Immaculate Conception School

Student/Parent Handbook

2026-2027

Immaculate Conception School
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SCHOOL PERSONNEL

Pastor/Superintendent

Fr. Timothy Hepner
Fr. Ignacio Cardenas

Administration and Faculty

Mrs. Breanna Todd, Principal
Mrs. Kelli Osborn, 3 and 4 Year old Preschool / Pre-Kindergarten
Mrs. Megan VanVleet, Kindergarten
Mrs. Meghan Schroeder First grade
Mrs. Meredith Rundle, Second grade
Ms. Natalia Godina, Third grade
Ms. Chloe Russell, Fourth grade
Ms. Kelli Koch, Fifth grade & 6th Math
Mrs. Amy Kelley, Middle School Language Arts/Reading and Advanced ELA
Mrs. Anna Kraft, Grade Seventh and Eighth Math, Advanced Math and Middle School Social Studies
Mrs. Tami Rankin, Grades Sixth, Seventh, and Eighth Science
Ms. Melinda Frakes, Technology Coordinator
Mr. Nico Barberan, Music Education, Band, Youth and Children's Choir
Mrs. Erin Elliott, Art Education & Humanities, Atrium
Mrs. Cece McVey, Marketing/Development Director
Mr. Jack Thompson, Physical Education & Athletic Director
Mr. Mike Snell, 5th through 8th Grade Religion
Mrs. Lucinda Ricco, Teacher's Aide
Mrs. Bobby Allaman, Teacher's Aide
Mrs. Sarah Grant, Interventionist

Commission on Education

Mrs. Lisa Adkisson
Mrs. Dorothy Ricketts
Mrs. Racheal Gipe
Mrs. Emily Guerrettaz
Mr. Dan Renwick
Ms. Diana Godina
Mrs. Rachel Kunkle
Mr. Tom Prince
Mrs. Cece McVey

Staff

Mrs. Dawn Steele, Administrative Assistant & Bookkeeper
Mrs. Felicia Simmons, Administrative Assistant

Ms. Diana Godina, Custodian
Mrs. Sandy Cavanaugh, Head Cook
Mrs. Pachelley Missavage, Kitchen Assistant
Mr. Edward Burton, Kitchen Assistant
Mrs. Arecelli Godina, Kitchen Assistant

CATHOLIC SCHOOL STATEMENT OF PURPOSE

"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom…."

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school's main goal must be to help each student develop a personal and ecclesial relationship with our Lord, Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricular service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic Doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."

Sister Mary Angela Shaughnessy, SCN, JD, PhD

MISSION STATEMENT OF IMMACULATE CONCEPTION SCHOOL

"As part of the evangelization mission of Immaculate Conception Parish, Immaculate Conception School is dedicated to providing and nurturing Catholic religious education and quality academic education for students in grades Preschool through eighth grade."

School Philosophy

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 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 and 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

Vision Statement

Immaculate Conception School takes pride in being distinctly Catholic by offering opportunities for prayer, worship, liturgical experiences and teaching Gospel values through a Catholic worldview. The school educates the whole child with a comprehensive, well-rounded curriculum that promotes academic excellence. Immaculate Conception School promotes fiscal practice and partners with community and alumni to ensure affordable and accessible Catholic education to our students.

SCHOOL GOALS AND OBJECTIVES

The faculty assumes the responsibility of assisting the parents, the child's prime and foremost educator, in educating the whole child while preserving each child's own individuality and uniqueness. The Immaculate Conception faculty and staff hope to do this by establishing the following goals and objectives.

- Assist in the development of moral and spiritual values, ethical standards of conduct, and basic integrity following the Catholic teachings. In order to do so, the Immaculate Conception faculty and staff will encourage parents and teachers to set good examples, provide religious instruction, and encourage leadership.

- Develop a respect for the rights and properties of others as individuals and as groups. Students will be taught the importance of consideration of others, courteous speech, polite manners, fair play, and respect of others property.

- Encourage students to develop a love and understanding of the Church of Christ and His teachings and to help them develop a spiritual life of prayer and worship. In order to do so, the Immaculate Conception School faculty will encourage attendance at Mass, provide celebrations for liturgical seasons, lead daily prayers, encourage sharing through missions, and provide opportunities for liturgical participation in class.

- Fundamentally educate students in all traditionally accepted curriculum areas.

- Provide educational programs that take into account individual differences, needs, and rates of learning. Immaculate Conception School will utilize diagnostic testing and continuous reevaluation, provide early intervention and support to struggling students.

- Prepare students to live productively and successfully in the community, state, and nation.

The faculty and staff of Immaculate Conception School believe that they can provide students with an excellent Catholic education. Immaculate Conception staff also believes that success demands the finest efforts of the faculty, parents, and students working together with God's assistance.

HANDBOOK AGREEMENT

The purpose of this handbook is to present the policies and activities of Immaculate Conception School. The policy statements are necessarily general, and the administration reserves the right to make specific applications as circumstances arise. Parents are asked to review this handbook with their children and keep it for referential use during the school year.

At least one parent will be required to agree to the following commitment at the time of registration of each school year: "I (We) have read and agree to be governed by the school policies as stated in the Immaculate Conception School Student Handbook and to see that my (our) child(ren) follow these policies." This commitment will be found in the on-line registration and must be agreed to before registration is accepted.

Amendments to the Handbook

The administration reserves the right to amend this Parent/Student Handbook. The Pastor of Immaculate Conception School has the final word in all disciplinary situations and, after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.

APPEAL AND REVIEW POLICY – Peoria Diocese and Immaculate Conception School

Statement of Policy

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the Diocese under the following conditions only:

1. The decision violates or is in conflict with the teachings of the Roman Catholic Church
2. The decision violates or is in conflict with an applicable Diocesan policy
3. The decision violates or is in conflict with a policy or procedure of the parish, school, or other entity that takes precedence over the decision in question
4. The decision violates or is in conflict with an applicable federal, state, or local civil law

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Statement of Process

The individual or group desiring the appeal or review must make the request known to the governing Pastor or Board of Pastors responsible for that school in the form of a letter. As a matter of record, a copy

of that letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese of Peoria and to the local Vicar.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it
2. The grounds for the appeal or the review with specific reference to one or more of the four conditions listed above
3. The proposed resolution

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese, and the local Vicar.

In most cases, the decision of the governing Pastor or Board of Pastors is final. However, those who have requested the appeal or review may further appeal to the local Vicar who has the authority to summarily dismiss the case or who may forward the appeal for review to the Office of Catholic Schools and the Vicar General of the Diocese of Peoria.

Promulgation

This policy replaces the Conflict Resolution Policy of the Diocese of Peoria and shall be included in all policy statements of all schools of the Catholic Diocese of Peoria.

COMMISSION ON EDUCATION

As defined in Diocesan Policy G-210, the role of the Immaculate Conception School Commission on Education for the Monmouth Area is a consultative one to the pastor and the principal. In this capacity, the Commission has three basic roles: (1) to provide counsel and advice in the operation of the school, (2) to develop, define, and recommend policies which govern the operation of the school, in full accordance with the policies established by the Diocesan Commission on Education, and (3) to promote the implementation of the policies which have been developed and defined.

ADMISSIONS

Non-Discrimination in Admission Policies

Immaculate Conception School is in compliance with all federal and state non-discrimination and equal opportunity laws and regulations regarding admission as stated in the Commission on Education policies of the Diocese of Peoria. No student shall be refused admission to Immaculate Conception School on the basis of race, color, sex, ethnic origin, or disability (when with minor adjustments on the part of the school, the disabled person could be accommodated).

Immaculate Conception School gives preference to students of Catholic families who are registered members of Immaculate Conception Parish; secondly, to Catholic students whose families are not members of Immaculate Conception Parish; and thirdly, to non-Catholics. Decisions on student

enrollment are based on the school's mission statement. Final decisions on enrollment are made by the pastor, with input from the school principal.

Eligibility

In order to remain fair to Immaculate Conception parishioners and provide a Catholic education to as many Catholic students as possible, the following priority list will be used for possible enrollment to Immaculate Conception School if registration exceeds capacity:

1. Baptized children whose siblings are already attending Immaculate Conception School and whose parents are **practicing Catholic parishioners** of Immaculate Conception Parish.
2. Baptized children of practicing Catholic parishioners of Immaculate Conception Parish who are enrolling their child.
3. Non-Catholic families whose siblings already are attending Immaculate Conception School.
4. Baptized children of practicing Catholic families from parishes that have no school of their own.
5. Baptized children of non-practicing Catholic families or children of non-Catholic families
6. Non-Catholic families who agree to pay full tuition and who affirm the religious education program of the school.

Criteria for Admission and Continued Enrollment

- Catholic schools are established primarily to help mold students in preparation for their lives as Catholic adults within a community inspired by faith; they are not havens for those who wish to escape problems relating to the achievement of social justice in the public sector.

- Age requirements for admission follow the guidelines of the Illinois School Code: Preschool - 3 years of age on or before September1. Pre-Kindergarten – 4 years of age on or before September 1. Kindergarten - 5 years of age on or before September 1; Grade One - 6 years of age on or before September 1. The administrator will determine the academic and social requirements for admission as well as the appropriate class placement. Additionally, the administrator may deny a student admission if the student's academic, physical, or social needs cannot be met adequately at Immaculate Conception School.

- Illinois law requires that all students entering kindergarten and sixth grade must have a physical examination (See "Health Examinations and Immunizations"). This examination must be completed within one year prior to entry. Those students entering at **any grade level** from any other school district must also have a current health record on file. Physical forms from other schools in Illinois are usually acceptable. Physical forms from out of state must be reviewed by the school nurse. Only physicians licensed to practice medicine in all of its branches shall be responsible for the performance of the health (physical) examination and sign all report forms**.** A dental exam is required for all children in kindergarten, second, and sixth grades. The exam must be performed and signed by a licensed dentist, and proof of the exam must be presented to the school by May 15th of the school year. Waivers for the dental exam are available under certain circumstances. Consult the principal for further information. A vision exam performed by an

optometrist or a physician who provides complete eye examinations will also be required for kindergarteners and must be completed by **October 15**. Failure to do so will result in a withholding of the child's report until it has been completed.

- Students entering an Illinois school for the first time must have a physical exam with up to date immunization records, and a vision exam done by an eye doctor **and reported Illinois forms.** Transfer students have 30 days to transfer their records from the previous School.
- Prior to entering Immaculate Conception School, every child shall present proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and chickenpox. A screening for lead must also be presented.

- All school families are expected to pay book fees and tuition. Those families needing financial assistance with tuition may complete an online FACTS application for tuition scholarships. Applications are available at http://www.immaculate-conception.net/ Click on the Enroll Online tab to access.

- To ensure continued enrollment at Immaculate Conception School, weekly attendance at Mass and regular reception of sacraments is expected for all Catholic students.

