



# Immaculate Conception School

# Parent/ Student Handbook

2011-2012 School Year



# A Message to Parents/Guardians

By enrolling a child in a Catholic school, a parent/guardian agrees to the following important responsibilities.

1. To be a partner with the school in the education of the child
2. To understand and support the religious/moral nature of the school
3. To read all communications from the school and request clarification when necessary
4. To know who the child’s teachers are and observe parent-teacher conference dates and any special requests for meetings
5. To discuss concerns and problems with the person(s) most directly involved and the administration, before contacting legal authorities
6. To be as actively involved as you can be in the life of the school and volunteer assistance when possible
7. To promote the school and speak well of it to others
8. To meet financial obligations in a timely manner and support the fundraising efforts of the school when possible
9. To appreciate that Catholic education is a privilege that many persons do not have
10. To encourage the child to take responsibility for his/her school work

Welcome to Immaculate Conception School (ICS)! The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, “Suffer the children to come unto me” will bless the efforts in His name.

*It is the policy of Immaculate Conception School that we should not discriminate on the basis of race, color, and/or national ethnic origin in the administration of our educational policies, admissions policies, athletic, and other school administration programs.*

*In cases where parents’/guardians’ views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parents’/guardians’ child/children withdraw from the school.*

*We are a smoke-free environment campus wide.*

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# Immaculate Conception School

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

112 Ware Avenue • Towson, Maryland 21204 • 410-427-4800 • Fax: 410-427-4895

## Reverend Joseph F. Barr

Pastor

## Mrs. Madeline M. Meaney

Principal

## Mrs. Deborah B. Thomas

Assistant Principal

## Faculty/Staff

Mrs. Kimberly P. Belmore  
 Miss Melanie Bisesi  
 Mrs. Donna Budny  
 Mrs. Amy Burke  
 Miss Kathleen Burke  
 Miss Kelly Cassella  
 Mrs. Kelley Christ  
 Mrs. Lisa Cruz  
 Miss Emma Doerfler  
 Miss Mary Clare Doerfler  
 Mrs. Judith Dressel  
 Mrs. Christine Engbert  
 Mrs. Cynthia Fitzgerald  
 Mrs. Margaret Geare  
 Mrs. Olivia Goldsborough  
 Ms. Leigh Hawkins  
 Mrs. Jane Ireland  
 Mrs. Miriam Johnson  
 Mrs. Krista Linton  
 Mrs. Isabella Litchka  
 Mr. Greg Mansperger

Mrs. Lauren Manzoni  
 Mr. Tim Murphy  
 Miss Hanlon Myers  
 Miss Mary Jeanne Nusca  
 Miss Denise O'Connor  
 Mrs. Katie Oliver  
 Mrs. Kim Rosch  
 Mrs. Lydia Santos  
 Mrs. Julia Schmidt  
 Ms. Joan Schmidt  
 Ms. Megan Schwartz  
 Mrs. Cornelia Shockley  
 Mrs. Martina Sophocles  
 Mrs. M. Alethea Spear  
 Mrs. Erin Sudano  
 Ms. Linda Trump  
 Miss Laura Vesely  
 Mrs. Maria Wantz  
 Mrs. Kerry White  
 Mrs. Kristie Wrzesinski  
 Mrs. Bethany Zabel

## Director of Faith Formation

Mrs. Glenda Sorteberg

## Guidance

Mrs. Kim Scagnelli

## School Nurses

Mrs. Jeanne Burns  
Mrs. Carolyn Fuscaldo

## Administrative Assistants

Mrs. Carol Dixon  
Mrs. Iris Howland

## Administrative Support

Sister M. Dolora Taylor, OSF

## Finance

Mrs. JoAnn Power

**ICS reserves the right to amend the Parent/Student Handbook and calendar; parent(s)/legal guardian(s) will be notified of any changes made. The Parent/Student Handbook is an informative booklet setting forth the rules and policies of ICS and is not intended as an expressed or implied contract.**

## School Communication

All parents must routinely review the ICS website, school e-mails, teacher websites, PowerSchool, the Dispatch, and Alert Now messages to remain current on their child's progress and school policies, events, and calendars.





## Philosophy

The primary purpose of Immaculate Conception School is to educate the whole child in the context of the Catholic faith. We lead children toward spiritual, emotional, moral, intellectual, physical, and social development. The educational focus of Immaculate Conception School is to provide a solid academic foundation and to develop critical thinking skills. Additionally, we encourage students to give witness to Catholic values through service to the church, parish, family, and society.

As the educational leaders of the Immaculate Conception School we believe a student should

- Have an understanding of his/her worth as a child of God,
- Be encouraged to be active, responsible participants in the learning process,
- Share his/her unique talents with the school community,
- Respect, appreciate, and treat other students with cordial reverence,
- Assume responsibility for developing self discipline, and
- Be assured of a safe, respectable, comfortable, and secure environment.

