

Immaculate Conception School
(Revised September 2, 2011)
(Revised September 19, 2011)

New information for the 2011-2012 school year has been highlighted in yellow.

Updates to this handbook may become available during the school year. If this is the case you will be informed in writing of this new addition to the handbook.

Academic Policies

Academic Expectations

Immaculate Conception School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the Parent/Guardian to review and sign. Parent/Guardian signature indicates that the Parent/Guardian is aware of the student's progress. If a Parent/Guardian does not receive quizzes or tests to sign, the Parent/Guardian should contact the teacher. Parents/Guardians are expected to review their child's performance on the Student Information System (SIS) that has been established by ADNY and is utilized by Immaculate Conception School. Passwords have been established for each parent/guardian. The system remains available to families who remain current with tuition and fees obligations.

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading. *Homework accounts for 15% the report card grade.*

The time allotments for homework (written and study) are as follows:

Grades PreK & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes

Grades 7 & 8 approximately 120 minutes

Students are required to record homework/assignments in the student planner and complete all homework/assignments. Depending on grade level, Parents/Guardians may be expected to sign the completed homework. Parents/Guardians are expected to check SIS for confirmation/clarification and due dates for all assignments.

Grades and Grading

Report cards are distributed four times a year for Grades 1 to 8. Pre-K and Kindergarten report cards are distributed two times a year. The report card is a link between the school and the home. The Student Information System will serve to keep families informed between report cards.

As required by the Archdiocese of New York each school must adopt a formal grading policy. The policy at Immaculate Conception school follows:

50%	Tests and Quizzes
20%	Classwork and Participation
15%	Projects
15%	Homework

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
 1. class work /participation
 2. homework
 3. daily quizzes
 4. unit tests
 5. comprehensive examinations and
 6. special projects.

The June grade on the report card is comprised of 20% for each marking period and 10% for each mid-term and final exam. This grade will be recorded on the student's permanent record card.

- Numerical marks are recorded on report cards for Grades 1 - 8;
- Passing is any mark 70% or above or any mark of D or higher.

Character Development

The conduct/effort mark is placed under Character Development as a “Conduct Grade”. This mark indicates that the student:

1. follows class and school rules,
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self-control
6. listens attentively
7. uses technology appropriately.

Honor Roll

The criteria for inclusion in the Honor Roll are peculiar for each school. As an acknowledgment of achievement in academics, at Immaculate Conception School is:

Grades Pre-K -5th	No honors are awarded	
Grades 6 – 8	Principal’s List	95 average; No report card grade less than 90% in academic areas. No special subject, character development, conduct or effort mark less than an “A”.
Grades 6 – 8	First Honors	90 average; No report card grade less than 85% in academic areas. No special subject, character development, conduct or effort mark lower than a “B”.
Grades 6 – 8	Second Honors	85 average; No report card grade less than 80% in academic areas. No special subject, character development, conduct or effort mark lower than a “B”.

Good conduct is a requirement to receive Honors. Therefore, a student must receive A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct, will not receive Principal's List, First or Second Honors even though marks might warrant it.

Honors will be awarded on a quarterly basis. This allows an opportunity for students who did not achieve honors in one quarter to redeem them and qualify for honors in the next quarter. They can do so by improving their performance in academics, conduct or attendance / lateness.

Please note the lateness policy which may affect eligibility for honors.

In June students can also qualify for special recognition if their final averages including grades for Mid-Term and Final Exams meet the honors criteria listed below.

FINAL AVERAGE HONORS

**GOLD STAR: 95% overall average with no report card grade less than 80% (this includes mid-term and final exams grades)
No special subject, conduct, or effort mark lower than an "A" in the final average column.**

**SILVER STAR: 90% overall average with no report card grade less than 80% (this includes mid-term and final exams grades)
No special subject, conduct, or effort mark lower than a "B" in the final average column.**

**BRONZE STAR: 85% overall average with no report card grade less than 80% (this includes mid-term and final exams grades)
No special subject, conduct, or effort mark lower than a "B" in the final average column.**

National Junior Honor Society Eligibility Immaculate Conception School Tuckahoe, New York

ICS maintains an active chapter of the National Junior Honor Society (NJHS). During the fall of each school year students in middle school will be introduced to the organization and informed of the academic and service requirements for acceptance. Report cards are reviewed at the close of the fourth quarter at the end of both 7th and 8th grade years. The administration and a committee of middle school teachers, known as the faculty council, review the eligibility students and select the candidates. Selected students are considered for

character, scholarship, leadership, service and citizenship. An induction ceremony for the newly invited NJHS members will be held during the Honors Assembly during the last week of school (eligible 8th graders will be inducted during the Baccalaureate Mass) for the school and family members.

The membership criteria and process are as follows. Seventh and Eighth grade students with an overall average grade of 95% at the end of the 7th grade or 8th grade year, with rounding avoided, will be considered for membership. Those students with the required grade average are invited to complete an application that provides input on their service, leadership, citizenship, and character, the four pillars of the NJHS. The following are the criteria for each of these categories which are used to determine eligibility for membership.

- Leadership: Student holds at least one significant leadership role or office in a school or extracurricular organization.
- Service: At least 20 hours of extracurricular service activities completed in the previous year through school open houses (and other similar events), altar serving, lecturing, church choir, or service activities organized by scouting or youth organizations. Individual activities will also be considered such as helping at soup kitchens, visiting the elderly, or other activities for which the candidate is not compensated.
- Citizenship and Character: Determined by information on the application, information provided by ICS faculty, and the faculty council's knowledge of the candidate.

Final determination as to which students will be invited to join the ICS Chapter of the NJHS will be made by a majority decision of the faculty council. All decisions made by the faculty council are final, and applicants should realize that membership in the NJHS is an honor and privilege, not a right ranted to all those who apply.

Revised January 5, 2011

National Junior Honor Society

Discipline Procedures

Membership in the National Junior Honor Society is a privilege, not a right. Any member who falls below the standards of scholarship, leadership, character, citizenship, or service may be dismissed from the Immaculate Conception School chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Possible Reasons for discipline and dismissal include but are not limited to:

- Cumulative Average falling below 90%
- Violating the law or school rules possibly resulting in suspensions
- Violating the school conduct code such as: possession of cell phones during school hours, profanity, unexcused absences, excessive tardies, or disrespectful behavior

When a member falls below standards for scholarship, leadership, character, citizenship, or service the member, principal, and parents will be notified in writing of the deficiency. If appropriate, the members will have one half of a quarter to correct the negligence.

Possible discipline actions include, but are not limited to:

- Probation
- Suspension
- Dismissal

Members should also be aware that they are allowed limited warnings during their membership. One warning may be sufficient in many cases. In the case of a flagrant violation of school rules or the law, a warning is not required for dismissal, but a hearing will still be held. The hearing is considered a right of membership. It is guaranteed as due process as identified by the 14th amendment of the U.S. Constitution, and it does require the chapter to notify the member of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond in writing.

