines are to be followed:

1. Students walk bicycles on the blacktop and sidewalks.
2. Bicycles are placed in the rack on the school grounds.
3. Bicycles should be locked.

Dress Code

<u>Tops</u> (Boys and Girls)	
<p><u>Colors</u> (Must be solid)</p> <p>Light Blue Royal Blue Navy Light Pink White Grey</p>	<p><u>Style Choice - Short or Long Sleeved</u></p> <p>Polo Shirt Collared Shirt Sweatshirt (Zip, Crew or Hooded), with a collared shirt <u>underneath</u> Sweater, Sweater Vest or Button down, with a collared shirt <u>underneath</u></p>
<p>Shirts with ICS logo or <u>small</u> brand emblems or insignias are permitted. (E.g. “Columbia,” “A. E.”) These emblems or insignias must be located on the upper front - left or right.</p>	
<u>Bottoms</u> (Boys and Girls)	
<p><u>Colors</u> (Must be solid)</p> <p>Khaki Navy Gray</p>	<p><u>Style Choice</u></p> <p>Shorts Skirts (with built in shorts underneath) Carpis Cargo Pants Knit Pants Chinos</p>

Cold weather wear “inside of school:” No prints or writing may appear on the solid colored outerwear when it is worn in the building. Small insignias are permitted as stated above.

Layer Clothing: If students choose to layer clothing (with long sleeve shirts or camisoles), only solid colored clothing may be worn and the colors must fall within the school’s dress code colors.

Mass Days: Students are to wear an ICS monogrammed polo shirt in navy. It may be long or short sleeved. The monogrammed polo shirt is to be worn with khaki pants and/or skorts. Shirts may be purchased at MC Sport or Haase Embroidery in Monmouth.

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Warm Weather Wear: Shorts may be worn August through October 15th and again from April 15th through the end of the school year. Length of shorts must conform to the code as specified in the Parent/Student Handbook. No short shorts are permissible.

Additional Information: Knits and cargo style pants are acceptable on boys' and girls' bottoms. Elastic waists ARE acceptable. Belts are NOT required and students do NOT need to tuck tops. Fridays are designated as "Casual Days." On Casual Fridays, students may wear clothing of choice. When the last day of school falls on a Thursday, students may dress casual. Parents are asked to review the Parent/Student Handbook. In all cases, the administration reserves the right to make a determination on "what is" and "what is not" appropriate.

Immaculate Conception School
Policy: May 21, 2010, revised May 2011

General Dress Code Regulations

1. Students are expected to be clean, well groomed and wear clothing neatly.
2. Hair should be neatly styled and of reasonable length. It should not be cut in a manner that is a distraction to other students.
3. No sandals may be worn.
4. Shorts must be of modest in length.
5. Socks must be worn with shoes.
6. Athletic shoes must be worn during physical education class and at recess.
7. Students are not to wear make-up.
8. No jeans, shorts, or short skirts are to be worn on Mass days.
9. Jeans and pants must be worn at waist level.

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Medical Care

Special Medical Needs

If a child has a special medical need, please inform the homeroom teacher immediately. Please check with the office to determine if this need has been placed on the emergency card.

Medications

Immaculate Conception School subscribes to the State of Illinois Guidelines for the safe administration of medication in the schools:

1. All medication given in school, including non-prescription drugs shall be prescribed by the student's licensed healthcare provider on the "Authorization and Permission for Administration" form. Note this form must be signed by the parent or guardian on the back.

2. Provide the medication in the original container properly labeled by the pharmacist in the case of prescription drugs.

Note: If you wish for your child to receive “over the counter” medication (example: Tylenol), we suggest you take the form with you on any visit to your physician. If he/she concurs, we can keep that form on file for the academic year for the purpose of administering the prescribed medicine on an as needed basis.

Physical, Dental and Eye Examinations

All children entering PreK, Kindergarten and 6th grade must have a complete Physical Examination upon entering school. Children entering Kindergarten must have a dental screening and eye exam by an optometrist or ophthalmologist, on admission and 2nd and 6th students must have a dental screening on file by May 15th of the current school year. All children entering school must show proof, on the physical form that a lead screen has been done between the ages of 6 months and 6 years. A T.B. test is highly recommended.

Dental Examination

If a child in the kindergarten, second or sixth grade fails to present proof of having been examined by a dentist by May 15th the child’s report card will be held until the child presents the completed dental exam form or an appointment card or written statement from the dentist that the dental exam will take place within 60 days of May 15th.

Eye Examination

Children entering Kindergarten must of a vision examination done by an ophthalmologist or an optometrist by October 15th. The exam must have been completed within the 12 months prior to the October 15th deadline.

Hearing and Vision Screening

Hearing and vision are tested annually in grades Kindergarten, 1st, 2nd, 3rd, 5th, & 8th.

Immunizations

A complete immunization record must be on file for each student in the school. Students entering school must have proof of immunization by the 15th day of October or the student will be excluded from school until the requirement is met. Students enrolling after the beginning of school must present the immunization record and their last physical examination.

Required immunizations for Kindergarten are:

Diphtheria, Pertussis, Tetanus (DPT) - 5 doses with the 4th dose given after the 4th birthday and the final booster given after 10 years of the last booster

Polio (OPV/IPV)- a series of two plus two boosters with the latest given after the 4th birthday.

Measles, Mumps, Rubella (MMR) - 2 doses

Hepatitis B – 3 doses, mandated for Pre K and 5th - 8th Grade

Hib-1 dose required after 15 months of age – mandated for Pre K

Varicella vaccine (Chicken Pox) - 1 dose or proof of having had the disease. Mandated for PreK-3rd grade

You may look at the following website for a complete listing of K-12 school immunization requirements: <http://www.idph.state.il.us/rulesregs/77-665adopted.pdf>

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Compliance

Any child who does not comply by October 15th will all of the physical examination and immunization requirements shall be excluded from school as mandated by the state of Illinois until the requirements are met.

Parent Objection

Should a parent/guardian file a legitimate objection and the school accept it; the parent will be notified at the time the objection is presented that in the event of a measles outbreak, the child(ren) under the objection would be excluded from school until such a time that the Warren County Health Department determined it was safe for the child to return.

FERPA (Family Educational Rights and Privacy Act)

HIPPA (Health Insurance Portability and Accountability Act)

Parents/guardians need to know that health information gathered through screening registration forms, physical exams, oral/written communication by a parent/guardian, and/or health care provider may be shared by the Certified School Nurse with those individuals, i.e. teachers/other school personnel who have an educational interest in enhancing the health and safety of the student. This information may be shared via written/electronic communication or by direct personal contact. If you do not wish to have this information shared, please send a written request to the school office by the end of the first week of attendance.