As faith filled educators and role models, we believe the teachers of the Immaculate Conception School should

- Guide students to live and act in a manner which mirrors Christ's life,
- Teach students through formal and informal learning activities to gain necessary academic skills and maintain behavioral standards,
- Recognize individual needs,
- Encourage the ultimate potential growth of each student, and
- Strive to develop on-going cooperative relationships with parents in the best interests of the children.

## ICS Mission Statement

As Catholic educators, we strive to fulfill our parish mission in leading our students through the period of transition from childhood through adolescence. We offer a strong academic education, grounded in personal responsibility, within a faith-based environment, recognizing we are all children of God.

## STEM Mission Statement

The ICS STEM curriculum serves to engage its students in science, technology, engineering, and math and provide them with the problem-solving skills they will use to remain immersed in all academic areas. This education will provide students with an appreciation for the world God has given them by helping them to achieve a successful balance between their faith in God and their sense of reason.



## The Network for the Process of Learning within the Archdiocese of Baltimore

### Students

By insisting that students perform to their full potential, the Archdiocese affirms its belief in the dignity of the individual. The role of the student is an active one. Participation in the learning process enables each student to grow and acquire the skills necessary to identify immediate and long-range goals. It is the student's responsibility to take advantage of opportunities, academic as well as co-curricular and extra-curricular activities, which the school affords. It is the student's obligation to meet the demands these activities require, keeping in mind that at this time the task is to be the best student he or she can be.

### Parents/Guardians

Parents/guardians are the primary educators who work in partnership with the school. Their involvement in their children's education is woven into the fabric of the educational process. Parents/guardians support and assist teachers by placing academic and moral demands on students.

Parents/guardians of Catholic school students make a financial and philosophical commitment to their children's education. This creates a unique role which accents the parents' responsibility to oversee their children's academic development while at home, by insisting that students perform to their potential.

Parents/guardians provide family listening, direction, and support. Parents/guardians need to establish an environment for school work. It is the parent/guardian who must encourage the proper use of the student's time after school hours. Furthermore, parents/guardians enhance the

academic and co-curricular and extra-curricular activity of the students through their guidance with and/or presence at these functions.

### The Classroom Teacher

Teachers within the Archdiocese endeavor "to teach as Jesus did." The power of a teacher can never be underestimated; what is done in a classroom affects what is accomplished by the students. The classroom teacher, in the pursuit of excellence, is the facilitator for the learning process. A teacher plays a key role in the education of students by insisting that they perform to their full potential and by affirming their quest for growth, identity, self-worth, and knowledge.

It is the teacher's responsibility to awaken intellectual curiosity, challenge the students to a deeper understanding of the subject, and transmit a genuine love for learning. The expertise of the classroom teacher lies in knowledge of the subject and care for the student. Classroom performance is enhanced by the interaction of the teacher and students at co-curricular and extra-curricular activities. Such a teacher encourages the student to develop abilities and to practice skills. The effect of a teacher is far-reaching; what is done in the classroom influences the student for a lifetime.

### Principal

The principal is the master teacher who envisions the heights to which the teachers and students can climb. He/she has the responsibility for the spiritual development, the physical safety, and the academic growth of the faith community.

The principal strives to provide the means, both material and philosophical, to insure that excellence is the hallmark of the school. It is his/her responsibility to make those

decisions that will achieve this goal. Such decisions should be made collegially with those who share reflections, suggestions, and even disagreement. The principal is accountable to foster a climate in which curriculum growth, spiritual enrichment, and development can flourish. Curriculum development is nurtured by active involvement of faculty and positive support of families.

### Division of Schools

The Division of Schools, through the Superintendent's Administrative Team, has the responsibility to provide an environment in which the pursuit of excellence is ongoing and its achievement measurable. It is the Division of Schools' duty to challenge, encourage, and affirm the school communities of the Archdiocese.

The foundation for the pursuit of excellence rests firmly on the rock of accountability. The Superintendent's Administrative Team is accountable to the entire faith community to assure that academic excellence, professional development, and the investigation of new methods and techniques in teaching are central factors in providing quality education.

The Division of Schools believes academic instruction is built on the premise that the lives of our students must be enriched and enhanced. All of this is accomplished and brought about with the knowledge that God is the source of all gifts.

*Reprinted from "A Course of Studies for the Elementary Schools of the Archdiocese of Baltimore," Revised February 1995*

## Attendance Policies

The doors to the school open at 7:30 a.m. and students gather in the parish hallway with supervising teachers. The Extended Day program is available for registered students starting at 7:00 a.m. Students may enter their classrooms at 7:45 and the school day begins at 8:00. Any student entering the building after 8:00 is considered late and parents/guardians must sign the student in at the front desk. The names of late-arriving students will be recorded by office personnel. Tardiness is entered on the student's permanent record.

Children who arrive after 10:00 or leave before 1:00 will be marked absent for half a day. Children leaving after 1:00 will be recorded as "leaving early." The school discourages late arrivals and early departures and requests families to arrange medical and dental appointments, etc., either after school hours, on Saturdays, or during vacation periods. Check the calendar for days when school is not in session. In case of an emergency, the student must submit a note to the teacher, signed by the parent(s)/guardian(s), on the day of dismissal. The teacher forwards the note to the office. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out in the office. The student is counted absent from classes missed and must make up the work at the discretion of the teacher.