- Non-Catholic and Catholic students are expected to participate in the curriculum since religion is a major subject at Immaculate Conception School. The participation in certain religious activities is part of our program. All students are expected to participate.

- Once a child has been accepted into Pre-kindergarten at Immaculate Conception School, that child may remain through Grade 8, except in the case of expulsion or the school's inability to meet the needs of the child.

- As a condition of continued enrollment, parents are expected to actively support the educational and extracurricular activities of their children, participate in the volunteer projects of the Immaculate Conception Fair Share agreement and to promote the mission and philosophy of Immaculate Conception School.

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P-CDOP

ADMISSION AGE

Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1.

Students admitted to kindergarten shall be five
years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year.

When the school's early childhood program combines preschool with extended child care, children may be admitted throughout the academic year on or after the date of their third birthday. In such cases, parents must acknowledge in writing that their child will remain in the early childhood program and will not be admitted to kindergarten until the child has attained the age of five years on or before September 1 of the given academic year.

Exceptions to age requirements may be made only at the recommendation of the principal with the approval of the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.
Reviewed 7/2018, 6/2020

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AR-OCS

ADMISSION AGE

It is expected that the admission ages defined by this policy will be followed. Any exceptions require the prior formal approval of the Superintendent of Schools. No exceptions will be considered without the recommendation of the administrator.

Any request for an exception shall be made in writing to the Superintendent of Schools by the principal. The request shall include:

1. Name of child and parents of the child for whom the exception is being asked.
2. Reasons for exception.
3. Summaries of measures used to determine readiness level.
4. Recommendation of the administrator.

The Superintendent of Schools will consider the judgment of the principal when granting exceptions. Therefore, the administrator retains the major responsibility for determining if younger than state regulation and/or diocesan policy may enter preschool, kindergarten or first grade in a particular school. Before making a determination, the principal shall consider several facets of readiness: physical maturation including size, speech and motor skills; social maturity including behavior; language development; and mental age level.
Reviewed 7/2018, 6/2020

ENROLLMENT PROCEDURE

Annual Enrollment

1. Pre-registration for Pre-School and Pre – Kindergarten will be held in the spring of each school year. Enrollment will be based on the priorities listed in the eligibility section of this Admission Policy. Within each category, priority will be based on the date when a completed registration form and fee were received.

2. Those parish and school families not registering by the May deadline or before the class is closed will lose their right to the priority list in the Eligibility section.

3. Students in Grades 1 through Grade 8 may be accepted for enrollment as openings occur.

4. Registration Day will be set in the spring to formalize registration for students who have been accepted for enrollment.

5. Those on a waiting list will be prioritized according to the Eligibility section of the policy.

Class Size

Immaculate Conception School will limit the number of students in each class to a maximum of fourteen (14) Preschool students, eighteen (18) students for Grades Pre- K and Kindergarten, and students in grades 1st through 8th Class size with retention is not to exceed twenty (20). If additional space becomes available, this policy will be reviewed. **The Pastor reserves the right to make changes to this policy if warranted.**

TRANSFERS

1. Students of Catholic families transferring from out of town to Immaculate Conception School and Parish will be eligible for immediate enrollment if present enrollment figures accommodate them. Families are encouraged to make transfers at a logical academic break.

2. Students transferring to Immaculate Conception School will be required to provide evidence of

previous school experience. Immaculate Conception School reserves the right to accept the student, refuse admission, or allow admission on a probationary status whose length and terms will be determined by the administrator. A transfer student may be interviewed by the principal before a decision for entry is made. The student's cumulative records are requested from the school last attended.

Transferring Students Who Wish to Re-Enter

Students who move to another city and wish to return to Immaculate Conception School may do so with the approval of the school administrator in addition to a review of the student's records.

Transfer of Student Records

Immaculate Conception School expediently provides the transfer of student records to a new school as soon as the records are requested by that school. ***One exception to this rule is when the transferring parents have outstanding tuition, book, or other fees***. In such a case, only the current physical, as mandated by state law, will be sent to the new school until all fees have been satisfied.

Withdrawals

Parents/guardians must complete a withdrawal form. All accounts must be paid in full, i.e. tuition/academic fees, cafeteria program, etc. All textbooks and school property must be returned. Once all of these conditions are satisfied, official transcripts and student medical records can be released to other schools.

FEES

Registration

A non-refundable, one-time registration fee of $120 is charged when a student applies for admission to Immaculate Conception School

Book & Technology Fees

A book and technology fee will be charged in the amount of $70 for pre-school and Pre-Kindergarten. The fee is $255 for Kindergarten through grade Eighth This fee covers the cost of workbooks, textbook rental, and other consumable materials and educational resources needed during the year. It may also cover other expenses incurred in the operation of the school. Student book and technology fees must be paid in full prior to the first day of school.

Tuition Reimbursement

If a student must leave before the end of the school year, a refund may be made available. If a student is currently 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 may be 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.

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 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 workwith 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, a FACTS financial form through the school, and apply for Empower Illinois Scholarship.
6. ***If a recipient of a scholarship fails to stay current with monthly payments their awarded scholarship can be revoked***. Notices are sent home in advance to notify parents of unpaid fees.

Payments

Payments may be paid in monthly, semi-annual, and annual payments. Monthly payments may be made on the 5th or 20th of each month, August through July (12 months). Semi-annual payment is half tuition made in August and in January. Annual payment is due in August. These payments are a direct debit set-up through FACTS Tuition Management. Tuition, book fees, and other incidental fees are to be paid through the FACTS website.

All previous year balances or past due accounts need to be paid on or before August 1 in order to register for the upcoming school year. It is the expectation that families must remain current in order for their student(s) to remain at Immaculate Conception School. It is the parent's responsibility to contact school administration if extenuating circumstances arise that may affect monthly payments.

Other Fee Policies

A draft returned by a bank for insufficient funds will incur a $30 charge. FACTS will automatically attempt to draft a second time later that month. If insufficient funds incur on the second attempt an additional $30 charge will be applied.

Delinquent Tuition and Fees Payment Policy

The success of Immaculate Conception School relies upon the commitment of all families to:

- Make Catholic education a financial priority.
- Be involved in their children's education.
- Make their tuition and fee payments in accordance with the selected payment schedule.

Immaculate Conception School relies upon tuition and fee payments to provide an excellent spiritual and educational program, operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Business Manager or Pastor as soon as possible. Some examples could be a change in family circumstances (e.g., death, divorce, illness, loss of employment). Avenues for financial assistance can be explored in these cases. Failure to comply with tuition and payment policies may impact your family's eligibility for tuition assistance at a future date.

When payments are not made in accordance with the tuition agreement the family committed to, the following steps will take place.

<u>Returned Payment</u>

- When a payment is returned, it will be re-attempted within two business days of the return. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned again and becomes unresolved, the family must make a payment either online or by bringing in a payment within the next five business days. If the family pays online or with a check, the account will not be considered current until the online payment or check clears and is not returned (usually within 2-3 business days). The account will only be considered current on the date of payment if the payment is made in cash. If payment is not made, then the 30 days past due policy will apply.

- PLEASE NOTE: A valid payment account must be set up in FACTS at all times. If a family is notified that their account is invalid, a new payment source must be set up within 5 business days. Once a payment source is selected, it cannot be changed unless there are extenuating circumstances: for example, if a credit card is lost or stolen, a bank account is compromised, or there is a new financially responsible party. If a new, valid payment source is not set up within 5 days, then the 30 days past due policy will apply.

<u>30 Days Past Due</u>

- When an account becomes 30 days past due under the established tuition agreement, the family will receive a notification from FACTS. They will also receive an email from the Business Manager. It is the responsibility of the family to contact the Business Manager to work out an agreement to correct the situation or make an acceptable alternate plan for payment.

- If the family does not contact the Business Manager to correct the situation or to make payment as stipulated above, then the following will take place:

    - Student(s) will not be allowed to participate in school field trips.
    - Student(s) will not be allowed to participate in any athletic competitions or practices.
    - Student(s) will not be allowed to participate in any extracurricular activities.

- If payment is made online through FACTS or with a check, the account will not be considered current until the FACTS payment or check clears the bank (usually in 2-3 business days), and the above stipulations will be enforced until the payment has cleared. If payment is made with cash, then the account will be considered current.

<u>60 Days Past Due</u>

- When an account becomes 60 days past due under the established tuition agreement, the family will receive written notice from the Business Manager explaining the commitment and require immediate attention to the matter. In addition to the 30 days past due actions above, the following will also take place:

    - Report cards and transcripts will be withheld until the balance is paid in full.
    - Student(s) will not be permitted to pre-register or to return for the following school year until the balance is paid in full.
    - In the case of Preschool, students will not be allowed to return until the past due balance is paid in full. Students will also be withdrawn from their reserved spots for Preschool for the following school year and will be put on the waiting list instead.

90 Days Past Due

- When an account becomes 90 days past due under the established tuition agreement, the family will receive written notice from the Business Manager explaining the commitment and require immediate attention to the matter. In addition to the actions noted above, the following will also take place:

    - Student(s) will be withdrawn from Immaculate conception School.
    - In conjunction with the delinquency, the school reserves the right to use a collection agency to collect the past-due amount.

Immaculate Conception School encourages all families to maintain open communication with the Business Manager to ensure a complete understanding of each family's financial circumstances, as our goal is to provide an enriching and quality Catholic education to every student that desires one. By working together, we can make sure this goal is met.

Contributions

The financial stability of the school is dependent on generous, tax-deductible gifts from friends, parents, grandparents, and church members. Monthly contributions enable the school to keep tuition at an affordable rate.

Parents/Volunteers

VOLUNTEERS - Immaculate Conception School community recognizes the value of volunteers in the overall function of the school and encourages their involvement.

All volunteers who engage in activities with Immaculate Conception students are required to comply with the philosophy and policies of Immaculate Conception School as well as Diocesan requirements. These include CANTS, background checks through fingerprinting, attendance at Safe Environment training sessions, and the Catholic Mutual's "Be Smart – Drive Safe" online training and the Volunteer Driver's form. Information regarding this process and forms for the same may be obtained from the school office.

BACKGROUND CHECKS – Diocesan Policy All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer work in the school. This background check must be completed for all personnel working in the schools and is a condition for employment.

Background Checks – Administrative Regulation The background check consists of two separate procedures which includes a S2 Verify, as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS). If, at the time of hiring, an individual is coming from another state, the school is responsible

for a similar background check from that state if such is available. The following adults need to complete the S2 Verify, CANTS, and the Safe Environment training session in order to work with children:

• All faculty and staff (full and part-time).

• Substitute teachers.

• All coaches (head coach and assistants).

• All vendors who work consistently inside the school and/or for an extended period must have background checks (Policy C403). Vendors who just deliver milk, food, mail, etc.do not have to go through a background check.

If in doubt, call the Legal Department at the Catholic Diocese of Peoria. As long as the criminal background check through the S2 Verify and CANTS check through DCFS are in process, an adult can begin working/volunteering in the school.