Illness, Accidents, or Disease Exposure

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent is not available, persons listed on the emergency card will be contacted. This process is channeled through the office. Parents are also notified by note if a child has been exposed to lice or other contagious contact.

Tobacco Prohibition

Immaculate Conception Education Commission prohibits the use of tobacco in the entire school, gymnasium and cafeteria when such property is being used for any school purposes.

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Care of Books

All hard bound and some soft bound textbooks are on a loan basis. At the beginning of each year, the student is expected to have his/her loaned books covered in a manner that fully protects the book but does not cause damage to it.

Teachers may examine textbooks at any time and charge a fine if the book is damaged. If a student marks, bends pages or cover, or damages the book in any other way, the student will be asked to purchase a replacement text. Students are fined for property damage of any kind.

Care of Student Desks and Chairs

As with all School property, students are responsible for good care of their desks and chairs. If these are scratched, marred, or broken by the student, a fine will be set according to the cost of the furniture.

Treats and Parties

Each classroom may have a class party three times per year, for Halloween, for Christmas, and for Valentine's Day. Room Parents are responsible for planning the parties with the approval of the teachers.

Gum is not permitted for any occasion.

Birthday will be celebrated each month in the cafeteria. Cupcakes or sheet cakes will be served. **Birthday treats are not to be sent to homerooms on the day of a child's birthday because of the diocesan and school Nutrition Policies.**

Technology

Immaculate Conception Catholic School is committed to combining technology with a restructured learning environment to prepare students for the 21st century. This commitment includes proper use of technological tools and skills in an active and enriching classroom and lab experience for each student--one that enhances learning, instruction, and management. Computers and Smart Boards are integrated into the curriculum to teach/reinforce skills and concepts.

Students have networked access to Internet as directed by the teacher and individually as authorized by the parents in accordance with the Acceptable Use Policy. The Technology Coordinator assists the teachers and students in their classrooms as well as in the Computer lab.

Assignment Notebooks

Teachers will give each student in grades 3-8 an assignment notebook during the first week of school. Teachers ask and expect each student to use this as a continual pattern for study skills. We ask parents to help by monitoring the use of the assignment notebook.

Visitors/Volunteers

Security

Parents and visitors are welcome to Immaculate Conception School. All visitors are asked to use the front entrance -- the far right door. Please ring the bell for entrance. Please sign in and out on the log form in the office.

Volunteers

Immaculate Conception School Community recognizes the value of volunteers in the overall function of the school and encourages their involvement. These volunteers enrich educational experiences. Immaculate Conception School welcomes talented individuals with skills, knowledge, services and time to share with students and staff. Through their service, great motivation and stimulation are fostered, additional learning is provided and professional staff members are assisted.

All parents, volunteers, or class trip chaperones who engage in activities with the students of Immaculate Conception School are also requested to comply with the philosophy and policies of Immaculate Conception School. **This includes attending a "Safe Environment" workshop, having a Background Check performed and being fingerprinted before serving as a volunteer.** This process is a requirement of the Peoria Diocese for anyone who works or is a volunteer for the Diocese.

Immaculate Conception Education Commission

POLICY ADOPTION: 8/02

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Volunteers and guests are asked to sign in and out of the office. Volunteers may be parents, grandparents, high school and college students or any other interested persons. They play a vital role in the total education program of Immaculate Conception School. As classroom assistants or teacher aides, they help with many important non teaching tasks, such as:

setting up displays	reading stories to children
obtaining supplies	assisting with physical education
correcting papers	listening to children read/spell
monitoring study	supervising computer study
hearing prayers	being "Picture Person" --Art appreciation program
field trip supervision	cafeteria supervisor

Chaperones/Supervisors

Chaperones are an important part of the total educational experience. Varied on-site and off-site experiences cannot be offered without the services of adult supervisors.

Chaperones will receive orientation from the teacher that will inform them of their expected duties.

EMERGENCIES

The school has an approved Emergency Preparedness Plan which parents may review upon request. The following basic information is also detailed in the plan.

Emergency Dismissals

In case of emergency dismissal, children must have an alternate place to go should a parent not be at home. Parents are asked to discuss with their child(ren) an alternative plan and make appropriate arrangements for use of the plan.

Weather Dismissals

In the event that school cannot be held due to inclement weather, an announcement will be made through our automatic phone message system as well as the local radio and TV stations. If a parent needs to take children out of school before an announced time, please communicate first with the office.

Fire Drills

Fire Drills are conducted periodically during the school year as required by state code. Teachers instruct students in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill. Students are trained to comply with the rules during emergency drills.

Tornado Warnings

In the event of a tornado warning, children go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day,

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children will not be dismissed until the "all clear" signal is given. No student will be dismissed except by parent request.

Earthquake Safety Plan

Teachers inform students of signs and dangers that earthquakes pose and conduct periodic drills with students.

Diagrams of Procedures

Diagrams of procedures for fire, tornado, and earthquake are posted in each room. These reminders are appropriate to all who may be located in the school if an event occurs.

After School Care Program

The After School Care Program of Immaculate Conception is available to students from 3-5 p.m. each day, except on first and the last day of school. The program operates only on days when school is in session.

Weekly Plan – Regular Attendance

- 1 student \$35 a week flat rate
- 2 students \$45 a week flat rate
- 3 students \$55 a week flat rate

Drop- in Plan – As Needed

- 1 student \$8 a day flat rate
- 2 students \$10 a day flat rate
- 3 students \$12 a day flat rate

A statement will be sent out every two weeks in the Friday's newsletter folder.

You are asked to pick a plan at the beginning of the school year. Plans can be changed with a weeks notice prior to the change.

School Pictures

School pictures are usually scheduled early September. Announcements are sent home to the parents informing them of the date and cost. Pictures must be paid for in advance. Retakes are scheduled to insure parent satisfaction. Spring pictures are also taken of all students, and proofs are sent home. Spring pictures are optional.

Lost and Found

The area designated for lost and found articles is located in the schools lobby. Parents and students are encouraged to check for lost clothing and respond to reminders placed in the newsletter.

Unclaimed clothing is given to a charity at the end of each quarter.

Catholic Schools' Week

The last Sunday of January begins Catholic Schools' Week. This is a national celebration. Open school visitation and liturgy are offered to parents, grandparents, parish and community. All are invited to celebrate.