Perfect attendance for the year means **the child is in school every day, all day, with no tardies and no early dismissals. This includes leaving early for appointments and returning after appointments.**

The school day ends at 2:45. If there is an early dismissal the day will end at 12:00 or as noted on the calendar and on the website. Regular school attendance is mandatory for scholastic achievement. Excessive absences could impact on academic awards.

The school calendar provides 175 instructional days for students, plus a minimum of five inclement weather days. If inclement weather days are not used, these days may be used at the discretion of the school. Parents will be notified of these changes by April 30th.

### Absences

If a student will be absent for two or more days, the school office must be notified by phone or the child will be considered truant. If the school is not notified the parent may be called. **An e-mail or written note is required from a parent/guardian the day a student returns to class after an absence.** Regular attendance is considered essential for learning at ICS. Ordinarily, students who are absent from school may not participate in any after school or evening school-sponsored activities such as band or sports programs on the day of their absence.

Students are responsible for all missed assignments and tests, and these arrangements should be made with the teacher for completion of this work. Teachers will not supply work prior to an absence. Each child should have a homework buddy and assignments should be obtained from him or her. If additional books are required, please leave a message on the teacher's voice mail. Books will be left in the front hallway at the end of the school day. A child is not permitted to return to school until he/she is well enough to participate in school activities, including recess at lunchtime.

Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work may be obtained only upon return. When a parent requests an extended absence for a child, the request, along with the school's recommendation, is placed in the child's cumulative folder to insure proper maintenance of the student's permanent record. Students are required to make up all tests, class work, and homework after such absences.

Students who experience a death in the family are allowed two days unexcused absence.

Students in the 8th grade are allowed two "shadow days" to help in the selection of a high school of choice. These two days do not count against perfect attendance.

If a student is asked by a school administrator to represent ICS off site, this attendance is considered an excused absence.

A student's unexcused absence of 20 days or more is excessive. Promotion to the next grade at the end of the year requires the student to complete all missed assignments and to earn administrative permission to advance. In this instance, parents/guardians must provide medical documentation from an approved health care provider for these absences.

### Arrival - Grades K-8

The school doors will be opened at 7:30 a.m. At 7:45 the students will go directly to their classroom. Children must be in the classroom by 8:00 to be on time. Classes will begin promptly at 8:05, following the 8:00 announcements.

Adults who bring children to school by car are asked to enter the campus via Ware Avenue and discharge the

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## Attendance Policies continued

child(ren) on the rectory side of the school. Baltimore Avenue is restricted to church traffic only at all times. Children may be released anywhere along the areas where a sidewalk is present. School personnel or parent volunteers will help with the process. Please follow their directions.

### Arrival - Pre-School

Classes for 3-year-olds are held on Tuesday and Thursday from 8:05-10:55. Three-day sessions for 4-year-olds are held on Monday, Wednesday, and Friday from 8:05-10:55 and from 12:00-2:50.

Morning sessions for the pre-school have two options for drop off. First, parents/guardians may take their children through the carpool line for the elementary school. The pre-school students will enter the building with the other students and wait with a Brown House aid in the parish hall. The aid will then walk the children down to the Brown House at 8:00. Children who arrive after 8:00 am on any given day may not use this option. Second, parents/guardians may park in the lot closest to the Brown House, entering from Joppa Road, and walk their children to the Brown House. Please note that cars should never be parked on Ware Avenue. All parents/guardians with children in the afternoon sessions must park in the Brown House lot, the second option, and walk their children into the Brown House.

### Tardiness

Regarding tardiness, repeated lateness can have a negative effect on students being accepted at first choice schools. In an effort to support the success of the children, **remember 8 is late at ICS.** If a child is not on time a parent/guardian will need to come to the receptionist desk to sign in the

child for a late pass. Teachers will not admit students to their homerooms without this pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

### Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy is an unexcused absence and may result in disciplinary action up to and including suspension or expulsion.

### Dismissal Procedures

Students begin to exit the building at 2:45 p.m. on a regular school day. The children are dismissed in order; parents must not pull children from established lines as this interrupts the flow of the lines and could cause confusion and possible injury to the students. Parents may not pick up children on any campus parking lot unless preauthorized by administration.

### Brown House

ICS students with parents who are IC campus employees, who are siblings of carpoolers with students in the ICS Pre-School (Brown House), or have registered for the Brown House line leave their homerooms immediately after dismissal prayers and announcements, exit the back stairs, and meet assigned teachers. The teachers will walk this group of children to meet the Brown House dismissal group.

### Walkers

**A parent/guardian must sign a permission slip allowing students to use the walker line.** Teachers escort lines of registered students through the school breezeway door, past the front of the Adoration Chapel, and down to Joppa Road. The teachers will then transfer the students to the Baltimore County crossing guard who will assist them in crossing the streets.