Dismissal Procedures

In all matters of dismissal, local advisers will first notify the member in writing of the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond in writing. Copies of this correspondence will be sent to the member's parents and the principal. The local adviser will maintain copies of all such correspondence including the date that it was sent.

Before any dismissal action is taken the Faculty Council will investigate the alleged offense thoroughly. All information provided to the Faculty Council will be carefully considered including the member's written response. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

The results of the Faculty Council vote will be reviewed by the principal, and then if confirmed, expressed in a letter sent the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Junior Honor Society.

(revised January 2011)

Report Card Distribution

Report cards are distributed in **November, January, April, and June**. Report cards will be withheld and access to SIS will be denied if financial obligations have not been met and fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been

met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests and New York State Education Department assessments. These tests measure academic growth over a period of time.

Standardized Tests

ITBS	Grades 1 to 8	October
CogAt	Grades 2, 4, 5, and 7	October

Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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NY State Tests

English / Language Arts	Grade 4, 6 and 8	April
Math	Grades 4, 6 and 8	May
Science Performance and Written	Grade 4 and 8	May/June
*Social Studies	Grade 5 Grade 8	November June

The faculty of Immaculate Conception School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

*Due to budget concerns NYS will not administer the Social Studies exam for the 2011-2012 school year.

Accidents

A student accident insurance fee is added to every child's general fee. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the Parent/Guardian's own medical insurance coverage.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to Immaculate Conception School is: Parent/Guardians must complete the school application form and provide all required documents. Following an evaluation of the materials, along with an interview of Parent/Guardian and school visit by the child, the Parents/Guardians will be notified about the status of the child.

Immaculate Conception School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students who's Parent/Guardians are active members of the parish; third, to Catholic students whose Parent/Guardians are active in another Catholic parish; fourth, to non-Catholic students.

Toilet training is a requirement for entrance into our Early Childhood programs.

After School Program

An after school program is available to Parent/Guardians. Families who wish to utilize this program should obtain a registration form from the main office. Students who are not picked up by 3:10 p.m. will be sent to the After Care Program and appropriate fees will be applied.

Announcements

Informational announcements are handled through the school P.A. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written and brought to the office and approved by the principal.

Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads **or** extreme weather; all other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card.

In the event of a school absence:

- Parents/Guardians are required to phone the Main Office **by 9:00 a.m.**
- Absence notes are still required in addition to the phone call.
- An illegal absence will be recorded if a note is not received or if the reason for absence is considered as a unexcused absence as defined by the State.
- Excessive unexcused absences will be reported to the NYS Bureau of Attendance.
- In the event of an *emergency* if a student must leave school early, a note should be sent to the teacher who will forward it to the office for approval by the administration.
- Early pick-ups will **not** be permitted after 2:40 p.m. This disrupts the class/school dismissal process.
- A student may leave school only if accompanied by an authorized adult who should report to the office to follow required sign out procedures.
- No student will be
- A student is never allowed to leave school alone during the school day.
- Students who are absent from school for any reason cannot participate in any after school activity, sporting event, practice, etc. on the day that classes have been missed.

Students are encouraged to achieve a good record of attendance. This includes punctuality each morning. Students may not attend school when they are sick doing so may cause others to also become ill. Students should not be encouraged to achieve perfect attendance at the risk of putting others at risk of illness. Parents /Guardians must abide by the guidelines provided by the school nurse for attendance. This information is listed on our school web-site.

When the child returns to school, a completed absence form/note must be given to the teacher. (See Appendix.) This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a Parent/Guardian. **Our school follows NYS attendance policies. The State dictates that any absence not followed by a note from the Parent/Guardian will be listed as an illegal absence.**

Doctor or dental appointments should be scheduled for after school or on days when school is not in session. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. If it is necessary for a child to be dismissed during the school day, the Parent/Guardian or adult chosen by the Parent/Guardian **MUST** come to the school for the child. The school must be informed ahead of time about such occurrences.

Students are encouraged to achieve a good record of attendance. This includes punctuality each morning. Students may not attend school when they are sick doing so may cause others to also become ill. Students should not be encouraged to achieve perfect attendance at the risk of putting others at risk of illness. Parents /Guardians must abide by the guidelines provided by the school nurse for attendance. This information is listed on our school web-site.

Lateness Policy –

*Students in grades 1-8 should report to the yard or the cafeteria, depending on weather conditions, between 8:00- 8:10 a.m. each day. Students who enter the building after their class line has left the yard or cafeteria are considered late (8:10) and are required to **enter through the main door** and report to the Main Office for a late pass. Students may not enter class while Morning Prayer and Announcements are in progress.*

Punctuality is important. Students who arrive late to school/class disrupt the educational flow of the classroom. Arriving late demonstrates a disregard for school and class rules and will be reflected in the Character Development portion of the Report Card.

*An accumulation of **6** times late during a quarter will result in the student's conduct grade dropping a full grade on the Report Card. For example: If a student earns the Conduct Grade of 'B' for the 1st Quarter, but the student has been late 6 times, the Conduct Grade will become 'C'. This change in the Conduct Grade will prevent a student from receiving honors.*

Parents/Guardians will be consulted about chronic lateness.

Birthdays

Birthday recognitions for Grades Pre K – 1 are specific to each grade and are only held with the teacher’s permission. Homeroom teachers will furnish details for their class. Parents/Guardians should submit their request in writing to the teacher several days in advance of the birthday. At the direction of the teacher, Parents/Guardians may bring small individual items such as cupcakes, brownies, etc. Parents/Guardians are requested to be sensitive to possible food allergies of students. The homeroom teacher or nurse can provide specific information for each class. Parents/Guardians may not bring in favors or “goodie” bags for the students. **Grades 2-8 do not hold birthday celebrations.** Cupcakes, brownies, etc. may **not** be sent in to be distributed in either the classroom or the cafeteria for any grade.

Families should not feel obligated to invite the entire class to their child’s birthday party outside of school. However, **birthday party invitations are not distributed in school unless the entire class is to be invited to the party.** Families are asked to be discreet about handing out invitations after school hours so that children who are not invited to the party do not experience hurt feelings.

Books

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her Parents/Guardians. If a book is lost or defaced, the school will bill the Parents/Guardians for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. the pupil’s name be placed in the space provided in each book
 - b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. in September, each child will put a clean cover on each textbook received
 - e. in June, all textbooks are collected, extra materials and covers are removed.
 - f. all workbooks are collected in June.

2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to

remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

3. LIBRARY BOOKS: Books may be borrowed for one week. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses

Some local districts provide buses for students. If service is available in a specific area, Parents and Guardians must make arrangements for service. Please call the school for more information.

NB If travel arrangements must be changed on any given day, a written notice must be submitted at the beginning of the school day.

Students and Parent/Guardians should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- students should obey the driver and monitors at all times.
- students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- in cases of extreme or persistent misbehavior, Immaculate Conception School will work in consultation with the public school district or bus company about possible consequences.

These same guidelines apply to students who utilize public transportation.