Academic Policies

Academic Testing

- ❖ IOWA TEST OF BASIC SKILLS is administered during the month of September to each student in grades 3rd - 8th according to diocesan guidelines.
- ❖ FIRST GRADERS are given informal assessments by the homeroom teacher at the beginning of the school year.
- ❖ DIOCESAN RELIGION ASSESSMENT TESTS are given during the second semester in grades 5th and 8th.
- ❖ WRITING QUEST ASSESSMENT TESTS are administered in February to grades 4th and 7th.

The results of these tests are studied by the faculty and used in curriculum planning for individual and class instruction.

SPEECH EVALUATION

Speech evaluation and therapy may be provided through District #238.

STUDENT RECORDS

Examination of Student Records by Parents

Parents who request to examine records of their child(ren) may do so by contacting the principal. The principal will be present during the examination of records by the parent. Upon completion of the examination, the parent and principal sign a form indicating that such a review has taken place. This form is filed.

Transfer of Student Records

School records are transferred between schools. Parents sign a release form and records ordinarily are mailed to the new school immediately. Records may be retained until outstanding fees have been paid to the school/church. Transferal cannot be completed if the previous parish/school is withholding records.

Reporting Academic Progress

1) Deficiency Reports

- i) Teachers report deficiency work at the mid-term of each grading period to parents prior to report cards. Parents are asked to review the form/report and sign it before returning it to the teacher.

2) Report Cards

- i) Report cards are distributed every nine weeks. The cards are sent home prior to parent-teacher conferences at the end of the first quarter. Report cards are to be signed by the parent and returned to the homeroom teacher within four school days after issuance.

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- 3) Recognition of Achievement
 - i) All teachers at all grade levels are encouraged to use various forms of reward and positive affirmation on a continual basis.

- 4) Conferences
 - i) Conferences may be initiated by either the parent or teacher at any time. Appointments should be scheduled for the convenience of both parties. Parents and teachers are encouraged to use this form of communication. Parent(s) are asked to make requests for conferences by note or telephone. One official conference is scheduled through the office during the year after the first quarter. The parent or teacher may request a conference during the third quarter.

- 5) Honor Roll is published quarterly regarding students in grades 6th-8th
 - a) The requirements are:
 - i) High Honors—3.50-4.0
 - ii) Honors—3.0-3.49Courses include Religion, Literature/Reading, English, Spelling, Math, Science, Social Studies, Music, and Physical Education,

Retention of Students

If it is determined that retention is to be considered as a necessary action for the benefit of the student, the following process is used:

- ❖ The teacher keeps the parent(s) informed of student progress throughout the year. The teacher(s) should offer a variety of remedial work to aid the student and include diagnostic testing. Communication should be maintained through conferences and progress reports.
- ❖ The teacher informs the principal of the potential need for retaining a student prior to or by the third quarter.
- ❖ The teacher then communicates with the parent(s) regarding the need/possibility of retention and gives rationale for proposing it.
- ❖ Parents may also request or discuss retention with the teacher at any time, particularly, if they become aware of anxiety, frustration or failure in the student due to learning difficulties.
- ❖ If there is disagreement or uncertainty about retention between the teacher and parent(s), the principal meets in joint conference with them. The pastor is kept fully informed during this process.
- ❖ The principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher.
- ❖ The principal may choose to place a note in the student file describing the circumstances and decision regarding placement. This note is presented to the parents/guardians for signature. The pastor is informed of the outcome.

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Homework

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Homework is a crucial aspect of the learning process for Immaculate Conception School students. Since it is an important component to help young people become responsible persons, homework is used to teach appropriate responsibility and to assist parents in becoming aware of what the child is learning at school.

The faculty perceives homework as an extension of daily studies and strives to give some type of home responsibility consistently at all grade levels.

Homework is given to:

- reinforce and evaluate skills taught in class
- complete unfinished class assignments
- study for tests
- prepare special reports or long range projects
- Ordinarily, the following time allotment is acceptable:
PRIMARY -- 20 / 30 minutes
INTERMEDIATE -- 30 / 45 minutes
MIDDLE SCHOOL -- 60 / 90 minutes

Parents are encouraged to discuss homework difficulties/strategies with the teacher if a problem develops.

Parents are asked to send a note to the teacher for homework that could not be completed. Teachers will send a homework notice to parents when work is not completed and has not been excused.

Students are permitted to enter the building at 7:30 if they seek further teacher assistance prior to the beginning of school.

Homework Pick-Up

Grades K-3: Homework assignments are available on each teacher's web page. To get necessary books and materials please go to the respective classroom from 2:45 – 3 p.m. If you need to pick up after 3:00 p.m., leave a message in the office by 1:30 p.m. Homework will be placed on the register outside the main office.

Grades 4-8: Please pick up homework from the register outside the main office. You may enter through the front door until 4 p.m. Please ring the bell for entrance into the building.

EDUCATIONAL FIELD TRIPS

The Immaculate Conception Education Commission recognizes that field trips provide effective and worthwhile learning experiences for students. The Education Commission encourages and supports field trips only when they are an integral part of the school curriculum and contribute to the desired educational goals of Immaculate Conception School.

Field Trip Guidelines:

1. All field trips shall have the previous approval of the principal.
2. Transportation shall be provided by a bus company unless private transportation is authorized by the principal.
3. All drivers of cars must complete a form requiring a copy of driver's license and a proof of insurance on the day of the trip. The forms and required attachments are to be submitted to the homeroom teacher who will forward them to the office.

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4. Students who do not attend a field trip will remain home with the parent and will be marked absent for the day.
5. All monies collected for the field trip are non-refundable.
6. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

This process is required for each driving event:

1. All field trips will be adequately supervised by faculty members and other approved adults.
2. Parents will be notified of the date, time and details of the trip.
3. Parental permission must be obtained in writing before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission.
4. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will remain at school.
5. Ordinarily, one field trip a year may be scheduled.

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HOT LUNCH PROGRAM

Lunch Money Policy

Lunch money is to be paid at the beginning of each month. If your account goes delinquent a reminder notice will be sent home after 2 meals. Your child should begin bringing lunch from home.

Cost of Lunches

Student's Lunch	--	\$ 2.30
Extra Milk or Milk for Cold Lunch	--	\$.35 each
Adult's Lunch	--	\$ 3.25

Menu:

The menu is published the last Friday of each month for the following month. It is available on the website.