Parents/guardians of registered walkers should instruct their children on the safest route to and from school, familiarizing them with the crossings controlled by police, guards, safety patrols or traffic lights. It is expected that all students go directly home from school. No child is to be met and driven as this line is for walkers only.

### Riders

All children who go home by car are taken to the church parking lot by teachers. There are two lines for these children: yellow and blue. Students in the **yellow line** exit through the main entrance, cross the driveway in the crosswalk, and immediately bear right, proceeding along the walk behind the **rectory and church**, to begin loading cars. If their cars are not pulled up far enough to load, the students will wait on the side of the church for the next group of cars to pull up. The **blue line** will also exit through the main entrance, immediately bear right, and then walk along the **railing side** of the lot toward the front of the church to begin loading cars. They will wait on the railing side until the next group of cars pulls up.

Once students in the blue and yellow lines turn right, they may go to their cars, if they are spotted. Empty cars behind the crosswalk will be loaded once the group of cars before the cross walk is dismissed and the next group of cars pulls

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## Attendance Policies continued

forward. The procedure will be repeated if necessary. Parents/guardians picking up in the yellow line should be on the left side of the driveway, blue on the right. **Drivers must remain in their cars and refrain from pulling children from line.**

In the interest of safety, it is asked that no car move until all students are in their cars and drivers are directed to do so by the teacher who is directing traffic.

After cars have left the parking lot, any students who have not been picked up by parents/guardians will be taken to the parish hall. At 3:00 p.m., or 15 minutes after a half-day dismissal, students will be checked into the Extended Day program and parents are charged for the time their children are in the care of Extended Day. This policy is in effect for the safety of the students. Parents who are frequently late

should formally register their child for the Extended Day Program and pick him or her up from this program.

### Pre-School

For morning classes, parents enter the parking lot across from the Brown House through the Joppa Road entrance. Once parked, the parents are to meet the students at the steps to the Brown House. For the few minutes involved with picking up, cars may be parked behind other cars, if necessary. **Cars should never be parked on Ware Avenue.**

For afternoon classes, parents should enter the parking lot across from the Brown House through the Joppa Road entrance and park. ICS students with siblings in the afternoon pre-school program will exit the main school with the Brown House line and the supervisory teacher to meet parents on the Ware Avenue sidewalk.

### Noon Dismissal

On half-days, students will begin to exit the school at noon. The method of dismissal is the same as it is for regular scheduled dismissal. If there is an early dismissal during Lent, the dismissal will begin at 11:30 a.m. because of the parish Mass schedule.

### Early Dismissal

All doctor and dental appointments **should be scheduled outside of school hours.** If an early dismissal is necessary, a note must be sent to the teacher who will initial it and send it to the office. At the designated time the student will report to the office to meet his or her parent/guardian. Parents/guardians should not go to the classroom to meet the student. Students are responsible for any work missed due to an early dismissal. Parents/guardians or their representatives will be asked to sign the student out. Students who leave school before 1:00 will be marked absent for half the day.

### Supervisory Responsibilities Before and After the Official School Day

The school is not responsible for supervision of students before or after the arrival and dismissal times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. Parents/guardians are required, therefore, to follow the times stipulated when dropping off or picking up students. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pickup at the designated times. If children are participating in before or after school care, parents/guardians must comply with the rules established by the program for drop-off or pickup.

### Inclement Weather

Information regarding late openings, early dismissals, or school cancellations will be announced over the local radio station **WBAL**. ICS follows the decision of the **Baltimore County School System**. Because ICS is air-conditioned, the school will not close for hot weather. Students in the pre-school morning classes will attend school if the opening of Baltimore County schools is delayed by one hour because of weather. There will be no school for these students if school is delayed by one-and-one-half hours or two hours. There will be no afternoon sessions if schools close early.

### Extended Day Program

Registered students in the program are cared for from 7:00-7:30 a.m. and from 2:45 – 6:00 p.m. beginning with the first full day of school. The Extended Day Program operates every school day unless otherwise stated (see calendar on website). The program is not open on holidays or days when there is no school because of inclement weather. If there is a delayed opening, the morning Extended Day will begin one hour prior to the start of the school day. If Baltimore County Schools dismiss early due to inclement weather, there will be no Extended Day. **Any child not picked up within 15 minutes of the end of the school day will be sent to the Extended Day program and the parent/guardian will be asked to pay or be billed the fee.** For fee and other information, please call the Extended Day office at 410-427-4815.

## Dress Code

Students are expected to dress in a manner consistent with accepted Church/community standards of decency and taste. Girls are not permitted to wear colored nail polish, beads, bead wraps, or make-up. Students are allowed to wear religious jewelry. One very small stud earring in each ear lobe is permitted for girls who have pierced ears. Boys are not permitted to wear earrings. Hair styles for both boys and girls should be in good taste and not excessive. Hair color should be the color natural for the child with no highlights, frosting, or streaking. Boys' hair should be trimmed above the middle of the ear, above the collar in the back, and above eyebrows. Tattoos are not permitted. The ICS dress code includes the complete uniform as stated under the title UNIFORM. All items of clothing, uniforms, gym wear, extended day, and outer clothing must be labeled. Unmarked items that are lost are kept in the lost and found area across from the nurse's room. Twice a year unclaimed items are laundered and donated to the St. Vincent de Paul Society.