Change of Address

The office must be informed immediately if there is a change of home address, telephone numbers or email for purposes of mailing and/or emergency. Families who utilize our Before and After Care programs must provide separate written notice of any change to these programs as each program maintains separate files from the office files.

Families are also reminded to submit change in email address to the office so that they will continue to receive office communication.

Child Abuse Laws

Under NYS law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a Parent/Guardian or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody

Custodial Parents/Guardians are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial Parents/Guardians are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such Parents/Guardians are asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

It is the responsibility of both Custodial and Non- Custodial parents to provide the school with copies of custody and / or visitation papers.

It is the responsibility of the Non-Custodial Parent/Guardian to inform the teacher and the office of their request for information.

It is the responsibility of the Non-Custodial Parent/Guardian to inform the teacher and the office of current email addresses.

Communication

Since as Parents/Guardians you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled Parent/Guardian conferences allow teachers and Parents/Guardians to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A Parent/Guardian may request a meeting with a teacher at any time by simply sending a note or email to the teacher in question and the teacher will arrange for this meeting

outside class time at a mutually convenient time. A Parent/Guardian who is refused such a meeting should notify the principal. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway, a store or the parking lot etc. Parents/Guardians are discouraged from discussing school/student concerns on school/parish grounds during drop off or at dismissal.

Electronic Communications

Many methods of electronic communication are utilized at ICS.

<p>School website: www.icschoolonline.org HSA website: www.icshsa.org No usernames or passwords are needed to view these sites School phone number: 914-961-3785 School fax number: 914-961-6054 Mr. Conrad - Main Office - ext. 123 dconrad@icschoolonline.org Mrs. Ranallo- Admissions/Applications - ext. 122 eranallo@icschoolonline.org Mrs. McDonnell- Nurse - ext. 104 jmcdonnell@icschoolonline.org Mrs. Hastings -Cafeteria - ext. 124 Rectory phone number :914-961-3643</p>	<p>ICS Office e-mail blast will be sent from: office@icschoolonline.org HSA e-mail blast will be sent from: hsa@icschoolonline.org These are "do not reply" addresses. Mail sent to these addresses will not be read These addresses are used by the Office and the Home School Association to send out communication to families. It is recommended that you check your e-mail often especially on Tuesdays for "Tuesday Tidbits". To insure you continue to receive communication from bot addresses, if you change your e-mail, <i>please send an email</i> dconrad@icschoolonline.org and icsisthebest@yahoo.com with the updated info.</p>
<p style="text-align: center;"><u>Student Information System or S.I.S.</u></p> <p>Provided by Main Office when a student is enrolled. This site allows parents to check school progress and lists grades for :</p> <ul style="list-style-type: none"> • tests and quizzes, • homework, projects, etc. <p><u>Families should access this site regularly or usernames and passwords will become invalid & block access.</u> Website: www.adnysis.org Username: provided by main office Password: provided by main office</p> <p><i>Contact <u>E. Ranallo</u> with any problems.</i></p>	<p style="text-align: center;"><u>Immediate Response Information System - I.R.I.S.</u> Emergency Communication</p> <p>Provided by Main Office when a student is enrolled. This used for emergency/important information such as: school closing, delayed openings or early dismissals due to weath etc. <u>Families are responsible for updating info on a regular basis.</u> <i>Contact <u>E. Ranallo</u> if any problem.</i></p> <p>Website: www.useiris.com Username: provided by main office Password: provided by main office</p> <p><i>Contact <u>E. Ranallo</u> with any problems.</i></p>

"Schoolnotes"

Teachers use this site to post homework assignments and important information. Access as follows:

- 1.) new.schoolnotes.com, enter zip code -10707. ICS teachers will appear. Click on desired teacher. Sign up for instant notification when teacher makes changes to page. **This is the preferred method as you will automatically receive updates.**
- 2.) Visit our website, click on the schoolnotes link on the bottom right side. Click on desired teacher.

Parents/Guardians must:

- maintain a current email address
- check email regularly at least once a week

revision added 9-19-11

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, Parents/Guardians or peers. Always the sense of the sacred should prevail.

Crisis Plan

Should a crisis require evacuation from Immaculate Conception School building, students will be brought to a safe place located at either Immaculate Conception Church, Concordia College, Assumption Church or Waverly School and Parents/Guardians can meet them there. In the event of an emergency evacuation Parents/Guardians should access our web-site www.icschoolonline.org for the information regarding the evacuation site. For further information concerning the crisis, Parent/Guardians can refer to the following:

Radio	On the Dial	On the Internet
WFAS	103.9 FM	www.wfasfm.com
Television		
News 12	Channel 12	www.news12.com

During the 2008-2009 school year the Archdiocese of NY contracted with a service that enhances communications for both routine and emergency announcements - IRIS – Immediate Response Information System.

This system has become our primary method of communication for school emergencies. Parents/Guardians are responsible for keeping contact information current. Usernames and passwords are distributed to all families.

Daily Schedule

The following schedule will be observed by Grades Pre2 - 8:

8:00 AM	Arrival on School Grounds
8:10 AM	Enter School
8:20 AM	Morning Prayers and Announcements
11:20 -12:20	First Lunch/Recess Gr., Pre-K, K, 1, 2
11:50 -12:50	Second Lunch/Recess Gr. 3, 4, 5
12:30 – 1:30	Third Lunch/Recess Gr. 6, 7, 8
3:00 PM	Dismissal

Before **8:00 AM** and after **3:10 PM** Immaculate Conception School does not have staff available to supervise children on school grounds. **Students must not arrive on the school grounds prior to 8:00 am** and Parent/Guardians must arrange pickup at dismissal time **3:00 P.M.**

After 3:10 p.m. students who have not been picked up will automatically be sent to our After Care Program. Fees will be charged accordingly.

To avoid interruption during the school day, any messages, forgotten lunches, books, etc., must be taken to the office and not to the classrooms. The school office will see to it that the child receives these items. ***To insure maximum class time and instruction are achieved interruptions must be kept to a minimum.*** Parents/Guardians are strongly encouraged to refrain from changing pick-up procedures during the day.

In the event of an **emergency** the office will gladly communicate changes to students, but office staff cannot be expected to interrupt instruction either by visiting classrooms or utilizing the PA system to deliver messages regarding a change in plans.

Messages will be communicated to homerooms at the conclusion of regularly scheduled classes. (2:40). It is possible that messages received after this time, when the office and classes are conducting dismissal procedures, may not be deliverable.

If Parents/Guardians do not arrive at school by dismissal children will be cared for by our After Care staff. Appropriate fees will be charged. Parents/Guardians are encouraged to avoid this by being punctual at dismissal.

Discipline Code for Student Conduct

Parents/Guardians choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most Parent/Guardians find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a Parent/Guardian may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with Parent/Guardians about our rules and regulations, nor can it be supportive of Parent/Guardians who are interfering with a child's growth in accepting personal responsibility for his or her actions.