Free/Reduced Lunches

Families whose gross income is at or below levels set by the state each year may be eligible for children to receive either free or reduced price meals. Application forms may be obtained from the office at any time during the year. All information is strictly confidential.

Carry-out Restaurants

We ask parents not to bring lunches or drinks from carry-out restaurants into the school for their child's lunch.

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Cafeteria Procedures

- Prior to lunch students pray the Blessing in the classrooms.
- Students enter the cafeteria in single file. Each teacher accompanies his/her class into the cafeteria.
- Students who misbehave in line will be asked to go to the end of the line.
- ALL STUDENTS ARE EXPECTED TO PRACTICE GOOD MANNERS:
- Courteous responses like "PLEASE" and "THANK YOU" are to be practiced.
- Students are to wait for turn in line without pushing or taking "cuts".
- Students are to use subdued talking in the line and at the tables.
- Students are to spend at least ten minutes eating at the table.
- Students are to leave tables clean when leaving.
- Students are to place trays or lunch boxes in assigned place.
- Students are to wait for instructions by recess duty teacher.
- **The following behaviors are not permitted:**
 - Throwing of food Chewing gum (any place)
 - Popping of sacks Changing places at table
 - Taking food outside Disrespect to anyone

STUDENTS WITH COLD LUNCHESES may not exchange food due to health reasons. Cold milk is available for them. Students may not bring soda pop for lunch.

A STUDENT WHO CANNOT OBEY CAFETERIA/LUNCH RULES WILL BE ASKED TO EAT ELSEWHERE.

Prayer After Meal:

“We give You thanks, Almighty God, for these and all Thy benefits, which we have received from Thy bounty, through Christ Our Lord. Amen.”

Eating Away from School

Students eating at a restaurant or at the home of another student **MUST HAVE** parent supervision and must stop at the office to be signed out and back in by the parent.

PARENTS ARE RESPONSIBLE FOR CHILDREN WHO GO HOME FOR LUNCH FROM THE TIME THEY LEAVE SCHOOL PROPERTY UNTIL THEIR RETURN.

SUPERVISION

- Adult supervision is provided for all students.
- The principal or a faculty member supervises students before school from 7:40-7:55 and after school until 3:15 p.m.
- Teachers maintain supervision throughout the entire school day during all activities.
- Sponsors of extra-curricular activities are responsible for supervision while the children are under their direction.

Inside the Building

When supervisors monitor in the classrooms during inclement weather the following rules apply:

- Students return directly to their homerooms after lunch.
- Conversations should be in moderate tones

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- Running is not permitted in the classroom or in the hallway.

RECESS

Permission to Remain Indoors During Recess

If a parent requests that a student remain indoors during recess/noon time, a note should be sent to the homeroom teacher stating the request and the number of days it applies.

Ordinarily, children are strongly encouraged to go outside unless there is a health reason.

Playground Rules

- Students are instructed by the supervisors as to the location of their play areas.
- No student or group of students should be playing in close proximity to classrooms, if possible.
- Children remain in playground areas until the teacher calls them to line up.
- Each homeroom is responsible for its own equipment. Students are asked not to bring balls and athletic equipment from home.
- ALL STUDENTS ARE ASKED TO BE RESPECTFUL to the supervisors and follow their directions and discipline requests -- knowing that s/he has the delegated authority of the principal.
- BE RESPECTFUL/KIND to each other and include all children in planning and playing games.
- REPORT to the nearest supervisor any difficulties, misbehavior or accidents.
- Display positive sportsmanship.
- Play in designated game areas only.
- Use all equipment in a safe and proper manner and for which it was intended.
- LINE UP QUIETLY AND ORDERLY for entrance into the building when the whistle is blown.
- Pray before entering the building.
- Enter building quietly.

NO STUDENT MAY PLAY

- ✓ on the sidewalks and grass areas near the rectory and church
- ✓ on neighbor's property
- ✓ on the church steps
- ✓ on top of snow mounds or on ice patches

NO STUDENTS ARE PERMITTED TO

- ✓ wear loose jewelry or hoop earrings that may catch on objects.
- ✓ run through or interrupt other children's games.
- ✓ stand, push, or pull other children on the slide.
- ✓ stand on swings or run under or between them. Both hands should be in contact with the suspension chains at all times and only one child is allowed per swing.
- ✓ jump off the swing while it is in motion.
- ✓ Play rough games or rough play such as horseback riding of children, tripping, shoving, wrestling, fighting, climbing trees, and throwing stones or wood chips.
- ✓ have food or gum on the playground.
- ✓ tackle, wrestle, fight or use strong, aggressive actions.
- ✓ "pretend fight".
- ✓ use bad language.

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- ✓ get balls or objects off any roof or out of street.
- ✓ throw snowballs or play on patches of ice.
- ✓ play near windows or throw/kick balls toward windows.
- ✓ leave the playground without the permission of the supervising teacher or a buddy.
- ✓ come back into the building during recess without permission.

In order to assure cooperation, respect and obedience during play time (outside or inside), a detention process has been established for students who choose to violate the above values. (See Detentions)

EXTRA-CURRICULAR PROGRAMS

Rationale

Immaculate Conception School highly encourages extra-curricular activities for enrichment and to help in the development of a well-rounded Christian individual. However, school sponsored extra-curricular activities do not supersede academic progress. Our primary goals are faith and academic development.

Activities

Some of the extra-curricular activities available to Immaculate Conception School students outside the regular school day for their social and physical development and enrichment may include:

- | | |
|--------------------|---------------------------------|
| + Service Programs | + Athletics |
| + Band | + Scouting |
| + Student Council | + Children's and Youth Choir |
| + Chimes | + National Junior Honor Society |
| + Chess Club | |

NOTE: Please refer to ATHLETIC CODE provided by the Athletic Commission for philosophy, goals, guidelines and disciplinary procedures for athletes, coaches, students and spectators.

Student Council: The Student Council is a student leadership group on campus that organizes special events for the students. In the spring, officers are elected from 6, 7 & 8 grade. Officers of the Student Council provide leadership by their attitude and service. They lead as Jesus did: with humility and a desire to serve. They uphold the 4 Rs of our school: respect, responsibility, reverence and right choices.

National Junior Honor Society: The NHS is a prestigious organization that has established qualifications for membership based on the following criteria: scholarship, service, leadership and character. The purpose of the organization is to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership, and to develop character. These criteria are the foundation upon which the organization's activities are built. Students in Grades 6, 7, and 8th apply for membership in the spring. Students must have: a minimum GPA of 3.0, demonstrated hours of service, demonstrated leadership in and/or out of the classroom and demonstrated a character of integrity. A faculty committee reviews applications and all criteria must be represented to be accepted into the organization. Students are notified of the committee's decision and an induction ceremony is conducted in late spring.