### ICS Uniforms

Uniforms may be purchased from Flynn and O'Hara Uniforms, Loch Raven Plaza, 1300 Goucher Blvd., Towson, MD, 410-828-4709. The complete uniform, which follows in detail, is to be worn to and from school. Students who are in the Scout program may wear their Scout uniform on the day they have a meeting after school.

### Girls

#### Kindergarten through 5th grade

- Plaid tunic with a separate or attached belt
- White blouse with peter-pan collar, short or long sleeves, or white turtleneck in cold weather only
- Navy round neck cardigan sweater with ICS logo as required by weather
- Navy or white crew, knee socks, or opaque tights (Half socks are not permitted.)
- Black saddle shoes, tan bucks, or brown nubucks with appropriate colored shoe laces (Please note: To help maintain the cleanliness of the school the uniform shoe must have **smooth flat soles.**)

#### 6th through 8th grade

- Navy plaid kilt wrap-around two inches above the knee or below, khaki pleated girls slacks, or khaki two panel skort
- White oxford cloth blouse with button collar, short or long sleeves, or white turtleneck in cold weather only (Only solid white tee shirts are acceptable under the uniform blouse.)
- Navy V-neck cardigan uniform sweater with ICS logo worn when needed October 15 – April 15
- White crew, knee socks or opaque tights (Half socks, ankle socks, or “no shows” are not permitted.)
- Black saddle shoes, tan bucks, or brown nubucks with appropriate colored shoe laces (Please note: To help maintain the cleanliness of the school the uniform shoe must have **smooth flat soles.**)

### Boys

#### Kindergarten through 3rd grade

- Navy trousers
- White knit shirt, short or long sleeves, or white

turtleneck in cold weather only

- Navy V-neck cardigan sweater with ICS logo as required by weather
- Tan bucks or brown nubucks with appropriate colored shoe laces (Please note: To help maintain the cleanliness of the school the uniform shoe must have **smooth flat soles.**)

#### 4th & 5th grades

- Navy trousers
- White dress shirt or white oxford button collar, short or long sleeves
- Plain white tee shirt under dress shirt
- Navy tie
- Navy V-neck cardigan sweater with ICS logo as required by weather
- Black or brown belt without ornamentation
- Tan bucks or brown nubucks with appropriate colored shoe laces (Please note: To help maintain the cleanliness of the school the uniform shoe must have **smooth flat soles.**)
- August-October 15 **and** April 15 - June – white polo with ICS logo in place of shirt and tie

#### 6th through 8th grade

- Khaki trousers
- White oxford button collar, short or long sleeves
- Plain white tee shirt under dress shirt
- Uniform tie
- Navy sport jacket, worn for special occasions starting October 15 – April 15
- Black or brown belt without ornamentation
- Tan bucks or brown nubucks with appropriate colored shoe laces (Please note: To help maintain the cleanliness of the school the uniform shoe must

continued

## Dress Code continued

have smooth flat soles.)

- August – October 15 and April 15 – June – white polo with ICS logo in place of shirt and tie

### Gym Uniforms

#### Kindergarten through 8th grade

All gym uniforms and sweats for K-8 are purchased through the uniform company or through the HSA. Students wear gym uniforms and athletic shoes to and from school on the designated day.

The gym uniform consists of ICS gym shorts, white ICS polo shirt **or** gym t-shirt, ICS sweatpants, ICS sweatshirt, athletic shoes, and white crew socks that adequately cover the ankles; half socks and low-cut socks are not allowed.

From August through November 14 and April 15 through June, students wear ICS shorts, white ICS polo shirt, athletic shoes, and white crew socks. On cool days, ICS sweat pants and sweatshirts may be worn over gym uniforms.

From November 15 through April 14, students are to wear ICS sweat pants and sweatshirts with ICS shorts and white ICS polo shirt underneath, athletic shoes, and white crew socks.

### Spirit Dress Day

On designated days, students may wear gym uniforms, athletic jerseys or shirts from the ICAA, or any item purchased from the ICS Spirit Shop. ALL students should wear tennis shoes. These relaxed school spirit days are recognized as celebration days during which the students may wear school spirited dress.

### Uniform Exchange

The Home School Association conducts a uniform exchange program at select times of the school year. These dates will be posted on the ICS website.

### Middle School Open Gym Nights Dress Code

The accepted dress standards for these HSA-sponsored social events are as follows. Note that HSA volunteers plan, host, and chaperone these events. ICS faculty and administration are neither present nor responsible for students during these events.