VOLUNTEER DRIVERS

VOLUNTEER DRIVERS Catholic Diocese of Peoria, IL (CDOP) belongs to the self-insured fund referred to as the Catholic Umbrella Pool (CUP). The administration of CUP is under the direction of the member dioceses of which CDOP is a participant. Catholic Mutual Group (CMG) operates under the established CUP policies and protocols. The Peoria Service Office operates under the established policies and protocols and is responsible for the implementation of new or amended CUP policies. The CUP Fleet Safety Policy was amended 712014. According to the Fleet Safety Policy, it is mandatory for all volunteers who VOLUNTEER to drive on behalf of their parish, school, or Newman Center are required to take the defensive driving course.

All Volunteers must complete the "Be Smart – Drive Safe" online training and the Volunteer Driver's form. The "Be Smart – Drive Safe" defensive driving course is made up of 3 computer modules: Be Smart Drive Safe (available in English and Spanish), Church Transportation and Passenger Van Policy. The computer modules are available on the main webpage of https://Peoria.cmgconnect.org and include user instructions.

CATHOLIC MUTUAL GROUP – ONLINE TRAINING

https://Peoria.cmgconnect.org

The Diocese of Peoria has a new training site (https://Peoria.cmgconnect.org) dedicated to the continued training for all religious, employees, and volunteers throughout the Diocese of Peoria. The site allows each user to create a unique login and password for their individual account and allows access to all currently available training modules.

There are currently two (2) MANDATORY training curricula required for all new employees and school volunteers.

SAFE ENVIRONMENT TRAINING – is required for ALL new employees and any volunteers who will be working directly with children. The Safe Environment training is available in English, Spanish and French. There are 3 short videos with a few questions following each video. There are also documents that each new employee and volunteer must read and acknowledge. This database will also contain the results of the digital fingerprint background check and DCFS CANTS response.

Once all parts of the training are completed, an employee or volunteer will be certified per the USCCB Charter and audit. New training will be added periodically (annually at present) so users are encouraged to check back and take any new training modules.

DEFENSIVE DRIVING REQUIRED – is required for ALL volunteers who may drive on behalf of the member location for any reason. There are 3 modules to the Defensive Driving training. All sections of the curriculum must be completed before any volunteer will be allowed to drive on behalf of the school or parish. As principal, you can always contact the CMG Peoria Service Office to see if your employees and/or volunteers have completed the required training.

As part of the volunteer requirements, a volunteer must complete a Volunteer Driver form to remain on file in the school office.

STUDENT WELLNESS PLAN (Local Policy D-151)

All elementary and secondary schools of the Catholic Diocese of Peoria shall be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Catholic Diocese of Peoria that:

1. Each school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in early childhood programs and grades K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will

accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.

4. To the extent practical, the schools in the Diocese will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
6. Each school will engage students, parents, teachers, staff, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Diocesan Student Wellness Plan.

Reviewed 7/2018, 6/2020, 7/2021, 7/2022

INCIDENTS OF BATTERY AGAINST TEACHERS OR OTHER SCHOOL PERSONNEL -

Upon receipt of a written complaint from school personnel, the principal shall immediately report all incidents of battery committed against teachers or other school personnel to local law enforcement authorities. In addition, incidents of battery against school personnel shall be reported to the Illinois State Police within three (3) days of the occurrence through the School Incident Reporting System (SIRS) in IWAS (105 ILCS 5/10-21.7).

HOMEWORK

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 their 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.The amount of homework will vary with the grade level.

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

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 prior to 7:30 if they seek further assistance and arrangements have been made with the teacher.

GRADES AND ACADEMIC EXPECTATIONS

Immaculate Conception School maintains high academic expectations suitable to the individual abilities of each student. Parents are expected to support the academic endeavors of their children and encourage good study skills as well as responsible work habits.

The Catholic Schools of the Peoria Diocese will use the following grading scale for Grades 3-8:

A	94-100	Excellent
B	86-93	Good
C	76-85	Average
D	67-75	Poor
E		Effort shown, but below grade level
F	Below 67	Failing
I		Incomplete

The academic marking code for first and second grade will be as follows:

S+	Exceeds basic requirements
S	Satisfactory progress: consistent with ability
S-	Having difficulty meeting basic requirements
P	Needs Improvement
N	Failing

The academic marking code for pre-school through Kindergarten will be as follows:

P - Proficient	Student's work is accurate and consistent
O - On track	Student's work is progressing; meeting expectations
E - Emerging	Student's work shows a beginning of understanding concepts

Honor Roll - The honor roll for grades 6 - 8 will be computed as follows:

- **HIGH HONOR**: 3.5 or above grade-point average
- **HONOR** – 3.0 TO 3.4 grade-point average

Those subjects used to compute the grade-point average include math, English, reading, social studies, science, religion, P.E., music, and computers. Grades in music and computers will be weighted at .5 due to meeting less than 3 days per week. Students in Grades 6, 7, and 8 with the above criteria will be eligible for the honor/high honor rolls.

Reporting Academic Progress

1) **Deficiency Reports** - 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** - 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.

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

4) **Conferences** - A conference may be initiated by either the parent or the teacher at any time. Appointments should be scheduled for the convenience of both parties. Parents and teachers are asked to make requests for conferences by note or telephone. One official /required conference is scheduled through the office during the year after the first quarter. A second conference may be held at the request of a parent or teacher during the third quarter.

Advanced Math

Students are currently accepted into advanced math classes at the end of their 5th grade year or 6th grade year contingent on the following: 1) Teacher recommendation, 2) Student scores higher than the 6th grade level on the Saxon Placement test, 3) Student scores at the 85th percentile or higher in math concepts/problem solving on a standardized test in 5th or 6th grade (for example the MAP and or STAR Assessment), 4) Student demonstrates a strong work ethic with a desire to advance in math. (determined by staff)

Currently a student in 6th grade who qualifies for advanced math would be placed directly in 7th grade math skipping the 6th grade book. Extra help is given during study hall or before or after school if needed. The student needs to be able to come forward with questions so the student can be caught up on certain concepts.

The sequence for math education would be: In 6th – take 7th grade math, in 7th grade take 8th math, in 8th grade take Algebra

Advanced English Language Arts

Students will be accepted into advanced English Language Arts class at the end of their 6th or 7th grade year contingent on the following: 1) Students exceeds writing expectations for the grade level and improves with suggestions, 2) Student scores at the 80th percentile or higher in reading concepts on a standardized test in 6th or 7th grade (for example the MAP and or STAR Assessment), 3) Student demonstrates a strong work ethic with a desire to advance in English Language Arts. Staff will review all three areas when considering a student for Advanced ELA.

Eligibility

All students participating in competitive and/or IESA-sponsored events must meet the eligibility rules of Immaculate Conception School in order to compete and/or participate in contests. The following rules will govern eligibility at Immaculate Conception School:

- Eligibility will be determined through Renweb on Fridays or the last morning of the school week. Eligibility will be computed for the first time at the conclusion of the week one of the grading periods, taking into consideration if there are less than three grades in the gradebook.

- A list of those who are ineligible will be left in the office for each coach on the last day of the school week.

- Eligibility will run from Friday through Friday.

- If a student is ineligible, the player cannot play but must be present for games or events. The player must sit with the team but will not dress in uniform. The player's presence at practices will be determined by the coach.

- Eligibility is cumulative for the nine-week grading period. At the beginning of a nine-week period, only a few grades in a subject area may determine whether a student is eligible. Therefore, students should take extra care in completing work.

- If a student is ineligible for three weeks in a season, the player is off the team for the season except that students showing significant improvement may be permitted to continue to participate as determined jointly by the principal and teachers.

- In case of serious misconduct, the principal may suspend a student from games and practices immediately. Parents and coaches will be notified.

TESTING

The Diocese mandates that the school administer the Measurement of Academic Progress (MAP) test, which is a standards-aligned computerized adaptive test that accurately reflects the instructional level of each student and measures growth over time. The MAP is administered three times a year - in the fall, winter, and spring to measure growth for students in Grades Kindergarten - 8th. All students, with the exception of Pre-K, are also given the STAR assessment in the subjects of Reading and Math as a benchmarking tool and progress monitoring toward yearly goals. Teacher-made tests or curriculum tests will be given periodically to assess the mastery of skills.

Non-Promotion of Students

When considering non-promotion, the emotional, social, physical, and academic development of the child will be taken into consideration. Teachers will be expected to have one or more conferences with the

parents as soon as non-promotion is being considered. The final decision regarding retention will rest with the principal.

In a situation where performance is not up to promotion standards and retention is not considered to be an option, a student may be "placed in," rather than "promoted to," the next grade level. Students who fail two or more subjects in the core curriculum (math, science, English, social studies, religion, reading,) may not be promoted to the next grade, but may be placed in the next grade.

RELIGION PROGRAM

Religion is the prime subject taught at Immaculate Conception School and is incorporated in the curriculum of every subject area. Moreover, it is practiced in many activities both within and beyond the classroom. Parents are expected to maintain strong Catholic values within their homes in order to reinforce the practice of the Catholic faith. As practicing Catholics, parents should see that their families, children included, attend Mass on Saturday evening or Sunday. Additionally, they should attend Mass on all holy days of obligation and see to it that the family actively supports and participates in the parish community. Students have the opportunity of attending confession on Wednesdays on a rotating class schedule. Additionally, student retreats are provided for the Confirmation class.

Liturgy

Students in grades Pre-K 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. At the discretion of the Pre-K teacher, children may attend Mass on occasion with an upper classroom "buddy". Parents are welcome to join the students in these liturgies.

Sacrament of Penance - The sacrament of Penance is celebrated once a month during the school year for 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.

Rosary and Stations - Teachers prepare students to pray the Rosary and the Stations of the Cross. 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 to be determined by the student's homeroom teachers.

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.

ACCESS TO SCHOOL RECORDS

"Education record" means records, files, documents, and other materials which contain information directly related to a student and which are maintained by the school or by a person acting on behalf of the school. It does not include the records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.

Parents or legal guardians of the Immaculate Conception School student may request access to the education records of their children within a reasonable period of time not to exceed 45 days after the request has been made. Parents have the right to a hearing by the school to challenge the content of their child's education records. This may be done in order to insure that the records are not inaccurate, misleading, or in violation of the rights of the child, and to provide an opportunity for the correction or deletion of such records.

Immaculate Conception School will maintain a record in each student's file of all individuals, agencies, or organizations which have requested or obtained access to the student's education records. The record will also specifically indicate the legitimate interest that each person, agency, or organization has in obtaining this information. This record of access will only be available to parents, the principal, the staff assigned to prepare and maintain the records, and the educational or governmental agencies authorized to audit the record-keeping system.

FIELD TRIPS

On occasion, teachers may request that their class be allowed to travel away from the school for educational purposes. Field trips are a privilege, not a right, of each student. Participation in a school or class field trip may be denied if a student is not meeting academic or behavior standards. Various forms mandated by the Diocese are required to be completed by parents in order for students to participate.