By enrolling a child in this school the Parent/Guardian agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or Parent/Guardians.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework/class work, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. In the event correction/discipline by teachers does not remedy the

misbehavior, the teacher will notify Parents/Guardians who will be asked to help the teacher insure that inappropriate behavior is modified.

Teachers discipline students directly for behavior judged to be infractions of acceptable behavior. Some examples of unacceptable behavior are:

- *disrupting class; such as talking out, throwing objects, unnecessary movements, etc.*
- *not meeting the requirements for class work/homework preparation and submission*
- *violation of uniform code; wearing inappropriate clothing*
- *using profane language*
- *not returning required paperwork/communication*

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident. Some examples of such behavior are:

- *theft*
- *cheating and other forms of dishonesty*
- *evidence of violent and aggressive behavior that poses threats to the safety of others and to the school community*
- *carrying weapons and other objects deemed to be potentially dangerous to others and to the school community*
- *bringing to school amounts of money unrelated to standard school activities and events*
- *showing by word or deed serious disrespect to others*
- *behaving in a manner that suggest the use of alcohol or illegal drugs (see section on Drug and Alcohol Abuse Policy)*
- *possession of drugs or alcohol*
- *possession of pornographic material*
- *inappropriate use of technology (see section on Telecommunications Policy)*
- *defacing or destruction of school property persistent misbehavior over minor matters that continue to be unacceptable*
- *other behavior deemed inappropriate by the administration and faculty*
- *bullying*
- *disrespect of the race or gender of others*
- *verbal, written and or physical threats made by any student toward any other student, staff member, and any other member of our school and parish community, or the physical plant.*

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not

increase in severity. For acts such as previously listed, students are often given conduct referrals, detention, etc.) Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

Uniform Notices are issued indicating that a violation of the dress code has been displayed by a student. **Conduct Referrals** are issued indicating that a violation of the discipline code has been displayed by a student. More severe violations will be assigned a **Detention Notice** in lieu of a conduct referral. Violations by upper grade students are dealt with more severely than with lower grade students. Any combination of three uniform notices and/ or conduct referrals equal one detention. An accumulation of three detentions can be cause for suspension. An accumulation of suspensions can be cause for expulsion procedures.

After school and lunchtime detentions are acceptable forms of discipline. When students are given after school detentions, a written notification will be sent to the parent/guardian. The student will serve the detention on the day indicated on the detention notification. Chronic lateness can result in detention. Lunchtime detention may be assigned when faculty and administration agree that removing a student from the company of their peers at lunch and recess will have a greater impact on changing negative behavior.

In certain instances of unacceptable behavior, administration reserves the right to ask that a student remain at home until an investigation of this behavior can be conducted. This situation would be required to insure the physical and emotional well being of all students and staff. These instances may or may not be considered suspensions depending on the severity of the infraction and the age of the student(s) involved. A conference with administration and parents/guardians will be held before the student is allowed to return to school. Under normal circumstances, this conference would be held within 5 school days.

Suspension and expulsion are measures that are reserved for chronic forms of misbehavior that have not responded to other remedial measures. Suspension and expulsion are also measures that are reserved for extreme form of misbehavior such as fighting, criminal acts, scandal, immorality, disruption constituting a threat to the physical or moral welfare of other students or staff members or acting in a way on or off campus that damages the good name and reputation of the school and parish.

Suspensions can be served as “in-school” or “out-of-school” penalties. During suspensions students are required secure all assignments and to submit all work upon their return to class. Suspended students however are not permitted contact with classmates, may not participate in any school functions such as practices, or games, etc, and may be prevented from completing tests administered on the day(s) of their suspension. Such exclusion will result in a grade of zero for any missed test.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the Parent/Guardian must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the Parent/Guardian before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the Parent/Guardians will be notified. Likewise, the possession of drugs or alcohol by a child are reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the Parent/Guardians are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her Parent/Guardians and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also - Telecommunications Policy) Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Poor behavior and conduct grades may prevent a student from participating in after school activities, clubs, practices, sports, etc.

Several grounds for disciplinary action or expulsion have been set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents/guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Dress Code

Your school uniform confirms your attendance at Immaculate Conception School

and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

Uniform items, including approved uniform shoes, must be purchased at Liebman's located on the corner of Main and Church Streets, New Rochelle, NY 10801, 914-632-2770

Pre-Kindergarten

Students attending our Pre-Kindergarten programs are not required to wear uniforms.

- Clothing should be appropriate for school and the weather. Parents are reminded that students will engage in projects using glue, paint, etc. and should avoid sending children to school in 'fancy outfits.'
- Children should be easily able to adjust clothing when making use of bathroom facilities.
- 'Crocs', flip -flops, strapless sandals, or strapless shoes are **not** permitted.
- Sneakers are best! Sneakers must have laces, straps or Velcro fasteners.
- Boots should only be worn to and from school when inclement weather conditions warrant. Boots should be removed and replaced with other footwear while in school.

Kindergarten Dress Code

Although some of the items are the same as grades 1-8, the Kindergarten code is a simplified version of the upper grades, items should be purchased through our uniform company, Liebman's.

Girls: Navy blue skort, white ICS golf shirt (long or short sleeve depending on weather), white, navy, black or gray ankle socks, knee socks or tights, navy sweater (optional during warm weather). Black or navy, lace or strap leather shoes from Liebman's, or black or white approved sneakers from Liebman's.

Boys: Navy blue shorts or pants, white ICS golf shirt (long or short sleeve depending on weather), white or dark socks, navy sweater (optional during warm weather). Black lace, leather shoes from Liebman's, or black or white approved sneakers from Liebman's.

Grades 1-8

Boys Grade 6-8: White dress shirt, school tie, black pants and black belt, black school shoes. Gray school sweater or optional sweater vest.

Girls Grade 6-8: White pointed collar blouse, gray skirt, black, navy or gray knee socks, tights or nylons and black school shoes. Gray school sweater or optional sweater vest. *Optional:* black uniform slacks.

Boys Grade 1-5: White dress shirt, school tie, blue pants and black belt, black school shoes. Blue school sweater or optional sweater vest.

Girls Grade 1-5: White blouse with Peter Pan collar, plaid jumper, plaid tie, black, navy or gray knee socks, cuffed socks or tights. Blue school sweater or optional sweater vest. *Optional:* Navy uniform slacks.

Summer Uniforms (worn September through Columbus Day and after return from Easter break through June)

Boys Grade 6-8: White ICS golf shirt, black pants and black belt, black school shoes. Gray school sweater or optional sweater vest.

Girls Grade 6-8: White ICS golf shirt, gray skirt, white cuffed socks, white knee socks, tights or nylons and black school shoes. Gray school sweater or optional sweater vest. *Optional:* Black uniform slacks.

Boys Grade 1-5: White ICS golf shirt, blue pants and black belt, black school shoes. Blue school sweater or optional sweater vest.

Girls Grade 1-5: White ICS golf shirt, light blue jumper, white knee socks, cuffed socks or tights. Blue school sweater or optional sweater vest. *Optional:* Navy uniform slacks.