- All clothing should be clean, hemmed, with no holes or tears.
- Shorts, skirts, dresses must be fingertip length or longer.
- Tee shirts must have appropriate language and/or pictures. Sports logos are acceptable.
- Sleeveless shirts are acceptable; however, spaghetti straps, halters, midriffs, low cut and bare shoulders are not acceptable.
- Clothing should not be sheer, too tight, or too baggy.
- No hats or chains are to be worn in the building.
- Shoes should be appropriate to the activity.

The driver needs to enter the parish hall and sign in students and guests. Inappropriately dressed students and guests will not be allowed to enter. The driver will be responsible for returning them home. Please note: **Gum chewing is not allowed.**

### Graduation Attire Guidelines

Girls should wear a dress, no shorter than two-three inches above the knee. If spaghetti straps are on the dress, a sweater must be worn. Shoes should either be pumps or have a strap that goes around the heel. The height of the heel should be comfortable and provide stability when walking. For new shoes, it would be a good idea to “roughen” up the soles to alleviate the possibility of slipping. Boys must wear a solid-colored dress shirt with a tie and dress or school shoes. Hair should be neatly trimmed above the middle of the ears, above the eyebrows, and above the collar in the back.

### Archdiocesan STAND Program

All staff members and all volunteers must complete the required STAND training before being permitted to assist in classroom activities or attend field trips. This program, required by the Archdiocese of Baltimore, is intended for the protection of the youth. The training at ICS is conducted through the parish web site. Required forms are posted on-line as well. Contact the office for more information.

## Christ-Centered Behavior and Discipline

### Philosophy of Discipline

ICS strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility to establish an atmosphere conducive to academic excellence and to protect the welfare of the individual, as well as the school community.

In Catholic education, the student is readied to take his or her place in society in view of the gospel message of Jesus Christ. Each child is an integral part of a school community that fosters the growth of true Christian character. Therefore, appropriate school regulations must be followed by students in order to foster a sound educational climate. Any discipline is administered in a manner consistent with Christian principles. Catholic schools' personnel do not use corporal punishment. All disciplinary policies are corrective in nature rather than punitive.

### Honor Code

All middle school students and parents will be asked to sign an honor code pledge at the beginning of the school year. In addition, students will sign a pledge on all printed tests and exams certifying that they have neither given nor received unauthorized assistance in their work.

### Student Responsibility

It is expected that students act with respect and courtesy toward teachers and fellow students at all times. Conduct, whether inside or outside school, which is detrimental to the school is prohibited. Each student is to assume responsibility for complying with the school regulations and for caring for school property. Conflicts are a normal and healthy part of living and growing. ICS encourages students to handle conflicts in a non-aggressive, verbal manner and not to avoid them. The goal is reconciliation. The discipline coordinator and/or administration will implement acceptable conflict resolution techniques to work toward a solution as needed.

### School Regulations

To maintain a positive learning environment and standards that are consistent with a Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are behaviors that are acceptable and not acceptable in school, in class, on the playground, or when representing the school on field trips, sports gatherings, assemblies, etc.

ICS students will

- Show respect for teachers, staff, and volunteers;
- Show respect for self and peers;
- Attend with respect all religious liturgies and activities as agreed upon during the registration process;
- Wear the proper uniform and comply with the dress code;
- Remain in designated areas at all times;
- Travel to all classes in an orderly manner;
- Promptly return materials requiring a signature.

- Comply with school policy on possession of electronic devices.

The following are some the behaviors that are not acceptable.

- Tardiness
- Lack of Responsibility:
  - Failure to have necessary supplies for class work
  - Failure to complete assigned work
  - Disrespect in manner and/or language
  - Dress code violations
  - Gum chewing
- Cheating/plagiarism
- Defacement/destruction of school property
- Dishonesty:
  - Using the property of others without permission
  - Forging signature of another
  - Theft or extortion
- Disruptive Behavior:
  - Rowdiness
  - Fighting
- Dangerous Actions:
  - Possession of items considered weapons
  - Smoking and/or abusing drugs or alcohol
- Non-Christian Behavior:
  - Rudeness
  - Vulgarity
  - Harassment of any kind in word or manner

No student may possess alcohol or any illegal drug in any quantity at anytime while on school property or at a school sponsored event. Any violation of this policy will be grounds for implementation of disciplinary action and possible expulsion.

continued

## Christ-Centered Behavior and Discipline continued

### Harassment Policy

Harassment or abuse of any kind is not acceptable behavior at ICS and will result in disciplinary action up to and including suspension/expulsion. It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to the policy with respect to students.

### Prohibitive Conduct

Harassment means verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap, or protected activity that

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

### Procedure

- Any person who believes that a student is being subjected to harassment should immediately report the harassment to any teacher, guidance counselor, or adult at ICS.
- Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly, and impartially, and will remain confidential to the extent possible.

- Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings may be forwarded to the Division of Catholic Schools.

### Peaceful School - No Bully Policy

ICS maintains a **Zero Tolerance Policy** for children who **tease, bring physical/social injury, or harass** other students in the school community. As a Catholic school, ICS will instill Christian values. The goal is to respect every person, his/her property, and his/her feelings as God has commanded. Defined and stated examples of inappropriate behaviors are as follows.