Eligibility

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School sponsored extra-curricular activities are based on the same rules which apply to grade school sports. The teachers of students involved in school sponsored extra-curricular activities will evaluate weekly the performance of each of these students regarding their performance in all academic subjects within a grading quarter according to:

1. Satisfactory academic performance --Cumulative grade averages in each subject are considered or eligibility with the average minimum of no less than C.
2. Conduct -- This will be evaluated weekly according to the Parent Student Handbook Discipline Policy.
3. Effort -- based on ability.

Ineligibility

By Thursday the principal will be notified of any student's ineligibility. For sports eligibility see the Athletic Handbook.

DISCIPLINE GUIDELINES

Immaculate Conception School discipline is an essential aspect of Christian development and is to be considered an aspect of moral guidance, not a form of punishment. The purpose of discipline is to:

- ✓ provide a classroom conducive to teaching and learning
- ✓ educate students to an appreciation of the importance of developing responsibility and self-control
- ✓ increase student awareness of respect that is due to the individual students, peers, school personnel, family members, and the greater family of God
- ✓ strengthen a "sense of belonging" within the student
- ✓ provide a safe environment

The administration reserves the right to authentically interpret the disciplinary policy. While there are guidelines for defined disciplinary procedures, the pastor and principal reserve the right to adapt or suspend the process in a situation in which it is deemed necessary. Ordinarily, disciplinary problems are handled by each teacher/supervisor who is responsible to the principal and to the parents of the student(s) involved. Mutual interest, cooperation and frequent communication between parents and teachers/supervisors are essential to the successful solution of more serious problems. The principal is kept informed but is usually involved only with the more serious problems. The pastor is always informed of serious problems.

Teachers strive to:

- ❖ be consistent in following disciplinary policies and guidelines as well as classroom rules
- ❖ develop the attitude of respect, of "belonging and acceptance" in each student
- ❖ limit disciplinary activities which involve assignments in subject areas
- ❖ ordinarily, refrain from "group discipline"

Bullying

Immaculate Conception School actively seeks to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Anti-bullying lessons will be conducted at every grade level. A student first offense will result in a silent lunch isolated from classmates and

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friends. Second offenses will require a parent conference with the Principal. Parents' of bully and parents of victim will be informed of all bullying behavior.

Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities.

Discipline of Students

Immaculate Conception School reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities -- whether during regular school hours on school premises, or in connection with school activities that would otherwise bring scandal to the school or parish in the judgment of the pastor. In the event of a violation of the school's standards, Immaculate Conception reserves the right to invoke appropriate disciplinary steps including, but not limited to detentions, suspensions, probation and expulsion. The level of discipline appropriate for violation shall be determined on a case-by-case basis at the principal's discretion based upon a review of factors including but not limited to the severity of misconduct, student's age, student's academic and behavioral record and other similar criteria. When offenses occur as listed below, the pastor will be informed as soon as possible and the principal will take disciplinary action.

Dismissal for Disruptive Classroom Behavior-- Adopted 5-19-2009

Since Immaculate Conception School places value on the teacher's right to teach and the students' right to learn; Immaculate Conception School reserves the right to dismiss a student from school if a student's behavioral or emotional problems interfere with adjustment to or benefiting from the regular classroom structure and/or the learning for other children in the classroom. An administrative decision on these issues is final and no appeal process is provided.

Behaviors That Require Disciplinary Action

The following is a non-comprehensive list of infractions that are in violation of school policy and for which students may be disciplined up to and including expulsion:

1. cheating on any academic work
2. verbal or physical harassment/abuse to a student or staff member; persistent name calling or ridicule of other students; bullying
3. fighting, provoking a fight between other individuals, or participating in activities which result in violence toward any person(including "play" fighting)
4. consistent refusal to obey classroom and school rules; defiance or disrespect to those in authority
5. possession and/or use of any type of weapon or firearm
6. possession and/or use of drugs, alcohol or tobacco
7. vandalism/theft/destruction of school/parish property
8. possession and/or the setting off or ignition of fused devices or incendiary devices such as fireworks, stink bombs, etc.
9. possession and/or drawing of pornographic pictures and literature
10. use of the school's computer network to obtain, copy, and/or disseminate inappropriate materials, including, but not limited to, pornography, violence and hate

11. disregard for the Church's teachings on the dignity of human life from conception to natural death, for example, abortion, euthanasia, or discriminatory activity
12. any other conduct considered by the administration to be contrary to the best interests of the school and its mission, to students and/or faculty/staff

Drugs and Alcohol Policy

Students are prohibited from possessing, using or being under the influence of alcohol or drugs while at school or at any school related function. Included with the prohibition are the following:

1. Purchasing, use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school related activities
2. Storing in a book bag, desk, clothing or other repository on school premises or in connection with any school related activity any drugs, drug paraphernalia or alcohol
3. Being under the influence of drugs or alcohol on school premises or in connection with any school related activity.

The administration reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug (including prescription drugs) or other information giving rise to suspicion of this policy. A student's failure to cooperate in testing required by this policy may result in disciplinary action up to and including expulsion from the school.

Violation of Drugs and Alcohol Policy may result in any of the following steps:

1. Participation (at the expense of the family) in a drug/alcohol assessment by certified drug/alcohol professional or by a drug/alcohol treatment facility and adherence to the recommendations which result.
2. Student suspended from school for a week, and/or
3. Student required to participate in counseling as recommended , or
4. Student expelled.

Families would be required to provide documented results of #1 and #3 above.

Weapons Possession Policy

It is a violation of the school's policies for a student to possess weapons on school premises or at any time in connection with school related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the administration's discretion, may reasonably be considered to constitute a weapon.

Violations of this policy may result, at the administration's discretion, in disciplinary action up to and including expulsion from school.

Harassment Policy

The term "harassment" includes, but is not limited to slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status or mental handicap. (Diocese of Peoria Handbook)

Harassment of any type -- verbal, physical, visual, sexual -- is opposed to the mission of Immaculate Conception School and will not be tolerated. Harassment of any person on school grounds

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or by any student while acting as a representative of this institution is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action.

A student that feels he/she has been harassed must notify the parent and a faculty member. The matter must also be reported to the Principal, who will inform the Pastor as soon as possible. An investigation of the incident will take place. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation. The Diocese of Peoria Harassment Policy will be followed if any student believes that he/she has been harassed.