Optional for all Grades

Girls Skort (may be worn either with the school shoes or a black or white sneaker that can be purchased from Leibman's). The sneaker may also be used for gym.

Boys

Shorts (may be worn either with the school shoes or a black or white sneaker that can be purchased from Liebman's). The sneaker may also be used for gym.

When both the approved sneaker and shoes are purchased through Liebman's, there is a 20% discount on foot ware.

All skirts and jumpers and shorts should be worn at knee length. All pants or slacks must be worn at the waist with a belt. Boys pants should not be overly baggy. Girls slacks should not be tight. All shirts, blouses must be tucked in. "No Show" socks are not permitted.

During the cold weather, students may wear the navy blue uniform cardigan sweater or the uniform school sweatshirt. Other types of sweaters or sweatshirts may not be worn.

Gym Suits for Grades 1-8

On gym days both boys and girls wear the same uniform. All items should be purchased at Liebman's.

- Navy ICS T-shirt and crew sweat shirt
- Navy ICS sweat pants or ICS shorts
- White socks, lace or Velcro sneakers (no slip-ons)

Optional – a hooded ICS sweatshirt is available for the winter months.

Shorts should be worn at knee level.

Note re: Sneakers

Sneakers worn with the gym suit can be a parent's choice. Sneakers should have laces or Velcro fasteners. Slip- on sneakers are **not** permitted. Such sneakers cause hazards to safety.

If parents opt to have their child wear sneakers with the formal uniform (kindergarten only), these sneakers should be the approved styles from Liebman's. Liebman's offers a 20% discount on footwear if both shoes and sneakers are purchased.

All students

Hair

- Hair should be neat and clean at all times.
- Artificial colors may not be applied at any time.
- Bangs should not fall below eyebrows.
- Boys – hair should be trimmed above the ears and should not touch the collar of the dress uniform shirt. Curly hair should not exceed the length of one inch above the head.
- Girls –use of headbands, ponytail holders, barrettes, etc. is recommended.
 - Students must avoid extreme of fashion or style at all times.
 - Shaving of designs, symbols, etc. into hair is not permitted.

Jewelry

- Girls may wear one small stud earring on each ear.
- Hoops or dangling earrings of any size or kind may **not** be worn.
- Boys may **not** wear earrings of any kind.
- Watches without sounds, alarms, calculators, etc. may be worn.
- **No** bracelets of any kind may be worn.
- One small ring per hand may be worn.
- One small necklace with a Christian Religious symbol i.e. cross, saint, etc. may be worn.

Miscellaneous

- Make up of any kind is **not** permitted.
- Only clear nail polish is permitted.
- Nails must be trimmed to the finger tip.
- Synthetic nails, nail extensions, artificial nails of any kind are **not** permitted.
- Tattoos of any kind are **not** permitted.

Dress Down Guidelines

On occasion students may be allowed to dress down. Any infractions of these guidelines will result in a uniform referral being issued. Administration reserves the right to determine if students are in violation of guidelines.

- With permission **Jeans** are permitted for **Dress Down Days**. **Students should strictly adhere to these regulations:**
 - **No skinny jeans**
 - **No tight jeans**
 - **No baggy jeans (a belt should be worn so that jeans rest at the waist and underclothing is not visible)**
 - **No ripped jeans**
- No strapless sandals
- No heels
- No tank tops
- No strapless or spaghetti strap tops or dresses
- No “belly” shirts

- No skin visible between tops and bottoms
- No spandex
- Shorts are permitted but should be “Bermuda” shorts or Bermuda short length
- Shorts/pants should not be excessively baggy
- Basketball / athletics shorts / pants are permitted but should be tied and worn at the waist
- Skirts are permitted but should be a length that is appropriate to wear to a Catholic school
- Capris are permitted
- Pants / skirts /shorts with signage across the derriere are not permitted
- No make-up
- No nail polish (only clear)
- No Synthetic nails, nail extensions, or artificial nails of any kind.
- Jewelry code remains the same as uniform code
- No shirts with derogatory comments or foul language

Administration reserves the right determine if any outfit worn by a student meets the expected criteria. Disciplinary action may be taken if a student wears an outfit deemed inappropriate. Parents will be called to bring an appropriate outfit to school.

Girls and Boys: The presence of anything that proclaims a current fad is not permitted at any time.

Dress –Up Guidelines

On occasion students may be allowed to dress up. Parents should be guided by what is usually referred to as “**Sunday Best.**” Any infractions of these guidelines will result in a uniform referral being issued. Administration reserves the right to determine if students are in violation of guidelines.

- **No jeans**
- **No sneakers**
- No strapless sandals
- No heels
- No tank tops
- No strapless or spaghetti strap tops or dresses
- No “belly” shirts
- No skin visible between tops and bottoms
- No spandex
- No shorts
- Skirts are permitted but should be a length that is appropriate to wear to a Catholic school
- Capris are permitted
- Pants / skirts /shorts with signage across the derriere are not permitted

- No make-up
- No nail polish (only clear)
- No Synthetic nails, nail extensions, or artificial nails of any kind.
- Jewelry code remains the same as uniform code
- No shirts with derogatory comments or foul language
- Outfits should be appropriate for attendance at Mass or a special family celebration.

Administration reserves the right determine if any outfit worn by a student meets the expected criteria. Disciplinary action may be taken if a student wears an outfit deemed inappropriate. Parents will be called to bring an appropriate outfit to school.

Girls and Boys: The presence of anything that proclaims a current fad is not permitted at any time.

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair should not be below the ear / shirt collar. Bangs should not be so long that they impede vision.

Parent/Guardians will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the Parent/Guardians and with the guidance office will be made by school officials.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, **Immaculate Conception** School will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify Parents/Guardians, the police may be called, and Parent/Guardians must pick up the child immediately
- should it be determined that the suspicion is accurate, Parents/Guardians will be expected to follow the recommendations of the school principal if the child is

- to continue in the school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents/Guardians will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

Electronic Devices

Any electronic device such as cell phones, beepers, hand-held and other personal electronic devices (see Telecommunications Policy)

Strict guidelines regarding communication devices including mobile/cell phones, walkie-talkies, blackberries, etc. must be adhered to. They are as follows:

- *Communication devices must not be turned on and must remain in school bags, at any time while they are in the school building, during the school day, during recess or other free periods, during bathroom breaks, or while attending after school programs, classes or activities.*
- *If it has been determined that a communication device has been turned on, or is found to be outside the school bag, this device will be confiscated and sent to the office. If a student has a communication device taken from them more than once because it was turned on or found to be outside of the school bag, this student will not be allowed to carry a communication device to school. **“Two strikes – you’re out!”***
- *Confiscated devices will only be returned to a parent/guardian during normal school office hours Monday-Friday 7:30 a.m. – 3:30 p.m.*
- *If it can be determined that a student **used** their communication device during the school day, this device will be confiscated and sent to the office. The devices will only be returned to a parent/guardian during normal school office hours Monday – Friday 7:30 a.m. -3:30 p.m. **A student whose communication device has been confiscated because it was used without permission will not be permitted to bring such device to school again. “One strike – you’re out!”***
- *Any communication device that is determined to contain inappropriate material will be confiscated and turned over to proper authorities. Penalties for such an offense will be determined by these authorities and supported by the school’s administration.*

Periodic checks of bags, desks, jackets, pockets, etc. will be conducted to insure that prohibited devices have not been brought to school and that acceptable devices are secured in school bags within the closets.