#### Teasing/Exclusion

To annoy or provoke personal harm to another person in such ways as name calling; mocking; mimicking; taking things and refusing to return them; gossiping; intimidating; making fun of clothing, possessions or appearance; exclusion from games or activities

#### Physical/Social Injury

To bring injury to someone by pushing, shoving, tripping, punching, pinching, kicking, hitting, spitting; acts that are demeaning and humiliating; threatening physical harm or inflicting any bodily harm; making verbal threats of violence; social exclusion or rejection; and the destruction of others' property

#### Harassment

To make comments or actions that are hurtful against another including comments about physical appearance, ethnicity, ability or social status, inappropriate sexual

innuendoes or inappropriate physical touching, threats that may endanger another person or persons

Current research reports that children who exhibit these behaviors should be dealt with firmly and consistently, knowing that there are consequences for their inappropriate behavior.

### Behavior Facilitation Plan

Any infraction of a school regulation including, but not limited to, those listed above is reason for disciplinary action as outlined below. Teachers in grades K through 3 retain the right to impose alternative disciplinary actions deemed to be developmentally appropriate for students involved. Parents who have questions regarding a discipline issue are to begin with the teacher who issued the violation to initiate a respectful conversation concerning the incident.

### Uniform Violations

All ICS students are required to be in proper uniform as defined within this handbook. On any day in which a student is in violation of the uniform policy, the homeroom teacher will issue a uniform violation slip to the student, detailing the specific infraction. The form must be signed by a parent and returned to school the following day. If a student earns four uniform violation slips within a trimester, the student must serve a dismissal detention.

### Dismissal Detention

Students may be given after school detentions for minor behavior infractions including, but not limited to, failure to comply with teacher instructions; failure to follow classroom, hallway, or cafeteria procedures; accumulation of four uniform violations within a trimester; or lack of respect demonstrated toward a teacher or fellow student. These detentions will be served during from 2:45 - 3:00

continued

## Christ-Centered Behavior and Discipline continued

only, and will include a writing assignment related to the specific infraction. Students receiving a dismissal detention will be given a detention slip, which will be attached to the writing assignment, and must be signed by a parent and returned to school the following day. If a student earns four dismissal detentions within a trimester, the student will earn a student referral.

### Student Referral

Referrals will be awarded for more serious behavior infractions including, but not limited to, cheating, plagiarism, use of foul language, inappropriate physical contact, violation of school policy on possession of electronic devices, accumulation of four dismissal detentions within a trimester, or demonstration of serious disrespect toward a teacher or fellow student. Upon student referral, the following steps will take place. At any point within this process, the guidance counselor may be included as needed.

- 1st referral – conference (student and Discipline Coordinator), afternoon detention, parent/guardian contact
- 2nd referral – conference (parent/guardian, teacher, student and Discipline Coordinator), afternoon detention
- 3rd referral – conference (Principal or Assistant Principal, parent/guardian, teacher, student and Discipline Coordinator), Saturday detention, required weekly meeting with Discipline Coordinator to discuss/monitor positive behavior
- 4th referral – suspension

Afternoon detentions will be served from 3:00 p.m. until 4:00 p.m. on the Wednesday afternoon following the infraction. Saturday detentions will be served from 8:00 a.m. to 10:00 a.m. on a predetermined Saturday. While

serving the detention, students may be required to sit in silence, complete a writing assignment, or perform a school community service, at the discretion of the Discipline Coordinator. Advance written notification of the detention will be sent to the parents/guardians, and this form must be signed and returned to school. Please note that this form is a notification of a detention and not a permission form for the child to serve the detention.

### Suspension/Policy

Suspension at ICS means that a child will not be able to attend classes for a period of one to three days. At the discretion of the administration, suspensions will be served either in school or out of school. A student involved in any of the following situations may be subject to suspension and/or expulsion.

- After 4th referral to discipline facilitator
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of property
- Theft or extortion
- Cheating/plagiarism
- Fighting
- Grave misconduct considered dangerous to students or staff
- Harassment (sexual or otherwise)
- Bullying
- Verbal or written threats

While on suspension, the student is responsible for missed work. After the specified amount of time for suspension,

the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement. If a student is suspended, he/she will forfeit the right to go on field trips with the class. If the student has two suspensions, he/she will not be invited to re-register for the following school year. Three suspensions may lead to the initiation of the expulsion process.

Lockers and desks are properties of the school and can be searched at any time. The principal, or designee, may request a student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

### Expulsion Policy

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of the Immaculate Conception School student. The administration reserves the right not to re-admit an expelled student at a later date. In addition, any student found guilty of violating a public law (i.e., shoplifting) may be suspended or expelled.

The disciplinary policy of Immaculate Conception School is cognizant of the overall philosophy and goals of the school. The policy is meant to serve the Christian community and stems from a loving, accepting attitude toward the child as a person of dignity. The following objectives constitute guidelines for implementing the policy.