In consideration for a child's allowance to make a trip, parents agree to release, secure, and hold harmless the Diocese, parish, school, and their employees and agents, and the volunteers assisting the school or parish, from any and all liability for injuries, damages, medical expenses, or any other loss to the child or family (including attorneys' fees) arising from or related to the child's participation in the activity.

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 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.

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.

TREATS & PARTIES

Invitations

Invitations to a student's party/event may be sent through the school ONLY when the entire group (all of the boys and/or girls in the homeroom) is invited.

Student Birthdays

A simple treat may be given to students in their classroom with the teacher's permission on the occasion of a birthday. Invitations to birthdays or other social events may be passed out at school only if all class members are invited. Parents should check to see if there are any ***allergies*** in that particular classroom.

Each classroom may have a class party three times per year, for Halloween, Christmas, and Valentine's Day. Room Parents are responsible for planning the parties with the approval of the teachers. Gum is not permitted for any occasion. Birthdays will also be celebrated each month in the cafeteria. Cupcakes or sheet cakes will be served.

LUNCH

Children can either bring a cold lunch or purchase hot lunch and eat at Immaculate Conception School. ***We ask parents not to bring lunches or drinks from carry-out restaurants into the school for their child's lunch.***

Well-balanced meals are served daily for those who wish to eat a hot lunch. Parents may send lunch money with their child in an envelope marked with the name, grade, and the amount paid. Envelopes may be given to the classroom teacher or taken to the office.

Since the lunch hour is short and there are many students to serve, the school asks that children talk quietly while they eat and do not leave their seats without permission from a supervisor. Our objective is to maintain a quiet, cheerful lunchroom with an atmosphere conducive to polite behavior and healthy eating. The children are in the lunchroom for approximately thirty (30) minutes.

Any student who is disobedient or disrespectful in the lunchroom will be punished accordingly, depending

on the seriousness of the offense.

Students are asked to abide by the following rules and procedures in the lunchroom:

- Prior to lunch students pray the Blessing in the classrooms and after their meal the following prayer is said “We give you thanks, Almighty God, for these and all Thy benefits, which we have received from Thy bounty, through Christ Our Lord. Amen.”

- Students enter the cafeteria in a 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.
- There should be no running in the lunchroom.
- There should be no throwing of food, paper, etc.
- Students should talk quietly until dismissed.
- Students must stay in their seats unless they receive permission from a supervisor.
- Students may use the restroom with permission, but no more than two students will be allowed at a time.
- Students are to leave tables clean when leaving.
- Students may not get up to discard garbage until their table is dismissed.
- Food is not permitted to be taken out of the lunchroom
- All students are required to show respect for each other and for all supervisors and staff.

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

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 and your child will be expected to begin bringing lunch from home.

Lunch-Government Program

Immaculate Conception School cooperates with the federal government in offering free and reduced price lunches to families if there is a need. Applications for this option are always available in the school office. Families may apply any time during the year. Certain income criteria must be met. Other conditions under which a family may qualify are (1) an extended family illness, (2) exceptional expenses, or (3) a change in the economic status of the family.

No discrimination is made in regard to race, sex, color, religion, or national origin.

Children participating in the government lunch program receive their lunches in accordance with the system used for all of the school children. There is no reason for these children to know their lunches are free or reduced in price. All information is strictly confidential.

Recess

Students in grades Pre-kindergarten through 5th grades receive recess for 30 minutes daily directly following each groups' lunch hour. Recess is held on the ICS playground when weather allows. If the playground is unable to be used students will have recess in the school/church parking lot. If weather does not permit students to go outside, recess will be held with the teacher in the classroom.

Recess is a privilege and students are expected to meet and follow the same expectations during recess that they do during the day. Failure to do so could result in consequences and loss of privilege. Listed below are the expectations / procedures for recess on the playground.

The following playground rules are to be followed:

- No food (including candy and gum) or drinks should be taken onto the playground.
- A supervisor must oversee the retrieval of balls from the street.
- Students should not return to the building unless they have permission from a supervisor or they have an injury. Supervisors should report any serious injuries to the office immediately.
- Only approved playground balls or Nerf balls may be used on the playground.
- Rough play, unacceptable language, obscene gestures, and unChristian behavior are not allowed.
- Supervisors should report to the principal any students who consistently misbehave on the playground.
- All students are required to show respect for each other and for all supervisors and staff.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

• **Health Exam Required.** Each student in a Catholic school in the Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the child's grade level.

• **Immunizations Required -** Each Catholic school student shall receive such immunization against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

• **Proof of Health Exam and Immunizations Required -** A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the child examined and receive the immunizations, and present proof of the same. Students

are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met.

• **Noncompliance with this Policy -** Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

• **Objections to Examinations and/or Immunizations -** A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

Medical Objection - Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.

• **Religious Objection -** An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and immunizations. Each objection will be addressed on a case by case basis.

NOTE: In the event an objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative a vaccine is not readily available to the parent/guardian's child.

The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time the parent/legal the guardian presents the objection. 665.510

• **Determination of Objection to Examination and/or Immunization -** The school is to forward all objections to the Diocese, attention Superintendent of Catholic Schools, for determination of whether the written statement constitutes a valid religious objection.

• **List of Non-Immunized Students -** An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria, pertussis (to age 6), tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.
CDOP Policy Adopted: 3/2011

DISEASES/CONDITIONS REQUIRING EXCLUSION FROM SCHOOL

(From the Centers for Disease Control, 2005)

- *Chickenpox – Until 6 days after the start of rash or when sores have dried/crusted.
- *Shingles – Only if sores cannot be covered by clothing or a dressing. If not, exclude until sores have crusted and are dry.
- *Rash with Fever Or Joint Pain – Until diagnosed not to be measles or rubella.
- *Measles – Until 5 days after the rash starts.
- *Rubella – Until 6 days after the rash starts.
- *Mumps – Until 9 days after glands begin to swell.
- *Diarrhea – If 3 or more episodes of loose stools in the previous 24 hours, or if accompanied by fever, until diarrhea resolves.
- *Vomiting – If 2 or more (verified) episodes of vomiting during the previous 24 hours, or if a fever is present; until vomiting is resolved or is determined to be due to noninfectious conditions.
- *Hepatitis A – For 1 week after jaundice appears or as directed by the health department, especially when no symptoms are present.
- *Pertussis (Whooping Cough) – Until 5 days of antibiotic therapy.
- *Impetigo (A skin infection, usually on the face, with crusty golden oozing crusts) – Until 24 hours of antibiotic therapy and no draining lesions present.
- *Active Tuberculosis (TB) – Until the local health department approves return to school.
- *Strep Throat (Or other streptococcal infection) – Until 24 hours of initial antibiotic completed AND no fever present.
- *Scabies/Head Lice/Body Lice – Until 24 hours after treatment has begun. Bring proof of treatment and have your head rechecked before entering the classroom; recheck head in 7 to 10 days.
- *Pinkeye (Purulent Conjunctivitis) – Until 24 hours after treatment has begun.

LICE, CONJUNCTIVITIS, AND COMMUNICABLE PROBLEMS -

It is normal during the course of the school year for outbreaks of head lice, conjunctivitis (“pink eye”), or other communicable problems to occur. In the event that these problems occur, parents are urged to contact the school immediately so that precautions may be taken. Anyone can contract these problems, and they are not a reflection on the cleanliness of the child or the home. The most important factor about these communicable problems is how they are treated once their presence is known.

In the case of head lice, parents must immediately use one of the over-the-counter shampoos or rinses to kill the lice and then remove any nits found. They must also disinfect all bedding, stuffed animals, coats, hats, etc. that were used by the child. The child should be kept at home until all nits have

been removed. When the child returns to school, he/she should report to the principal for examination. The box from the shampoo or rinse that was used should also be brought to the principal. When a report of head lice is received, other children in the class are usually checked and a warning is sent home to the parents of that class so that further checks can be made over the next few days.

In the case of conjunctivitis ("pink eye"), or other communicable rashes or infections, parents must obtain a prescription from their physician, and the child must be on the medication for 24 hours before returning to school. Frequent hand washing and avoidance of the infected area are advised.

ACCIDENTS AND ILLNESSES -

It is of absolute importance that an emergency form for each child be on file from the first day of school, and that the information on the form be updated immediately if there is a change in information.

If a child becomes ill or is the victim of an accident during the school day, the office will contact the parent or person indicated on the student's emergency card. No child will ever be sent home or to an empty house without the parent's knowledge and permission.

When a child must be excused from school for medical or dental appointments, a note must be sent to the teacher 24 hours in advance, except in an emergency. This note is then sent to the office. For the safety of the children, parents are asked to come to the school office to sign out their child. No student will be permitted to leave the building without a parent or an authorized adult. In the latter case, parents must send a signed note to the office with the name of the person who will be picking up the child.

In the instance of a doctor or dental appointment, a student will not be counted absent if (a) the school has received prior notice and (b) the child has been present for at least half of the morning or afternoon session in which the appointment occurs.

Guidelines for Keeping Children Home & Returning to School

Fever: A temperature of 100 degrees Fahrenheit or above you must keep your child home. If a temperature of 100 degrees or higher is discovered at school, your child must be picked up. **The child must be 24 hours fever free without fever reducing medication (ex: Tylenol, Ibuprofen) before returning to school.**

Vomiting: If your child has one single episode of vomiting with NO other symptoms of illness your child may return to school if it has been 8 hours or more since the single episode of vomiting occurred. If your child has MORE THAN ONE episode of vomiting they must be 24 hours without vomiting before returning to school. Your child should be able to remain hydrated and participate in all activities before returning to school. Any episode of vomiting that occurs at school will automatically result in a phone call for someone to pick the child up.

Diarrhea: Students should be excluded from school until symptoms are resolved for at least 12 hours, or medical evaluation indicates it is acceptable to return to school. Your child should be able to remain hydrated and participate in all activities before returning to school. Any episode of

diarrhea that occurs at school will automatically result in a phone call for someone to pick the child up.

Additionally, if an antibiotic is needed***, the child should be on the medication for 24 hours before returning to school.***

Addendum: 11/2026

MEDICATION AT SCHOOL - If it becomes necessary for a student to take medication (prescription or non-prescription) during the school day, the parent and doctor must complete a medication form found in the school office. **Only authorized school forms will be accepted**. In addition, if the prescription medicine is to be administered, the medicine needs to be sent to school in a **current prescription vial** with the directions for dosage on the label. Non-prescription medicines must be in their original containers. For the protection of the students and staff, no exceptions to this policy will be considered.

If a child is on medication and the parent wishes to come to school to administer the medication, he/she may do so. If, however, the parent wishes that a school personnel supervise the child taking any medicine, the above rules must be followed.