Because of the current conditions in society, we have adjusted our policy regarding possession and use of communication devices. Although we have determined good cause for students to carry these devices to school, we in no way wish families to feel

obligated to provide one for their child. Please know that the school will not assume responsibility for any device that is brought to school, Staff focus must remain on the academic, emotional, spiritual, and safety concerns of our students. Please be confident of your child's ability to assume full responsibility for any device brought to school.

Parent/ Guardians are reminded that the school phone system should be utilized when contact with a student is necessary. In the event of an emergency when our school phone system may be inadequate or rendered unusable, students may be given permission to turn on their personal cell phones to facilitate communication with family.

*Other electronic devices such as, but not limited to iPods and MP3's or other such devices, **are not permitted in school**. Students should not carry such to school with them. If they chose to enjoy them while traveling to school in the family car, they should leave them in the car when exiting. Students who travel to and from school by other means of transportation should not carry these devices with them. Any such device found, whether or not in use, will be confiscated.*

Students may not bring any electronic devices for the After Care Program.

Calculators are not permitted in school unless a teacher gives specific permission on specific days to be used during instruction. Cameras are not permitted in school. Students are not permitted to bring lap-tops to school.

Emergency Closings/Delayed Openings

In the event of delayed openings, early dismissals or school closings due to inclement weather or other emergency conditions the school will disclose this information in a variety of ways. Information will be:

- Communicated through the IRIS System
- posted on our website
- listed with WFAS and Channel 12
- available on the school answering machine.
- Communicated through parent e-mail/phone chains
- posted on large neon orange signs on school property.

Families are encouraged to call the school for information only in the event that they do not have access to the Westchester media listed above or do not have access to the internet. Limiting phone usage will serve to keep our phone lines free for other calls.

If media announces that the **Schools of the Archdiocese of New York, or the Westchester Catholic Schools are closed**, Immaculate Conception School will also be closed.

If an emergency should arise during the course of the school day that determines the need to close school, all attempts will be made to contact parents/guardians to pick up their children. It is most important that families supply the office with updated contact information; home, cell and work numbers, email address, emergency contacts, etc.

Also families will be asked to supply the school with the names and contact information of alternative adults who are authorized to pick up their child(ren). Students will never be left unattended or locked out of the school building in emergency situations. It is however, most important for families to make every effort to make arrangements for early pick up when an emergency calls for this action. This cooperation allows for staff members to arrive home safely.

During the 2008-2009 school year the Archdiocese of NY contracted with a service that enhances communications for both routine and emergency announcements - IRIS – Immediate Response Information System.

This system has become our primary method of communication for school emergencies. Parents/Guardians are responsible for keeping contact information current. Usernames and passwords are distributed to all families

Expectations and Responsibilities for Students

Students attend Immaculate Conception School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e. peers, teachers, staff, priests, Parent/Guardians and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, pictures and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to

fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and Parent/Guardian. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination. **If a child is absent from school he/she may not participate in any after school activity on that day.**

Faculty Meetings

Faculty meetings are scheduled on throughout the year. Please refer the calendar for specific dates when early dismissal will be held. Please make arrangements for your child to be either picked up at dismissal or sent to the After Care Program.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the Parent/Guardian, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. **Permission slips are due no later than the stated deadline.**
- Fees for each trip will be determined based on the cost of each trip and transportation necessary to visit the site. Because arrangements and payment must be finalized in advance of the trip date and are based on the number of attendees, trip fees are not refundable if a student cannot attend for any reason.
- **Deadlines for submission of payment and permission slips will be adhered to firmly. Payment or permission slips will not be accepted after the stated deadline.** Families are urged to submit payment and permission slips as soon as possible after receiving trip information.

Financial Policies

1. TUITION Schedule: Grades Pre-K – 8 School Year 2011-2012

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to rupture the contract that we make with Parent/Guardian and this could result in the suspension of a child for delinquent tuition or fees.

TUITION IS DUE EVERY 15TH OF EACH MONTH. Tuition is an annual fee paid in 10 monthly installments beginning in July and ending in April.

<i>Kdg. – 8th</i> <i>Grade</i>	Catholic - Parishioners	Catholic –Non- Parishioners	Non-Catholic
1 Child	\$5,100	\$6,350	\$7,200
2 Children	\$8,200	\$9,900	\$14,400
3 or more children	\$10,100	\$12,320	\$21,600
Mandatory Fundraising fee	All families \$250.00 raffles per family See fundraising section listed below		

PK-3 Year Old	
Tue, Wed, Thu – Half Day Program	\$3,750
Mandatory Fundraising fee	All families \$125.00 raffles per family See fundraising section listed below

PK-4 Year Old	
5 Half Days	\$4,725
PK-4 Full Days	\$7,000
Mandatory Funraising fee	All families \$250.00 raffles per family See fundraising section listed below

Application Fee - \$50.00

Registration Fee ~~~ PK ~ \$400.00 ~~~ K- 8th - \$500.00

(please note – both the application and registration fees are non-refundable)

Parishioner -Catholic must be registered at Immaculate Conception and utilizing Church envelopes.

Out-of-Parish -Families who attend Mass regularly in a parish other than Immaculate Conception, and who contribute to the support of that parish, as confirmed by a letter from their pastor.

Non-Catholic Families other than Catholic.

2. FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor. Please contact him at the rectory.

IMPORTANT: In order for a family to qualify for the parishioner's tuition rate, Parent/Guardians must contribute a minimum of \$ 15.00 in each Sunday envelope plus at least \$50.00 at Christmas and Easter while attending Mass. In November, there will be a review of the Mass attendance and contributions of all parishioner families.

Families who have not been attending Mass and who have not contributed \$15.00 each Sunday will no longer be eligible for the parishioner rate and will be assigned the tuition rate for non-participating families.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Immaculate Conception School.

3. FUND RAISING ACTIVITIES

Our Home School Association organizes a variety of initiatives to raise funds for our school. Families are expected to participate as follows.

- After discussion with the Home School Association, and the feedback from our families, there will **be one mandatory fundraiser**, our Raffle sale.