Inspection Policy

Individuals entering upon the premises of the school -- whether students, employees, or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included with this Policy is the right to inspect the following:

- ✓ desks
- ✓ book bags, knapsacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises
- ✓ vehicles on school premises
- ✓ clothing (with appropriate safeguards for the individual's personal privacy)
- ✓ other property (whether school, student, visitor) existing on school premises.

Electronic Devices

Cell phones, electronic games, laser pointers, tape players, tape recorders, radios, and other devices ordinarily are not permitted in school or on the grounds. Any exception to this requires the permission of the principal. If students carry cell phones to be used after school, the **cell phone must be kept in the child's locker or book bag and turned to the "off position"**.

DISCIPLINE POLICY - MIDDLE SCHOOL

RESPECT COOPERATION CONDUCT

This process is used when instances of lack of respect or violation of school policies occur. Students not fulfilling academic assignments can be given a middle school detention for lack of cooperation. Regular classroom detentions are monitored by the teacher who gives them--including religion, music, computers and physical education.

Classroom detentions are issued only three (3) times per teacher--with one half hour detention time given. After the third classroom detention, the respective teacher will issue a middle school detention and the policy steps begin.

Detentions accumulate quarterly. At the beginning of the new quarter, detentions will be removed if the student exhibits cooperation with school policy and respect for teachers. The teacher who gives the detention will notify the parents and homeroom teacher. The homeroom teacher will keep these signed detentions until the end of the year.

Procedure

A FIRST AND SECOND DETENTION is served for one half hour after school--student will be supervised by the serving teacher. Homework or make-up work is not permitted.

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A THIRD DETENTION within a given quarter or a second detention within the same week will **AUTOMATICALLY REMOVE ALL PRIVILEGES FOR A WEEK** and also **RESULTS IN ONE WEEK'S SUSPENSION FROM ALL ATHLETIC/EXTRA-CURRICULAR ACTIVITIES**. The pastor is informed at this point of all further action. This suspension is from Monday through the following weekend.

A FOURTH DETENTION requires one Saturday work period from 9:00 a.m. until 11:00 a.m. at school. The middle school staff and principal rotate supervision. If a student does not show improved behavior, it will necessitate that the parents will supervise any subsequent Saturday detentions.

A FIFTH DETENTION may result in a suspension which can be in-school (length determined by the principal). The principal will issue the suspension after the teacher informs the parent of the situation and the reason. When in-school suspension is used, the parent(s) of the student(s) involved will be expected to pay the salaried fee of the supervisor.

During this suspension period the following is expected:

- Academic work and study are completed during this time and grades are given.
- All work must be returned at 3:00 when the student leaves school -- the student gives the work to each teacher. No extra make-up time is given.
- Tests are made up according to teacher discretion.

A SIXTH DETENTION, after consultation with pastor and parent(s), may result in dismissal from school.

Immaculate Conception School Education Commission 08/02

Gum Chewing

Gum chewing is not permitted in school, on the playground, or in church. If a dentist prescribes chewing gum as a dental need, parents should send a note explaining this to the homeroom teacher.

DISCIPLINARY ACTION

Detentions

After efforts to create positive change have proven ineffective, teachers and supervisors may give after school detentions to respective student(s). Detentions are ordinarily served the day after the situation -- or at another time agreed upon between teacher and parent. We expect parent support in the process so that the student will be enabled to fulfill his/her obligation. Even though the detention itself is non negotiable, the student may appropriately communicate his/her feelings to the teacher, supervisor or principal.

Classroom Detentions

Detentions are given by classroom teachers in accordance with classroom rules and school policy.

Playground Detentions

In order to assure cooperation, respect and obedience during play times (outside and inside), the Immaculate Conception School faculty has established a detention process and time for students who choose to violate playground rules. Detentions are given by the playground supervisor. The

supervisor's word stands for each detention and further debate by the student with the teacher or principal is not permitted. The student may communicate his or her feelings to the supervisor and/or principal. If a student fails to keep a detention time, a second detention will also be served.

Suspension

Suspension is defined as removal from all or part of the school or school activities for a definite period. It will be "in-school" as determined by the principal. Ordinarily, prior to suspension, the teacher and principal will have pursued other alternatives of discipline and will have notified the parents of the problem(s).

Procedure for Suspension

1. Parents will be notified if there is a behavior problem and this notification will be documented and placed on file in the school office.
2. Lack of satisfactory improvement will necessitate a conference with the teacher, parents and student to discuss the situation and possible solutions. The pastor is informed at this point of any further action.
3. If there is still insufficient improvement, the principal will meet with the teacher, parents and student to determine appropriate action.
4. This second conference may result in suspension:
 - (a) A suspension may extend, ordinarily, from one to seven school days and will be "in-school" as determined by the principal. During the suspension period the student is expected to fulfill class assignments and will receive grades for the work.
 - (b) A statement as to the type and time of suspension as well as the reason(s) for the suspension will be placed on file in the school office by the principal.
 - (c) Since "in-school" suspension requires constant supervision, the parent(s) of the student(s) involved will be expected to pay the salaried fee of the supervisor.

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POLICY: D-114

Approved: 8/02

Suspension Re-admittance

After a period of "in-school" suspension, one or both parents must return to the school with the student to request re-admittance and to establish a plan for improved behavior. The parent of the suspended student shall continue contact with the teacher(s) or principal as determined at the time of re-admittance. This duration of time will be known as "the probation period". A parent/teacher conference or phone communication will complete the probation period as approved by the principal.

Permanent Dismissal

The permanent termination of a student's enrollment for disciplinary reasons is a most serious matter and is invoked only as a last resort. Preferably, it should be preceded by at least one suspension. Prior to permanent dismissal, the student and his/her parent(s) or guardian(s) must be granted a hearing in the presence of the pastor by the principal and teacher(s) involved with consideration given to the extent of the school's previous efforts to remedy the problem.

Procedure

The procedure for permanent dismissal consists of three main parts:

- 1. Notification of Dismissal**
- 2. Meeting of the pastor and principal with the student, teacher(s), and parents/guardians**
- 3. Right to Recourse.**

1. Notification of Dismissal

When an administrator believes there is reason for the permanent dismissal of a student, the pastor, that student (depending on age) and the parent(s) or guardian(s) are informed, verbally, in person or by phone; written notification shall follow.