All medication must be kept in the school office with the possible exception of an inhaler or an Epi-Pen. Any prescription medications found in a student's possession during the school day will be considered in violation of the school policies concerning drug abuse.

Parents will be responsible for retrieving the unused medicine from the school at the end of the treatment schedule. Medicine not claimed by the parents will be discarded.

If a child has a medical problem, parents are expected to inform the school so that personnel can be prepared to assist the child in an emergency.

Student medical rights

The school has notified parents in writing that the school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opiod antagonist. The parents or guardans must sign a statement acknowledging this protection.

CONFIDENTIALITY

The faculty and staff of Immaculate Conception School are mandated to maintain the confidentiality of personal, academic, health, and financial records. Parents, the custodial parent, or the legal guardian will be involved in any decisions to share information with local school districts in the event that their child requires special services.

Teachers and administrators will keep confidential information entrusted to them as long as no one's life, health, and/or safety is at stake. Moreover, confidential information is entrusted with teachers and administrators as mandated by law and Diocesan policies in regard to the "Protecting God's Children" program.

Use of Student Information and Pictures

At the beginning of each school year, parents are asked to sign a release allowing the school to publish

their child's picture, and basic information related to it, such as name and grade, for possible use in the newspapers, parish newsletter, or for other educational presentations. Parents are also asked to sign a release allowing students to be photographed/video taped for use on the school website and school Facebook page.

DISCIPLINE

The Immaculate Conception School Discipline Policy is based on the premise that conduct disruptive to good learning will not be tolerated. Students will learn to be responsible for their actions and to be respectful of the rights and feelings of others by observing school regulations. Students will be held accountable for their actions both on and off school property. Any student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

The parent is expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern on the part of the child that might lead to serious difficulties. It should also be understood that since we view the education of a student as a partnership between the school and the parents, the school has the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Violation of school regulations are divided into three categories:

Classroom Violations (including playground, cafeteria, and hallways)

Classroom violations are less serious infractions that will be handled by faculty or staff as the incident(s) occurs. The teacher will correct the situation, which may require a punitive action. The teacher/supervisor will furnish rules and consequences at the beginning of the school year. Examples of classroom violations include, but are not limited to: annoying others, disrespect, failure to follow classroom, cafeteria, and playground rules, misconduct in halls, cheating, lying, chewing gum, missing assignments, and dress code violations. Consequences for Classroom Violations could be but are not limited to: "time out" in the classroom, denial of privileges, after school detention, (see Detention), conference with parents, and referral to the Principal for disciplinary action. Recurring infractions of any type may result in referral to the Principal for disciplinary action.

School Violations

School violations are serious rule violations or serious patterns of behavior that must be corrected for the benefit of the student and the benefit of Immaculate Conception School. Such offenses may occur in the school building, or on school or parish property. Parents will be responsible for paying any repair or replacement of school property made necessary due to the actions of their children. These

rules will be handled by the Principal's Office where a disciplinary file will be kept. School violations include, but are not limited to: damaging school property, fighting, insubordination and gross misconduct, offensive language, stealing, subversions, and truancy. Any illegal activity or illegal substance abuse (including drugs, look alike drugs, alcohol and tobacco), weapons, toy weapons and any gang related dress, behavior or activity will be considered a major offense. Any student found in violation may be suspended or expelled in accordance with the schools In School Suspension or Expulsion Policies (see below).

Out of School Violations - Students will be accountable for their actions both on and off school property. For any public act or police involvement that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church, may be subject to disciplinary action, including suspension or expulsion. This will include degrading remarks about Immaculate Conception students or staff on internet pages, blogs or other websites.

Discipline Procedure - The usual discipline procedure for **In School and Out of School violations is:**

First Offense - Phone call to parents from Principal Optional conference including Principal, parents, students and teacher(s) Suspension from all extracurricular activities, as warranted.

Second Offense - Phone call to parents from Principal for conference Suspension from all extracurricular activities, as warranted

Third Offense - Phone call to parents for conference with Principal. Suspension from all extracurricular activities as warranted. In School suspension or Out of School Suspension (see In School Suspension or out of School Suspension/Expulsion)

Fourth Offense - Phone call to parents from the Principal for a conference to discuss the future of the student at Immaculate Conception . Follow Policy D114 (see Out of School Suspension/Expulsion)

Note: The administration reserves the right to abridge or bypass the above procedures depending upon the severity of the offense. Should it become apparent to the administrator that a student's attitude and conduct cannot reconcile with Immaculate Conception philosophy, the administrator reserves the right to remove the student from Immaculate Conception School.

Detention

This is a form of discipline that is a consequence of unusual, repeated, excessive or extreme misbehavior. The student issued a detention may be given a reflection form that must be filled out by the end of the school day. The student will fully identify his/her misbehavior and have the form signed by the teacher. A behavior notice will also be sent home electronically or in written form to parents by the teacher. The student's parents will sign the form and return it the next day. This signature affirms that the parents are aware that their child will be detained on the next detention day. Detentions will be served Monday through Thursday with parents having a 24-hour notice to arrange for transportation. Grades K - 2 may serve up to a 15-minute detention; grades 3 – 8 may serve up to 45 minutes.

Suspension

When other forms of discipline have failed and/or when the nature of the misbehavior warrants, the principal may issue an in-school suspension, out-of-school suspension, or, in consultation with the pastor, a termination of enrollment.

In-School Suspension

During an in-school suspension, the student will spend the entire day in supervised isolation from his or her class and will not be allowed to leave the area except for necessary restroom periods as the principal permits. The student must complete work assigned by the classroom teacher(s), but all assignments will receive ***half credit for the day***. On the morning of the in-school suspension, the student will report directly to the principal with his or her books and lunch. If the student desires a hot lunch, lunch will be obtained and will be eaten in the assigned area. Any student who leaves the suspension during the day without permission or breaks any other rules during the suspension will be given additional suspensions pending a parent conference.

Out-of-School Suspension

When it is deemed that a student's behavior in school is having a negative effect on the quality of education available to the rest of the class, or when that behavior is potentially harmful to the student or to others, an out-of-school suspension may be issued. The primary purpose of this type of suspension is to give the student, parents, and the school the time needed for resolving the problem. As with the in-school suspension, all work must be completed, ***and all work will receive a grade of zero (0)***. Parents will be responsible for the student during an out-of-school suspension

TERMINATION OF ENROLLMENT

Termination of enrollment is the removal of a student from school for the remainder of the school year. The principal, with the pastor's approval, has the authority to terminate the enrollment of a student.

Pupil Status During Suspension or Termination of Enrollment

Students who have been suspended or whose enrollment has been terminated are not permitted to participate in or attend any school-sponsored activities either at school or away from school during the period of the suspension or termination. In addition, students who require this type of discipline may not

be included in future field trips since it would not be fair to ask teachers or parents to accept liability for the student's behavior.

Students suspended or whose enrollment has been terminated have the right to state their defense in an informal hearing. This hearing is a conference held with the student, parent(s) or guardian(s), involved faculty members, principal, and pastor.

Parents Communication Regarding Discipline

A parent or guardian may request a conference with the teacher/faculty member issuing a Notice of Concern or Detention Notice. Said conference may not occur any sooner than forty-eight (48) hours after the Notice is issued. The request for such a conference must be made by sending an email to the teacher/faculty member within forty-eight (48) hours of the Notice being issued. The email shall contain a brief explanation as to why the parent or guardian believes that the conference is needed. The initial conference shall not include the principal unless requested by the teacher/faculty member. After the initial conference, the parent or guardian may request a further conference with both the teacher/faculty member and the principal. Said request must be made within twenty-four (24) hours after the initial meeting with the teacher/faculty member by emailing both the teacher/faculty member and the principal in the same email. (Note: All such conferences shall be conducted in a cooperative and productive manner. The teacher/faculty member may immediately terminate a conference if the parent or guardian becomes disrespectful, confrontational, or threatening. Parents/guardians must remember that teachers and faculty members should be given latitude and respect in their decision-making.)

COUNSELING

Although Immaculate Conception School does not employ a guidance counselor, the services of a school psychologist and a school social worker are available through Monmouth-Roseville School District #238. Parish priests are available for family or individual counseling in matters of faith, and the school principal and classroom teachers may also provide information about outside guidance resources.

CORPORAL PUNISHMENT

It is the policy of the Diocesan Office of Catholic Education and this school that NO CORPORAL PUNISHMENT be administered by the principal or teachers.

AUTHORITY

The immediate direction of the school and its instructional program is delegated to the principal. Whenever a problem arises concerning a child, ***The FIRST person to be contacted is the classroom teacher.*** If the difficulty persists or cannot be handled at this level, it should be presented to the principal. Problems related to a child, teacher, or school worker are NOT to be taken to the Commission on

Education, which is a policy-related advisory body in the Catholic School System.

Immaculate Conception School follows the conflict-resolution policies of the Diocese of Peoria. In the event that a problem cannot be solved through the principal, please contact the school office for a copy of the conflict-resolution policy to be followed.

ATTENDANCE

In order to comply with provisions of the compulsory school attendance law of the State of Illinois, a pupil who has reached the age of seven years and is under the age of seventeen must attend school every day that school is in session unless excused by proper school authority.

Absences

In case of an absence, parents are to notify the school office by 8:30 a.m. For the safety of our students, if parents have not notified the school when a child is absent, the office staff will make an attempt to contact the parents at home and/or at work. If no phone contact has been made, the child must bring a note from the parent explaining the absence. If no word is received from the parent concerning the reason for the child's absence, the absence will be considered unexcused. A student missing more than one and one-half hours of class time will be marked as absent for a half day

When children are absent from school due to illness, they may not attend extracurricular school functions in the evening. Violations of this rule will result in the absence being considered unexcused, with all grades for the day counting as zero (0). Any student absent for **three or more consecutive days** must present a note from a physician stating the reason for the absence.

The principal may grant exceptions for special events, such as the Christmas program and sacrament activities. Students may participate in and attend any school activities on a non-school day following an absence if the absence was excused or pre-arranged.

Parents are not encouraged to remove their children from school for reasons other than illness. In cases where parents choose to remove their children from school for reasons other than illness, it shall be the responsibility of parents to:

1. Contact the child(ren)'s teacher(s) and the school principal several days in advance to inform them of what days will be missed.

2. Meet with the child(ren)'s teacher(s) to discuss makeup work for all of the days that will be missed and when the work will be due. Teachers are not obligated to have work ready prior to the student's absence.

Excused Absence *Section 26-2a of School Code*

a. A *student's personal illness*

b. Death in the immediate family or family emergency

c. Medical visits

d. Other situations beyond the control of the student

e. Such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health

Unexcused Absence

An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an *absence not authorized by student's parent/guardian or the Principal*.

A pupil who has been absent for one-half of the quarter shall not receive grades. Instead, the words "PROLONGED ABSENCE" will be inserted in the grade column for that period on the report card. Any pupil who is absent for twenty-five (25) days or more during the entire school year could automatically be considered for retention. Each case will be decided individually.