- Each family will receive a raffle ticket booklet at a total cost of \$250.00 (Pre-K families - \$125.00) Families can buy the ticket book themselves or sell them to others without having to spend their own money. There will be more details coming about this in the fall. All prizewinners will be selected at a school event held after January 2012.
- Any unpaid tickets will be added onto each family's tuition payment schedule to be paid in full by April 2012
- This effort replaces a number of previous fundraisers. We will continue to offer a variety of fun events and the optional sale of our more popular items only as a service to our school families. For these, there is no obligation to participate. Volunteers are always welcome for these events.
- Our annual Carnival is held after Memorial Day Weekend. This is our major fundraiser and all families are **expected to volunteer some time during this weekend.** More information and sign up sheets will become available closer to the event.

Fire Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Guidelines for the Education of Non-Catholics

Parent/Guardians must be made aware of the intentional Catholic witness in our schools. Immaculate Conception School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school. **All students will attend Liturgy and other services in our Church. Non-Catholic students will not be excused from attendance and participation.**

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Immaculate Conception School provides a safe environment for all. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed, please notify the homeroom teacher and principal immediately.

Health Office Information and Protocol

Please be aware of how your child is feeling before coming to school in the morning. Parents should keep children home when they exhibit one or more of the following:

- a persistent moist cough
- discolored nasal discharge
- episodes of vomiting or diarrhea within 24 hours
- pink eye
- strep throat
- flu
- contagious skin rash
 - impetigo
 - ringworm
- lice
- bedbugs
- chickenpox
- mononucleosis

The school nurse must be notified for all of the following conditions:

- Fever:

- Your child must be fever free without medication for 24 hours before returning to school.

- Pink eye:

- Children diagnosed (by a physician) with contagious conjunctivitis must be kept home until there is no discharge from the eye. The school must receive a note from your physician advising the date of return to school.

- Strep Throat:

- School policy requires 48 hours of antibiotic treatment before returning to school.

- Flu:

- Parents should be aware of the following symptoms of flu:

- Body aches
- Fever
- Chills
- Sore throat
- Cough
- Fatigue
- Stomach ache
- Nasal congestion

Persistence of these symptoms could indicate the presence of flu. Contact your physician for a diagnosis and advice. A diagnosis of flu requires that the child remains at home until he/she is generally feeling well enough to attend school and is fever free without medication for at least 24 hours.

- Contagious skin condition:

- The school nurse will advise on a case by case basis.

- Lice:

- Parent must follow treatment plan set up by physician. Student must be seen and cleared by the school nurse before returning to class. Please call the nurse to arrange for appointment for clearance.

- Bedbugs:

- Please call the nurse for directives.

Please also notify the nurse if your child has:

- An injury requiring the use of crutches:

- A cast
- Stitches
- Recent surgery

In general, if your child is “**just not right**” evaluate the situation and make the decision that will benefit your child as well as his/her classmates. Please remember that a child who is sent to school must be prepared to fully participate in activities, this includes outside lunch recess. Staffing restrictions prohibit us from keeping children indoors at recess. Feel free to call the nurse for her professional advice for any health concern.

Allergy Alert

Each school year parents are required to submit a diagnosis, documentation and treatment plan from the doctor regarding your child’s food allergies.

Parents: Before sending any treat or snack to the classroom, please check with the teacher, nurse and class mother. We will be able to determine if this is a “**safe snack**” for the classroom. We encourage parents to read labels on all products before sending them to school. Most products have an “**allergy warning**” or an “**allergy statement**” located where the ingredients are listed. In addition to reading all labels, please teach your children good hand washing techniques to keep the classroom as safe as possible.

Hand Washing

Studies show that proper Hand Hygiene reduces the spread of bacteria. Please review with your children proper hand washing techniques:

- lather hands with soap and water
- vigorously rub for 10-15 seconds making sure to wash under fingernails
- rinse thoroughly dry hands completely
- after drying hands, use the paper towel to turn off the faucet
- discard paper towel
- Wash hands several times during the day with plain soap and water or anti-microbial soap and water
 - before and after eating
 - using the restroom
 - after blowing nose
 - after touching soiled or contaminated objects

Here at Immaculate Conception School, we will continue our on-going efforts to ensure that children wash their hands throughout the day. We have also instructed our custodial staff to continue to use disinfectant cleaning products on all surfaces.

Toileting Issues

Toilet training is a requirement for entrance into our Early Childhood programs. Pre-Kindergarten and Kindergarten students are required to have a change of clothing in the classroom. In the event of a 'bathroom accident' the school nurse will evaluate the situation and notify the parent. Parents may be required to come to school to assist with this issue. Chronic issues will be addressed by the nurse and administration.

revision added 9-19-11

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and Parents/Guardians (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the Parent's/Guardian's responsibility to notify the school, school nurse and classroom teacher in writing in September so that we are aware of the condition.

Immunizations

New York State Immunization Requirements for School Entrance and Attendance

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

Lateness

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time (8:10) is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year. Students who are late may be required to serve detention or make up time missed.

An accumulation of 6 times late during a quarter will result in the student's conduct grade dropping a full grade on the Report Card. For example: If a student earns the Conduct Grade of 'B' for the 1st Quarter, but the student has been late 6 times, the Conduct Grade will become 'C'. This change in the Conduct Grade will prevent a student from receiving honors.

Liturgy

All students in Pre K to 8 will attend a monthly school Mass and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies.

Lunchroom

Immaculate Conception School provides a hot lunch program for grades K- 8. Full time Pre- Kindergarten students must bring a lunch from home.

Lunch cards are available for purchase either weekly or monthly. Rates are as follows:

Daily	- \$ 3.50
One week	- \$17.50
Two weeks	- \$35.00
Three weeks	- \$52.50
One Month	- \$70.00

Does not include snacks. Snacks can be anywhere from .25 to \$1.00.

- Each class is assigned an area in the lunchroom. Students are expected to remain seated throughout the lunch period until given permission to dispose of their trash and then dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the play area.
- In the event of inclement weather classes will either return to homerooms or will remain in the cafeteria.

Maternity/Paternity Policies

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic

schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the pastor and principal after consultation with his/her Parents/Guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

Medications

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse (or school office in the absence of a nurse) and kept there. A written statement from the Parent/Guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents/Guardians should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a Parent/Guardian or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis in consultation with the school nurse and will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from Parent/Guardian requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility

- Parent/Guardian contact is made to clarify Parent's/Guardian's responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

Money

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) **must be put into an envelope with the child's name and grade and amount.** Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Collections

Collection of money for any purpose must be authorized by Administration. Teachers collect money for class trips, dress down days, supplies, charitable causes approved by administration, etc. The Home School Association collects money for fundraising and activities, etc. Class Parents may also be authorized to collect for specific reasons. No other parent/guardian may approach the class to request money for a specific activity or cause. Parents/guardians are encouraged to contact the office if they are asked to donate/contribute to an unauthorized collection.

The Home School Association will conduct a collection for all teachers at Christmas time. All families will be asked to contribute to this fund. The money collected will be evenly distributed to teachers. Families are free to, but **not expected to**, send an individual gift to their child's teacher either at Christmas or the end of the year. Gifts that can be utilized for the classroom are preferred.