The written notification includes:

- * Reasons for considered dismissal
- * Copy of dismissal procedures including the right to recourse process
- * Possible dates and times for hearing
- * Forms on which parent can indicate having received the notification of dismissal and indicate which dates and times are convenient for meeting. This form is to be completed and returned to School as soon as possible, usually no longer than two working days after it has been received.

2. Meeting of Student and Parent/Guardian With Principal and Pastor

The purpose of this meeting is to give the student and his/her parents/ guardians a chance to ask questions about reasons for dismissal, to present their account of the situation and/or to respond to reasons given for dismissal.

The principal presides at this meeting. The student and the parents/ guardians are to be present. Teacher(s) or involved staff members may also be in attendance. The pastor or his delegate is present but is not normally involved at this level as he is the court of appeal.

The meeting is kept as informal as possible. Tapes or verbatim records are not permitted at this level. As soon as possible, usually no longer than 24 hours, the student and parents/guardians are informed of the decision.

If the decision is for permanent dismissal, the parents/guardians are given the opportunity to withdraw the student.

A summary of the conference is prepared and given to the parents/guardians to sign and comment upon. This summary record becomes part of the student's file.

3. Right to Recourse

A decision regarding the permanent dismissal of a student can be appealed by applying the Immaculate Conception Education Commission POLICY and its guidelines for the PROCESS FOR DEALING WITH CONFLICTS LOCALLY. The pastor must confirm all such dismissals.

If the conflict is not resolved locally, the DIOCESAN COMMISSION ON EDUCATION policy can be applied.

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Issued: 08/02

BEHAVIOR GUIDELINES

Behavior Matrix

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Students are expected to learn the contents of the school's "Behavior Matrix" and to conduct themselves according to the expectations.

School Functions

Parent assistance and supervision are needed to guarantee both student safety and better control at school functions. Children should be made aware of the following:

Safety

1. Under no circumstances should students be climbing on the roofs of the school buildings.
2. The blacktop near the front door is neither a play area while it is being used as a parking lot, nor is it a safe play area after dark.

Control

1. Students attending school and other sponsored events at school are expected to remain in the building and not wander in and out during the time of the event.
2. Students in the fourth grade or younger must be accompanied by an adult at late afternoon and evening extra-curricular activities (such as volleyball and basketball games).
3. The following areas are off limits for all students, at all times, at all functions
 - i. under the bleachers
 - ii. in the kitchen
 - iii. on the school roof
4. All students should be aware that their conduct represents Immaculate Conception School and that good conduct is required to make any event successful.

Adult chaperones will make every effort to enforce the above guidelines and contact parents if a student becomes involved in a problem.

School Dances

Middle school dances at Immaculate Conception School are permitted as a positive social experience. They are held under the following circumstances and ground rules:

1. The Student Council sponsors the dance, with two dances per year being the maximum number.
2. Only Middle school students are participants.
3. Dances must be well monitored with six to twelve parent chaperones.

The following procedural guidelines are:

1. Announcements and permission slips are sent home through the school office with each Middle School student. Parents are given the opportunity to chaperone.
2. Permission slips are returned to the office through the Homeroom teachers; a summary list of those attending is prepared in the office and sent to the Student Council president.
3. Entry to the dance takes place at 6:30 p.m., unless parents are informed otherwise by note. Any student who wishes to attend the dance, but has not turned in the permission slip before the requested date will be allowed entrance to the dance ONLY IF ACCOMPANIED BY HIS OR HER PARENT who must register the student in the sign-in area.
4. Students are not allowed to remain in the parking lot or school area once the dance begins.
5. Students sign in when they enter the gym and are not allowed to exit other than to go home at 9:00 p.m.
6. Dances end promptly at 9:00 p.m. with the parking areas patrolled until all students are gone.

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7. In the event there is any discipline problem during the dances (including but not restricted to disrespectful behavior, the possession and/or use of lighters, tobacco or alcohol), the student(s) will be separated and put under adult control. Parents will be called to come and take their son/daughter home. Activities of this nature will also be handled under the school's suspension policies.

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Policy: D-142.6

Issued: 08/02

SCHOOL SAFETY GUIDELINES

1. Immaculate Conception School prohibits the use of tobacco in the school, gym and cafeteria, when such property is being used for any school purposes.
2. Supervision policy is clearly expressed in the Faculty Handbook. Supervision of students is maintained at all times.
3. Lunch time activity is supervised at all times by adult personnel. Teachers and supervisors inform students of specific recess/ noon-time playground rules.
4. Student participation in extra-curricular activities is supervised by adults who must inform parents of scheduled times for activities.
5. Indoor and outdoor premises are properly maintained during inclement weather to insure the safety of children and adults.
6. Playground, school and gym equipment are periodically checked for safe performance; playground areas are checked for hazardous conditions.
7. Parents should inform the principal/teacher if there is any medical reason why their child cannot participate in gym class or in other particular activities.
8. An emergency file is maintained in the office. Parent or guardian fills out a family card, indicating who to call in an emergency.
9. If a child becomes ill or injured, parent(s) or delegated persons are notified immediately.
10. Medication for students is maintained in the nurse's office. Parents must authorize the administration and are responsible for keeping the supply renewed according to the guidelines.
11. Parents are asked to have an alternative plan for children to use in case of emergency dismissal. As requested in the PARENT STUDENT HANDBOOK, parents discuss this plan with their child(ren) and make appropriate arrangements in the event that a parent may not be home if an emergency occurs.
12. Tornado drills are annually conducted and children are prepared by word and practice. Drill routes are likewise posted. Earthquake procedures are also reviewed and posted.
13. Fire drills are held regularly according to state and local regulations. Evacuation includes all persons from the building. Students have emergency procedures thoroughly explained to them. Drill routes are posted in each room and office.
14. Signed field trip permission slips are obtained for each student before a trip is taken and these are kept on file by the teacher.
15. If a student is absent, parent/guardian is asked to notify the school office between 8:00 and 8:30 a.m. If the parent has not called in, the school office will call the home after 8:30 to confirm the absence.
16. Students are not to arrive at school before 7:45 a.m. since teacher supervision is not provided until that time.
17. Children will be released from school only on the personal or written request of parent or guardian.