Students absent for an extended period should request and complete all missed homework assignments. Additionally, students should contact the teachers to find out which assignments were missed. Students are responsible for contacting their teachers and completing missing assignments within a given amount of time. Generally, students have the same number of days to make up the work as the number of days absent.

When a child must be excused from school for medical or dental appointments, a note must be sent to the teacher **24 hours in advance,** except in an emergency. This note is then sent to the office. For the safety of the children, parents are asked to come to the school office to sign out their child. No student will be permitted to leave the building without a parent or an authorized adult. In the latter case, parents must send a signed note to the office with the name of the person who will be picking up the child.

In the instance of a doctor or dental appointment, a student will not be counted absent if (a) the school has received prior notice and (b) the child has been present for at least half of the morning or afternoon session in which the appointment occurs.

A child who has had a fever should ***be fever-free for 24 hours before returning to school.*** Students who have a fever will be sent home. Parents should make sure that students who have been vomiting have been able to eat with no problems before returning to school. If a student is sick (vomit) at school parents will be called, the student will be picked up and unable to return until the next school day. Additionally, if an antibiotic is needed***, the child should be on the medication for 24 hours before returning to school.***

Truant Absences

Any absence from school is serious and should be considered carefully. For the sake of their child's education, parents are asked to make every effort to avoid appointments or vacations on school time. **If unexcused days exceed 5% of the past 176 school days, the Warren County Truant Officer** will **be notified.** Homework and tests that are missed during these days may not be made up. Students may be absent from school for a maximum of 9 school days during the year for which a parent notification either by phone or note will be accepted for permissible reasons. If a parent note or call is not received within 24 hours of the absence, the absence will be treated as unexcused.

Beyond the 9 days any absence will be treated as an unexcused absence unless there is written confirmation by medical personnel, court officer or other legitimate professional excuse. Students are encouraged to turn in all medical, court or other professional appointments as these will not count towards the 9 day limit.

When absent from school, always get a professional note (doctor, dentist, etc.) to present to the school. With a professional note, the absence will not count toward the allowable days to be absent per attendance guidelines.

Diagnostic procedures that will be used to identify the causes of unexcused absences.

The administration of Immaculate Conception School shall use to identify unexcused student absenteeism will include - interviews with the student, his or her parent or guardian, and any school personnel who may have information about the reason for the student's attendance problem.

Interventions and supportive services for truant* or *chronically truant students.

Interventions, strategies, and supportive services that the school will make available to improve attendance. *These shall include but not limited to parent conferences, student counseling, family counseling, information about existing community services*, *and/or involvement of the county truancy officer and/or law enforcement. No punitive action*, *including out of school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused*.

Any person who has custody or control of a child is subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fined up to $1,500.

Collection and review chronic absence data to identify students and how best to support them.

The school will collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to

encourage the habit of daily attendance and promote success.

Arrival and Departure From School

Arrival Time - Students are not to be on Immaculate Conception property until **7:40 a.m**. Doors will be unlocked at that time. Parents are asked to strictly adhere to this policy for the sake of the safety of the children and the liability of the school as supervision of students does not begin until that time. **Grades Pre-K-8 should report to the gym when they arrive at school**. At 7:55 a.m. students begin to form a 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). Students will be promptly dismissed at 2:50 p.m.

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 be signed in for school.** 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 should notify 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.

Bell Schedule

7:55	First bell rings. Students begin to form prayer circle.
8:00	School begins. Students are tardy if arriving after 8:00.
2:50	School is dismissed.

Lunch

11:10 – 11:40	Grades 6, 7, 8	11:45 – 12:15	Pre-K, K, 1, 2
12:20 – 12:50	Grades 3, 4, 5		

Teacher/Patrol Supervision: 7:40-8:00 a.m. and 2:50-3:10p.m.

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 following 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.

Return to Classroom - A student who needs to return to his or her classroom after school dismisses must first report to the school office and obtain permission to return to his or her classroom.

WEATHER CLOSINGS

Sudden weather changes during the winter may make it necessary to close school. If weather problems should arise prior to or during the school day, an announcement will be made through parent-alert and then on the local radio and television stations. Generally, whatever is announced for Monmouth-Roseville and United School District will apply also to Immaculate Conception School. If school is canceled during the day, children will be given an opportunity to call their parents to make arrangements. Parents are encouraged to have a family plan for such occurrences. Because conditions may vary depending on location, parents are free to pick up their children if school is not canceled but conditions in their home area necessitate early dismissal.

If school is canceled because of bad weather, evening school-sponsored events may or may not be canceled depending upon weather conditions later that day.

CUSTODY ISSUES

In cases where the custody of a child resides with only one parent or is shared by separated or divorced parents, a copy of the custody agreement or court order should be placed in the child's school records so that school officials are aware of the arrangement. In cases where a child is not allowed to be picked up

from school by one of the parents, a written statement signed and dated by the custodial parent must be presented to the school principal

ACCESS TO THE SCHOOL BUILDING

All doors will be locked during the school day. Access to the main building will be through the security system installed at the main door near the office. All parents and visitors must check in at the school office upon entering the building. Teachers, coaches, staff, and organization head officers will receive key fobs for the security system as needed. These are not to be transferred for use by any other person. Coaches are to turn in their keys at the end of their season.

Use of School Grounds - The school grounds are reserved for the use of school or parish sponsored activities. Any other use must be approved by the pastor.

CRISIS PLAN

Immaculate Conception School has a crisis plan called "ALICE" which was developed in conjunction with local police agencies and Monmouth-Roseville #238 and United District #304. The plan outlines emergency situations and contingencies and is reviewed and updated annually.

WEAPONS

Immaculate Conception School is mandated to follow Diocesan Policy D-150, entitled "Possession or Use of Weapons or Look Alike Weapons in School." The policy is as follows:

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have zero tolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Weapons include:

- Any firearm or ammunition (pistols, rifles, shotguns)
- Airguns, pellet guns, BB guns, blowguns, slingshots, etc.
- Look alikes, stun guns, toy guns or other toy weapons, and replicas of weapons
- Any knife or blade including switch blades, pocket knives, stilettos, swords, daggers, box cutters, razor blades, etc.
- Any club or club like object including billies, bats, blackjack, and other bludgeons
- Metal knuckles, fused rings, or objects designed to produce similar effects
- Martial arts devices including nunchakus, klackers, kung fu sticks, batons, chains, etc.
- Projectiles including shurikens and similar pointed starlike objects, arrows, darts, etc.
- Mace, tear gas, pepper spray or other propellants
- Explosive devices, including fireworks, firecrackers, poppers, cap devices, etc.
- Poisons
- Armbands, bracelets, etc. that have spikes, points, or studs
- Objects which have been modified to act as or resemble a weapon
- Any article (laser pointers, belts, combs, pencils, scissors, etc.) used to intimidate, threaten, and/or inflict bodily injury

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. Upon notification of the student's parents and administrative review, the student shall be expelled from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in Grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.
Catholic Diocese of Peoria Policy, Adopted 4/04

A complete copy of the policy and its administrative regulations is available in the school office or on the Diocesan website.

Inspection Policy

Individuals entering the premises of the school, whether students, employees, or guests, are expected to conduct themselves in keeping with the established norms of personal conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, at 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 in the right to inspect the following: desks, book bags, backpacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises
vehicles on school premises other property (whether school, student, visitor) existing on school premises

ALCOHOL AND ILLEGAL DRUGS

Any student who possesses, uses, distributes, or is under the influence of alcohol and/or illegal drugs on school property or at a school-related function will be subject to the following actions:

1. FIRST OFFENSE - a two-day suspension from school with appropriate help being recommended to the student and family.

2. SECOND OFFENSE - school expulsion may be used with appropriate help being recommended to the student and family.

Any student who brings look-alike drugs or alcoholic substances on school property to school related functions may be subject to these punishments as well. The principal will have recourse to other actions based upon the specific circumstances of each case.

SMOKE-FREE ENVIRONMENT

The 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.

Immaculate Conception Education Commission Policy Issued 4/22

HARASSMENT/BULLYING

Every student and employee of Immaculate Conception School should have the reasonable expectation of working and interacting in an environment where they receive respect and are surrounded by Christian values. Harassment of any type—verbal, physical, visual, sexual—is in opposition to the mission of Immaculate Conception School and will not be tolerated. 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, physical, or academic handicap. Harassment of any person on school grounds or at any school-related function is not acceptable. Additionally, harassment by any employee while acting as a representative of this institution is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action.

Bullying, the repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or

humiliate someone, will not be tolerated. Bullying 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. All members of the school have a responsibility to recognize bullying and take action when they are aware of it happening. Classes will be instructed in anti-bullying strategies, and all faculty and staff shall treat any report of bullying seriously and take action. Students should be assured that they have acted correctly in reporting bullying. (Immaculate Conception School follows Diocesan Policies D-147 "Bullying," C-401 "Harassment," C-402 "Sexual Abuse Allegations;" and "Code of Pastoral Conduct," C-407; exact copies of these policies may be found in the Appendix.)

CELL PHONES

Students with cell phones, SMART watches, or other electronic devices must have them off and in book bags during school hours while on school grounds. The school is not responsible for lost or stolen items. If a student is caught using a cell phone or other electronic device during the school day, the item will be confiscated, and parents will be contacted regarding the problem. The phone or electronic device will be held until picked up by a parent.

The following discipline shall be used for violations of this policy:

A. Cell Phone Rings While in Bookbag: The first occurrence in any quarter shall result in a verbal warning to the student. The second occurrence and each additional occurrence in any quarter shall result in a detention as provided in the Discipline section of this Handbook.

B. Use of Phone or Possession on Student's Person During School Hour: Each and every occurrence shall result in a detention as provided in the Discipline section of this Handbook.

TEXTBOOKS

All texts, with the exception of the consumable workbooks, are rented. All books should be covered and carried to and from school in a book bag. If a book is lost, damaged, or destroyed, it must be replaced by the individual.

UNIFORM DRESS CODE

The students of Immaculate Conception Catholic School in Monmouth have the honor of wearing a uniform to school. The uniform is an outward sign to the community that signifies how highly valued education is to the parents and students of our school. Students should wear the uniform with pride and respect for the long tradition of Catholic education at Immaculate Conception.

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 or an ICS monogrammed sweatshirt/fleece in navy. It may be long or short sleeved. The monogrammed polo shirt or monogrammed sweatshirt is to be worn with khaki pants, shorts, or skirts during warm weather. When the weather is colder, only pants, or skirts with leggings are permitted. Students can wear a navy crew neck

sweatshirt or sweater with ICS monogram over their Mass shirt. Shirts may be purchased at MC Sport in Monmouth.