Non-Custodial Parent/Guardian

Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial Parent/Guardian with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial Parent's/Guardian's responsibility to provide the school with a copy of the court order.

Non-custodial Parent/Guardians are generally entitled to receive duplicate sets of

report cards, school and special event notices, school calendars, etc. Such Parents/Guardians should supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children

Non-custodial Parent/Guardians may pick up a child only if previous arrangements have been made.

It is the responsibility of both Custodial and Non- Custodial parents to provide the school with copies of custody and / or visitation papers.

It is the responsibility of the Non-Custodial Parent/Guardian to inform the teacher and the office of their request for information.

It is the responsibility of the Non-Custodial Parent/Guardian to inform the teacher and the office of current email addresses.

Parents/Guardians as Partners

Just as the Parents/Guardians look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the Parents/Guardians to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If Parents/Guardians cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents/Guardians are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies. Parents/Guardians should utilize the *Student Information System* and *School Notes* for up-to-date information.
- explaining and reviewing periodically the school behavior code with their child. Parents/Guardians should discuss school disciplinary episodes in relation to the school behavior code.

- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent/Guardian-Teacher Conferences and Home-School Association meetings.
- by responding to a teacher's request for communication between conferences.
- by initiating contact with teachers when a review of their child's performance would indicate the need for a conference.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the Parent/Guardians and the school. Just as the Parent/Guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent/Guardian Organizations

A Home-School Organization provides an effective channel of communication between Parents/Guardians and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping Parent/Guardians informed of school activities, programs, etc., and if any, Parent/Guardian service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs.

Philosophy and Goals

Immaculate Conception School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, *sometimes* indicates that some students *would benefit from the repetition of the school year*. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made

satisfactory progress. *The decision of the principal is final regarding promotion and retention.*

Re-registration

Attendance at Immaculate Conception School is by invitation. At the time of re-registration Parents/Guardians will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

Release of Students (during school day)

Release of students during the school day is strongly discouraged. Appointments should be made around the school schedule, not while school is in session. If this cannot be arranged, Parents/Guardians must submit a written request to the office before the start of the school day or earlier if possible. All requests must be approved by administration.

Requests for early release cannot be honored after 2:40 p.m. Prayer, Announcement and Dismissal routines cannot be compromised.

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- for liturgies and services when altar servers leave school, the students will sign out and in.
- in the event of a student illness the Parent/Guardian or an adult designated by the Parent/Guardian must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a Parent/Guardian, guardian, or an adult designated by the Parent/Guardian. If the Parent/Guardian cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- when a student is released to a Parent/Guardian or guardian, that adult must sign the book.
- for a prearranged appointment when the student is released, the Parent/Guardian or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a prearranged appointment.]**

School Calendar

Immaculate Conception School Calendar for 2011-2012 **will be emailed home to all families** and will also be available on our website.

Please check monthly for revisions.

The dates for Parent/Guardian Workshop Series, Sacramental Preparation Programs for Parents/Guardians (First Holy Communion and Confirmation) will be announced later in the fall.

The examination schedule for grades 5-8 will be sent to Parents/Guardians when dates have been finalized.

School's Right to Amend

Immaculate Conception School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, Immaculate Conception School strongly enforces its policy of requiring all visitors, even Parents/Guardians, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

Students should never go home with strangers.

Students should never talk to strangers.

Students should never take things from strangers.

If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.

Young students should be escorted to and from school.

Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the Local Police Departments notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to Parent/Guardians in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Immaculate Conception School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, Parent/Guardians, and all visitors to the school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. Immaculate Conception School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the Parents/Guardians to discuss the results of the evaluation and the recommendations. Such meetings will assist in determining the appropriate school setting for the student.

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom. Students who do not perform to expectations in Religious studies will be required to complete specific assignments / service activities to be determined by the Pastor, Principal and teacher.

In May, a list of available summer schools in the archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the Parent/Guardian directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the Parent's/Guardian's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

Telecommunications Policy Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the **“Discipline Code for Student Conduct”, “Harassment Policies” and the “Summary Statement”** in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others’ passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers”. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.

- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.

- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.

- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.

- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal

electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.

- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda's), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the “**Discipline Code for Student Conduct**”, “**Harassment Policies**” and the “**Summary Statement**”.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Use of School Grounds

Immaculate Conception School does not have staff available to supervise students present on the school grounds before 8:00 AM and after 3:10 PM. Students must not arrive on the school grounds prior to 8:00 AM and Parent/Guardians must arrange to pick up at dismissal times. Any student who has not been picked up by 3:10 p.m. will be sent to our After Care program. Appropriate fees will be charged.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

Summary Statement

Once students have met the necessary admission requirements and have been accepted in Immaculate Conception School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and

Parents/Guardians must always be mindful that attendance at Immaculate Conception School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Immaculate Conception School reserves the right, and students and Parents/Guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her Parents/Guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Immaculate Conception School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school.

Another important right all students at Immaculate Conception School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her Parents/Guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her Parents/Guardians, by their acceptance of enrollment at Immaculate Conception School agree to and accept the school’s rule and policy that students, Parent/Guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and Parents/Guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school,

subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her Parents/Guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and Parents/Guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her Parents/Guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

APPENDIX

The School of The Immaculate Conception Parent/Guardian Signature Page 2011-2012 School Year

We have read online a copy of the school handbook

(Parent's/Guardian's signature)

(Parent's/Guardian's signature)

(Parent's/Guardian's name)

(Parent's/Guardian's name)

1.) _____
(Grade 2 and above Student's signature)

2.) _____
(Grade 2 and above Student's signature)

(Grade 2 and above Student's name)

(Grade 2 and above Student's name)

3.) _____
(Grade 2 and above Student's signature)

4.) _____
(Grade 2 and above Student's signature)

(Grade 2 and above Student's name)

(Grade 2 and above Student's name)

Signed Form Due September 16, 2011

A-1

The School of The Immaculate Conception Photo/Video Release Form 2011-2012 School Year

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter

_____ Homeroom _____

to be photographed or videotaped at The School of the Immaculate Conception.

I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at The School of The Immaculate Conception.

Signed _____

Name _____

Date _____

OR

I **do not** give permission for my son/daughter _____ Homeroom _____

To be photographed or videotaped at The School of The Immaculate Conception.

Signed _____

Name _____ Date _____

Return by September 16, 2011

**The School of The Immaculate Conception
Technology Use Agreement
2011-2012 School Year**

for

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

User

I understand and will abide by the technology use agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian/

As the Parent/Guardian of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not

hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent/Guardian's or guardian's name (please print): _____

Parent/Guardian/Guardian Signature: _____

Date: _____

Return by September 16, 2011

This policy can be found on page 45 of the Parent / Student Handbook

The School of The Immaculate Conception

Absent Note – 2011-2012

STUDENT'S NAME _____

STUDENT'S CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE

Parent's/Guardian's signature

Parent's/Guardian's name

Doctor's note is attached. Yes _____ No _____

A-4