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18. Students are taught never to accept a ride from a stranger and to report any communication from a stranger to the office.
19. Students who ride bicycles are expected to follow the Bicycle Rules of the Road. Specific rules are printed in the Handbooks for riders and walkers.
20. Entrance doors to the school building are locked. Parents and visitors may enter through the front door by the office.
21. All school and state equipment and supplies are inventoried and stored in properly secured areas.
22. All employees of Immaculate Conception School have been trained according to OSHA Blood Borne Pathogen Standards. Besides being in compliance with the Exposure Control Plan, the administration provides in-service education.
23. All employees of the school have been trained and certified in CPR for adults and children, and in the proper use of the school's defibrillator.
24. Procedures are observed whereby pupils and staff may submit suggestions regarding hazardous conditions and practices.

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POLICY:

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CONFLICT RESOLUTION - LOCAL POLICY

DEFINITION: Conflict Resolution is the process used to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting staff members, parents, students or involved parties of Immaculate Conception School. Neither the presenter nor the respondent shall be represented by a lawyer.

A. Informal Level

Ordinarily grievances or complaints are handled in discussion with the principal. The presenter makes the problem known to the principal. If the conflict is not resolved between the presenter and the principal, the following steps are followed:

- 1) The presenter submits to the principal in writing the problem and the remedy sought.
- 2) An informal meeting is scheduled with the principal, presenter and pastor. If a solution is not obtained through these informal efforts, the presenter may proceed to the Formal Level.

B. Formal Level

If a solution has not been obtained through informal discussions, within five (5) working days of the alleged incident the presenter should notify the principal who will then proceed to the next step. The principal will forward within two (2) working days the written presentation of the presenter to the Chairperson of the Immaculate Conception Education Commission.

1. The Chairperson of the Education Commission, after consultation with the pastor, will convene a special executive session of the committee to present the conflict. Prior to the meeting, the chairperson appoints a "Committee for Resolution of Conflict". The committee shall consist of three (3) members of the Education Commission. The appointed chairperson shall preside at all meetings. The committee shall adopt additional procedural and administrative rules as deemed necessary, such as:

- a) The presenter may make a statement, either orally or in writing, relating to the problem.
- b) The respondent may make a statement in answer.

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- c) The presenter may give other evidence, either documentary or from witnesses, and may question the respondent.
 - d) The respondent may present evidence, either documentary or from witnesses, and may question the presenter.
 - e) Members of the “Committee for Resolution of Conflict” may question the parties and witnesses.
 - f) All statements, evidence and questions must relate to the specific problem. Either party (the presenter and the respondent) may object to the questions, evidence or statements on the grounds of irrelevancy. The presiding officer shall rule on objections, after consulting with the other members of the Resolution of Conflict Committee.
2. The “Committee for Resolution of Conflict” meets to determine the action that will be recommended. The presiding officer will present a written recommendation to the pastor within five (5) working days.
 3. Within five (5) working days the pastor decides whether or not to implement the committee's recommendation and notifies the presenter, principal and the “Resolution of Conflict of Committee”.
 4. In the event that either party is not satisfied with the decision of the Pastor, the Diocesan Conflict Resolution Process may be considered.

Time Lines

The “Committee for Resolution of Conflict” establishes the time frames for each step of the process.

1. Failure to proceed within the appropriate time frames on the part of the principal or Education Commission allows the presenter to proceed to the next step.
2. Failure to proceed on the part of the presenter at any point in the proceeding will make the answer at the previous step final.
3. Any time limit in this procedure may be extended by mutual consent of the presenter and the Resolution Committee; such extension must be stated in writing and signed by the presenter and Chairperson.

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POLICY

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IMMACULATE CONCEPTION SCHOOL
ACCEPTABLE USE POLICY

Purpose

Immaculate Conception School supports the use of computers, Smart Boards, Netbooks, and the Internet in its instructional program in order to facilitate access to information, research, collaboration, and interpersonal communications.

The use of computer hardware & software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs & learning styles of our students.

Authority

The electronic information available to students and staff does not imply endorsement of the content by Immaculate Conception School, nor do we guarantee the accuracy of information received in the Internet. Immaculate Conception School shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or for any information that is retrieved via the Internet.

Immaculate Conception School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. We reserve the right to log network use and to monitor file server space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

Immaculate Conception School shall make every effort to ensure that students and staff use this educational resource responsibly. Teachers have a professional responsibility to help students develop the moral foundation and intellectual skill necessary to discriminate among sources, to identify appropriate information, and to evaluate and use information to meet their educational needs.

Teachers and staff have the responsibility to respect and protect the rights of every other user in Immaculate Conception School. The principal shall determine what inappropriate use is, and his/her decision is final.

Guidelines

Only the authorized owner of the account will use any network accounts for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. Specifically, the following uses of computer hardware & software, the Internet, E-mail, and/or the network are strictly prohibited:

- To facilitate illegal activity.
- To access obscene or pornographic material.
- To disrupt the work of other users.
- To transmit material likely to be offensive or objectionable to recipients.
- To intentionally obtain or modify files, passwords, and data belonging to these users.
- For commercial or for-profit purposes.

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- For non-work or non-school related work.
- For product advertisement.
- For fraudulent copying, communications, or modification of materials in violation of copyright laws.
- For hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- To participate in any chat rooms or instant messaging.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the network, the following guidelines must be followed:

- ✓ Employees and students shall not reveal their passwords to another individual.
- ✓ Users are not to use a computer that has been logged in another's name.
- ✓ Any user identified as a security risk or having a history of problems with computer systems may be denied access to the network.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

Consequences for Inappropriate Use

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the network shall be subject to "fair use" guidelines and copyright law.

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Publicity Agreement

On occasion, Immaculate Conception School takes photographs or makes and audio or video tape recording children and/or adults involved in school/parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in Immaculate Conception School publications or advertising materials to let others know about our school/parish. In addition, local news organizations may hear of our activities or events, and our school/parish may invite or allow them to photograph or record our events to be used, distributed, or displayed as agents of the school/parish see fit. This consent includes but is not limited to: photographs, videotape, audio recordings, website publishing and DVD's.

Please put in your child(ren)'s names and grades:

1. _____ Grade: _____

2. _____ Grade: _____

3. _____ Grade: _____

4. _____ Grade: _____

_____ Yes I give permission

_____ No, I choose not to allow my child(ren) to participate in any of the above mentioned.

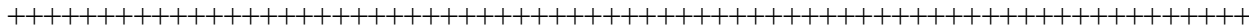
Parent's Signature: _____ Date: ___/___/___

Please sign and send this sheet back to the office. Fill out both front and back of this page:

We have read and agree to be governed by the **Parent-Student handbook** of the Immaculate Conception School.

Parent Signature: _____

Date: _____



We have read and agree to follow the policies set forth in the attached **Acceptable Use form**.

Parent Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____