Cold/Warm Weather Wear: Shorts may be worn August through October 15th and again from April 10th through the end of the school year. Length of shorts (and skirts) must fall below the middle finger when standing with arms to the side. No short shorts are permissible. The administration reserves the right to make a determination on "what is and what is not" appropriate with regard to the length of shorts and skirts. During cold weather months, skirts must be worn with leggings. **Additional Information:** Elastic waists are acceptable. Belts are not required and students do not need to tuck tops. Sleeveless tops, sheer "see-thru" tops, and plunging necklines are not acceptable. Students must wear socks with their shoes.

Casual Fridays: Fridays are designated as "casual days." On casual Fridays, students may wear clothing of choice within reason. When the last day of the week 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.

<table>
<tr><th colspan="2">Tops (Boys and Girls)</th></tr>
<tr><td><u>Colors</u> (Must be solid)

Light Blue

Navy Blue

Royal Blue

White</td><td><u>Style Choice</u> - <u>Short or Long Sleeved</u>

Polo Shirt

Collared Shirt

Solid-colored Crewneck sweatshirts will be permitted to wear with a collared shirt underneath of it. <u>Hooded or full-zip up style of sweatshirts can be worn to school but will not be permitted to wear during the school day.</u> <u>Students wearing hooded sweatshirts, full-zip up sweatshirts, coats, etc. will be expected to leave them in their locker once the school day starts.</u>

Solid-colored Sweaters (To include the following styles: Crewneck, vest, ¼ zip, button down, or cardigan with a collared shirt underneath in uniform colors)

Crewneck sweatshirts with ICS activities or sports on them are permitted in the uniform colors only (light, navy, or royal blue, or white). They must still wear a collared shirt underneath.</td></tr>
<tr><td colspan="2">Polo shirts with ICS logos are permitted. The ICS logo must be located on the upper front - left or right. The administration reserves the right to make a determination on "what is or is not" appropriate with regard to small emblems or insignias that are not ICS logos.</td></tr>
<tr><th colspan="2">Bottoms (Boys and Girls)</th></tr>
</table>

Colors (Must be solid and have inside pockets) Khaki Navy	**Style Choice** Shorts Skirts (with built-in shorts or leggings underneath). Leggings/tights worn under skirts must be navy, khaki, or white. Jumpers (with built in shorts or leggings underneath) Chinos Cargos *Colored denim bottoms are not permitted. No jeggings or denim/jean material khaki bottoms. No leggings unless worn under a skirt. No knit or jersey bottoms. No bottoms with excessive buckles, ties, or decorative accessories.* **All bottoms must be a minimum finger-tip length**

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 or colored in a manner that is a distraction to other students.
3. Bottoms must be modest in length. *Up to the principal's discretion*
4. Socks must be worn with shoes.
5. Athletic shoes must be worn during physical education class and at recess.
6. Students are not to wear makeup.
7. Jeans and pants must be worn at waist level. Jeans that are ripped up and have holes all over are not permitted.
8. 5th - 8th grades are not permitted to wear leggings unless covered by a skirt or long top.
9. If, due to an emergency, it is necessary for a child to come to school without the entire uniform, the child should bring a note from home as to the reason he/she is unable to wear the entire uniform.

Physical Education Uniform- Students in Grades 6 through 8 will wear a P.E. uniform consisting of gray T-shirts, ICS royal blue gym shorts, socks, and tennis shoes. P. E. shorts should be no shorter than three inches above the knee.

Shoes, Makeup, Jewelry - For safety's sake, NO open-toed or open-heeled shoes (for example: Ugg Slippers, clogs, Crocs, sandals) are allowed. Dress/casual boots (for example: Ugg style) may be worn. These rules apply on field trips and casual days. In colder months, snow boots should not be worn during the school day except for recess. This is for student safety.

- The use of age-appropriate or natural makeup during the school day or to school events is acceptable, but not encouraged.

- Tasteful jewelry will be allowed. Long, dangling earrings or noisy or excessive jewelry should not be worn. No body piercing or tattoos are allowed. The principal may make decisions regarding other "fads" as problems occur.

Compliance with the Uniform Policy

Teachers are to monitor student dress to see that it is in accordance with the dress code described in this handbook. If a student's dress does not conform to the code, the student will be issued a written warning regarding the infraction, and the parents will be required to sign and return the notice. Consistent failure to conform to the uniform dress code will be considered a disciplinary matter and will be handled in accordance with the discipline policy. After two written warnings have been issued for uniform infractions, the student will not be permitted to dress down on the next Casual Day.
Revised: July, 2026

At Immaculate Conception School, modesty reflects our commitment to Christ. Students are expected to dress in a manner that demonstrates respect for themselves, others, and the learning environment, recognizing that each person is created in the image and likeness of God.

ASBESTOS MANAGEMENT PLAN

Asbestos in non-friable form exists in Immaculate Conception School. It is inspected every six months by IDEAL Environmental Engineering, Inc. Parents have the right to examine the Asbestos Management Plan on file in the school office.

SAFETY PATROL PROGRAM

Participation in a school safety patrol program is offered to students in Grades 6 through 8. Students are assigned to assist faculty supervisors at dismissal.

DANCES - At this time ICS does not have regular scheduled dances. If a dance was requested and approved by administration the following guidelines would be enforced:

Dances at Immaculate Conception School are for students in Grades 6 through 8. The following are points to be observed:

1. Four adult chaperones who have completed the Safe Environment Program must be present.
2. Appropriate dress must be worn.
3. Dances will last no longer than two hours and will end by 9:00 p.m.
4. Once a student leaves the gym, he/she may not return to the dance.
5. An admission fee will be optional, depending on the purpose of the dance.
6. Parents will be informed of the time the dance will begin and end.
7. Cell phones are not permitted at school dances. If brought, they must be left with the advisor and will be returned at the conclusion of the dance.

SERVICE

An integral part of an Immaculate Conception School education is service to others. All grade levels incorporate service projects in their yearly curriculum, and all Confirmation candidates have a service component in their preparation activities. Some examples of service projects performed by students include singing and serving for parish funerals; visiting nursing home residents; picking up litter; working at parish and community functions; setting up and taking down lunchroom tables and chairs; and many other activities.

PARENTAL INVOLVEMENT

To obtain an outstanding Catholic education for each of our students, the school must have the support of all parents. When a parent renders service, a parent renders support. This relays a message to the child that education is teamwork, with the team being composed of the parents, the child, and the school. There is a wealth of educational research that shows a strong positive correlation between students' success in the classroom and the degree of involvement of the parents in school activities.
Close communication should exist between the parents and teachers. Parents should monitor graded school work that is sent home and contact their child's teacher when they have questions. Teachers are urged to alert parents of problems quickly so that school and home can work together to solve them.

Fair Share Agreement

The Fair Share Contract is a required agreement between Immaculate Conception School and parents. The purpose of Fair Share is to ***first aid in keeping tuition rates down***, ***secondly to offset fundraising costs***, and ***lastly, and most importantly, build our school community through involvement in school activities.*** As a parent of a student at Immaculate Conception School, participating in the Fair Share Contract is required whether you choose to earn points or pay the monetary amount that the points are worth.

The Fair Share agreement offers a lot of different avenues to acquire points. Not all points have to be earned by purchasing and donating items. It can be as simple as donating your time to help put on our fundraisers throughout the school year or volunteering at other events. Again, these activities help offset not only the cost of our fundraisers, which leads to more net profit that benefits our school, ***it also aids in keeping tuition rates down***.

Communication

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. A Conference may be initiated by either the parent or teacher whenever necessary. However, appointments are to be scheduled for the convenience of both parties.

If the school and administration cannot maintain a healthy working relationship with families that is beneficial to their child's academic and social development, that family will be required to withdraw their child and seek enrollment at another school. Parents are asked to respect the time constraints on

Parent Cooperation

Emergency Notification System A voice/phone notification system, operating through FACTSIS Parent Alert communication, communicates important messages to families. All parents listed in the FACTSIS Parent Alert system will receive general information calls. The default setting for general information calls is the cell phone. To change that setting, contact the school office. IN CASE OF AN EMERGENCY ALL NUMBERS WILL BE CALLED***. It is extremely important to keep telephone numbers current in FACTS.***

FACTSIS ParentsPortal - Immaculate Conception School uses a web-based school administration system called FACTSIS to enhance communication among teachers, parents, and students. It is a fully integrated information system, and can be accessed 24/7 from work, home, school or on the road.

Phone - SCHOOL OFFICE Communication Between Home and School During the school day, dial 734-6037 to reach a school office. The Immaculate Conception School Office is open Monday through Friday from 7:30AM to 3:30 PM during the school year.

Telephone- Students are NOT ALLOWED TO USE THEIR CELL PHONES to call or text for any reason during the school day. Students are allowed to use the office phones but first need to get permission from the office staff. Student cell phones MUST be turned off and kept in student backpack throughout the school day. Any cell phones taken from a student during the day will be sent to the office and must be returned to a parent.

Email Contact Teachers - have limited access to their email while they are teaching. A response may not be immediate. Emails received outside of school hours may not be returned until the teacher has an opportunity the next day. A full staff directory of email addresses can be found on the Immaculate Conception School website immaculate-conception.net

Parish Website - Found at www.iccmonmouth.org, this resource contains Parish related information including the weekly bulletin, event announcements, missions and more.

School Family Directory A family directory is accessible at any time on RenWeb. It contains the students' name, address, parents' names, email addresses and phone numbers. Email addresses and phone numbers may remain private at the parent's request. All requests must be submitted to the school office by September 1st. The Student Directory should be used to acquaint parents with names of their child(ren)'s classmates and parents. These directories should not be used or sold for other purposes.

Emergency Information - Emergency information is updated by parents on RenWeb, for pertinent information, in case of emergency during the school day. It is imperative that changes to address, phone numbers, hospital preference, or persons to call in the event of an emergency be reported to the school office or updated on RenWeb. Without prior parental consent, your child will not be released to any person whose name is not listed on RenWeb.

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.

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.

Building Visitors

It is essential for the safety of the students that all visitors entering the school building, including parents/guardians and volunteers, must check into the school office and obtain a visitors pass before proceeding anywhere in the building. No one is permitted to wander the halls, grounds, cafeteria, or visit a classroom without checking in through the main office.

School personnel will deliver messages or forgotten items to classrooms (unless parents are given permission by school personnel) to classrooms. This regulation is for the safety of all the children and also for the purpose of minimizing interruptions and distractions to the students and teachers.

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

Immaculate Conception Education Commission Approved and Issued: 08/02

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 electronically home on the last day of each week. Parents need to review this information to keep up on current events in the school..

SAFE ENVIRONMENT PROGRAM

In cooperation with The Charter for the Protection of Children and Young People adopted by the United States Conference of Catholic Bishops, the Diocese of Peoria has mandated that all priests, teachers, staff members, coaches/sponsors, and volunteers, including chaperones, who work in any way with children in our school must meet three requirements:

- Create an account at CMG Connect
- Complete the online safe environment training
- Have a background check using the CANTS form
- Criminal background check through the above service.

These mandates must be met before working with students, volunteering at school, attending field trips, classroom parties, etc.

ROLES AND EXPECTATIONS OF CHAPERONES

(Diocesan Policy C-122)

All activities for minors, or where significant numbers of minors will be present without parents, require chaperones. The sponsor of the activity has the responsibility for recognizing this need and for arranging the presence of a reasonable number of adults to act as chaperones throughout the duration of the event. An event shall not take place in the absence of adequate numbers of chaperones. Parents or teachers are

preferred chaperones. Individuals under the age of 21 years cannot fulfill the role of chaperone as required by this policy.

Chaperones shall be given, at a minimum, the following information before they commit to chaperone an event:

1. A description of the event
2. The expected number of minors to be present
3. The hours the chaperone will commit to be present and act as chaperone
4. The responsibilities and expectations of a chaperone at the event
5. The expected number of other chaperones.

- If an individual commits to act as a chaperone at an event, he or she should be given a number to contact prior to the event if he or she should have any additional questions or if circumstances arise that make attendance impossible. If there is a cancellation by a chaperone, a replacement shall be found within a reasonable time by the event's sponsor.

- Prior to the commencement of the event, the sponsor shall identify to the chaperones an adult to whom the chaperone will be responsible. This person shall give the chaperones guidance as to the facilities, shall assign the chaperones to appropriate posts and duties, and shall visit with the chaperones occasionally during the event to provide temporary breaks, answer questions, and provide any assistance required. This person shall also advise the chaperones as to the following:
    1. Where and to whom to report any problems or concerns
    2. Any anticipated problems relating to their post or the event.

Catholic Diocese of Peoria Policy Adopted: 9/01, Revised: 1/03; 9/07

ATHLETICS, EXTRACURRICULAR, AND IESA-SPONSORED ACTIVITIES

The Immaculate Conception School extracurricular program is devoted to the overall enrichment of our students' spiritual, moral, academic, physical, and social development. Its purpose is to increase each student's self-esteem, self-confidence, and self-respect through participation in a variety of activities and to help each student to apply Christian principles in all aspects of their lives.

This program recognizes certain requirements of students, coaches/sponsors, and parents to achieve these goals. Without participation and cooperation of all three parties, this program would not exist. Each student, their parents, and coaches/sponsors in the Immaculate Conceptions School extracurricular program must understand that their participation is a privilege. This privilege is earned through certain academic requirements of players/participants as well as exhibiting exemplary character during, as well as outside of, a competition.

This extracurricular program will strive toward excellence in every activity through an underlying philosophy of teamwork, good sportsmanship, and character. These are the driving principles that govern

all extracurricular activities at Immaculate Conception School. As per Diocesan and school policy, all games or activities should begin and end with a team prayer, and coaches/sponsors are encouraged to pray at practice.

The rules and requirements of this handbook are designed to give all coaches/sponsors the necessary information to have a successful experience with their students. Any changes in this handbook by the administration will be promptly communicated to all involved parties. The

"Diocese of Peoria Athletic Handbook for Elementary Schools "takes precedence over all local handbooks in the event of a conflict.

Attendance

Any player at school during the day and not in attendance at a scheduled practice or game must inform the coach prior to the practice or game and present an excuse signed by the parent upon return. Any player must be in attendance at school by 11:30 a.m. to play in a game on that day. An exception is an excused absence pre-arranged with the principal. Students participating in practices or events may not be in the building without an adult supervisor present.

Excused/Unexcused Absences

A coach will determine whether an absence from a game or practice is excused or unexcused. Unexcused absences will be punishable as follows:

- First unexcused absence - loss of playing time.
- Second unexcused absence - suspended from the next one games.
- Third unexcused absence - dismissed from multiple games or from the team.

Medical Excuses

A doctor's medical excuse from PE is automatically an excuse from athletic practices and games unless the doctor specifies that the student may participate. The excuse is in effect until a release from the doctor is received by the school.

IESA

All coaches/sponsors and athletes must follow the rules set forth in the IESA Handbook. The Handbook may be found at http://www.iesa.org/documents/handbook/IESA-Handbook.pdf

Participation

Immaculate Conception School students will be allowed to participate in the following available sports if all rules and regulations are met, depending on participation numbers:

Boys and Girls Cross Country: 5th - 8th
Boys Basketball: Grades 5th-8th
Girls Cheerleading: Grades 6th-8th
Boys and Girls Track : Grades 5th-8th
Boys Baseball: Grades 6th-8th
Girls Basketball: Grades 5th-8th
Girls Volleyball: Grades 5th-8th
Band: Grades 5th-8th

Chess: Grades 1st - 8th
Scholastic Bowl Team: Grades 6th-8th
Chorus: Grades 4th-8th
Student Council: Grades 4th-8th

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 and 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 following principles of our school: respect, responsibility, reverence and right choices.

National Junior Honor Society:

The NJHS 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

All school sponsored extracurricular activities are based on the same rules, which apply to grade school sports. The teachers of students involved in school sponsored extracurricular 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 for 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 evening the principal will be notified of any student's ineligibility. For sports eligibility see the Athletic Handbook.

Players will be members of the team and will get some playing time throughout the year (the exact amount of time to be determined by the coaches). Coaches are expected to practice with all team members.

If at all possible, players of Immaculate Conception School sports teams will play at their own grade level. If there is a shortage of students as determined by the coach and athletic directors, the principal and athletic director(s), in consultation with the coach, will make any decisions to move students up to the next level. This decision will be made at the beginning of the season. As a general rule, extra players will not be added to a team's roster for the state tournament series. If an emergency situation arises, such as an injury, a flu epidemic, ineligibility, etc., and a player is brought up for the state tournament series, he/she will not play unless there are not enough upper grade players to field a team.

As a general rule, students who are moved up to a higher level will stay with that team for the whole season, including tournaments. In other words, athletes are not able to return to lower level teams for tournaments. However, exceptions may be made by the principal and athletic director(s) if special circumstances warrant. Students and their parents have the choice of not moving up. In case of temporary lack of numbers due to illness, injuries, or ineligibility, a coach may bring a player up for one game but must notify the principal and/or an athletic director.

In accordance with IESA rules, 6th grade players who are playing on a 7th grade team must follow all IESA rules including counting quarters/games played during the designated season toward their season quarters/games total.

Playing Time

Coaches/sponsors are expected to instruct and practice with <u>all</u> participants, not just those who are starters on a team or in an activity. All players/participants will be members of the team and will get some playing time throughout the season (the exact amount of time to be determined by the coaches/sponsors).

Rules and Regulations

All the rules and regulations contained in the by-laws of the *Illinois Elementary School Association Handbook* will be followed by all students who participate in the athletic program. In addition to these rules and regulations, the policies of Immaculate Conception School and the rules of individual coaches (as approved by the administrator) shall be followed.

Sportsmanship

Coaches/sponsors and students are expected to display good sportsmanship in all situations both as winners and losers. This means that all participants will be respectful to each other, to opponents, officials, fans, and to property at all times. Players/participants and coaches/sponsors will be expected to shake hands with opponents after competitive events and to remain in place for award ceremonies.

All Immaculate Conception School students are expected to conduct themselves according to Christian values and the policies found in the Immaculate Conception School Student/Parent Handbook at all times. All coaches/sponsors will receive a copy of the Student/Parent Handbook. Coaches/sponsors are responsible for monitoring and correcting behavior whenever students are under their supervision. The discipline policies of Immaculate Conception School must be followed during all extracurricular activities.

Some disciplinary measures that are appropriate to coaches/sponsors are verbal warnings, time on the bench or out of the activity, being denied playing time in a scheduled event, and being referred to the principal for consultation. In cases of severe behavior problems, the student may be suspended from or dropped from the sport or activity. Before that point is reached, coaches/sponsors should have talked with the principal.

All behavior management on the part of the coach/sponsor must be rendered in a calm and respectful manner, even though the behavior of the student may be disrespectful. The coach/sponsor is a role-model for rational behavior.

Student Attendance at Games

Students in Pre-Kindergarten through Grade 5 must be accompanied by an adult in order to attend athletic events. Parents or guardians are asked to monitor their own children during these events.

Weather Related Cancellations or Changes

Coaches/sponsors are encouraged to keep in close contact with the school and/or the athletic director(s) when inclement weather exists or seems imminent. Every effort will be given to issue cancellations or changes in a timely manner. Broadcast messages by phone, text, and/or email will be used to communicate changes.

INTERNET ACCEPTABLE USE POLICY

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

The use of computer hardware and software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs and 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 on 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 skills necessary to discriminate among sources, to identify appropriate information, and to evaluate and use information to meet their educational needs.

Teachers and staff have a 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 and software, the Internet, email, 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 their users.
- For commercial or for-profit purposes.
- For non-work or non-school related work.
- For product advertisements.
- 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.

STUDENT EMAIL ACCOUNTS - Immaculate Conception School offers email accounts for student use (grades 3rd-8th). The email system has been established for a limited education purpose to include classroom activities. Some web-based educational activities require a user to have an email account. The email account has not been established as a general public access or public form. Immaculate Conception School has the right to place reasonable restrictions on accessing or posting of email using our email system. This email system may not be used for commercial purposes to offer, provide, or purchase products or services through the system or use the system for any other except for the purpose defined by the classroom project.

The school reserves its right to review/copy any email message sent using its email system as prescribed by law. Each student is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use his/her account. Under no condition should a student give his/her password to another person. It is the student's responsibility to immediately notify a teacher or the system administrator if they have identified a possible security problem. The email account will be used primarily to access and turn in documents/assignments within Google Classroom. This document will serve as permission to use the student email service as well as other education web tools that may require the use of the email.

STUDENT PRIVATE SOCIAL NETWORK ACCOUNTS - In accordance with state law (105 ILCS 75/15), the school shall not request a student to provide a username, password, or similar information in order to gain access to the student's private account or profile on a social networking site (e.g., Facebook, Twitter, Snapchat). However, the school may require a student to cooperate in an investigation by sharing the content of their private social network account if the principal determines there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. Nothing in this policy shall prohibit the school from having unrestricted access to school computers, e-mail addresses given by the school, or anything else owned or operated by the school. The school has the right to regulate its own equipment, monitor Internet traffic, block social media sites with a firewall, and the like.

Consequences for Inappropriate Use - The user shall be responsible for damage 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 email 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.

DIOCESAN POLICIES

Appendix A

Bullying **D-147**

http://cdop.org/managedDocuments/lists/oocsSeriesD/D147.pdf

Appendix B

Harassment **C-401**

http://cdop.org/managedDocuments/lists/oocsSeriesC/C401.pdf

Appendix C

Sexual Abuse Allegations Policies and Procedures **C-402**

http://cdop.org/managedDocuments/lists/oocsSeriesC/C402.pdf

Appendix D

Pastoral Code of Conduct **C-407**

http://cdop.org/managedDocuments/lists/oocsSeriesC/C407.pdf