- The school is obligated to maintain a safe and acceptable learning atmosphere for all students.

continued

## Christ-Centered Behavior and Discipline continued

- Parental involvement will be sought early in disciplinary procedures.
- Disciplinary action will emphasize developing the student's responsibility for his/her own conduct.
- The establishment of disciplinary rules and regulations is the responsibility of the school administration consistent with the policies established by the School Board.

The principal will make any decisions regarding suspension or expulsion. The decision to expel or suspend will be communicated to the parent/guardian of the student immediately. If a parent/guardian chooses to appeal a decision to expel, he/she must contact the appropriate Associate Superintendent and submit all relevant written documentation.

### Restricted Areas

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty room, library office, and empty classrooms are restricted areas for students. Corridors are to be generally clear of traffic except for movements at the change of class. For the safety of students, no child is permitted to return to the classrooms or lockers unless accompanied by a staff member.

### Classroom Behavior

The following are standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and by the teacher's rules.

- Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
- Each student is to have all the necessary materials for class.
- Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
- Each student is to refrain from talking without permission and from talking to others while instruction is going on or study periods or tests are underway.
- Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
- Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the day.
- Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation: they are not to argue about tests, grades and punishments during the class, but rather they should see the teacher after the school day in order to resolve such difficulties.
- The location of desks, the condition of windows, blinds, and lights, etc. are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always enter and leave a classroom quietly.
- Eating or drinking must take place in the cafeteria only unless permission is granted by the teacher.
- Chewing gum is prohibited throughout the school at all times.

Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior will be addressed. Generally, the teacher will deal with the infraction. Should circumstances warrant, the discipline coordinator, parent and/or the Administration will be consulted.

## Academic Policies

Immaculate Conception School delivers its instructional program and curriculum in concert with the Archdiocesan Course of Studies and policies as well as the regulations of the Maryland State Department of Education for non-public schools. Parents/guardians may contact teachers to review textbooks used in class. All students are required to have all supplies indicated on the supplies lists distributed to each child prior to the start of school.

### Homework

Homework is important for the reinforcement of skills and for developing good study habits and a sense of responsibility. Short and long-term assignments may be given to students as part of the homework requirement. Parents/guardians are expected to see that their children fulfill their homework responsibilities. Students in grades 1-3 will often need a parent's/guardian's help and encouragement with the homework assignments. In grades 4-8, students should show their parents/guardians the completed homework.

Study and review of each subject is a **must** every night. Oral review of what was covered in class that day is reinforcement for students. **Reading** is very important for all students. Parents/guardians should encourage and foster good reading habits with their child(ren). A homework assignment pad is required for all students in the lower grades. **An official student school year planner is required in grades 3-8.**

The recommended time for homework for each grade level is based on an average. The needs and abilities of each student vary and should be taken into consideration.

Recommended time for homework

- Grades 1 & 2 - 1/2 hour
- Grades 3 & 4 - 45 minutes to 1 hour
- Grades 5 & 6 - 1 1/2 hours
- Grades 7 & 8 - 2 hours
- For middle school students the homework time often includes studying, journals, short and long-range assignments.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following.

- Reviewing the assigned work with the child
- Providing a quiet, well equipped place to work
- Providing the time required
- Providing assistance to the child as needed
- Emphasizing with the child the need for study
- Assuring the return of the homework to school
- Helping their children plan their time to complete long-term assignments by the due date.

If a student is unable to complete home assignments, a written explanation must be provided to the teacher. In emergency situations such as illness or death of a relative, students may be permitted by the teacher to defer doing the prescribed work.

At all grade levels, homework may be included in determining the subject area grade on the progress report. Parents/guardians are expected to review Power School consistently to determine missing assignments. Parents should contact teachers for appropriate suggestions to remedy a situation should a problem develop.

### School Schedule

Each homeroom teacher maintains a class schedule that includes the daily times for each of the academic subjects and for the special classes which is displayed in the classroom. For the grade 5 and the middle school, teachers will distribute this schedule to students at the beginning of the school year. Teachers will have the schedules available

for parents to review at the Back to School Night and upon request. The office also has copies of all schedules.

### Religion Requirements

Religion is required each year a student attends ICS, including a graded class. All students who are enrolled in ICS must attend religion classes, devotions, liturgical and prayer services.

### Work Habits

- Written assignments must be neat, legible, and complete.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a book to read.
- At all levels, students are required to do homework.
- Requirements for homework are determined by the staff annually and communicated to the parents via letter, the Back to School meeting, and/or the teacher's web site.

### Assessments

All students are assessed at regular intervals throughout the school year. The assessments include, but are not limited to, exams for middle school students, tests, quizzes, graded class work, short and long-range projects, homework, etc. Exams are not sent home; however, exams can be reviewed through conference only. Grading is calculated based on these assessments. If any of the assessments are missed the **student** is responsible for contacting the teacher and setting up an appropriate time for completion of the requirement. Assignments not completed by the assigned date and/or the end of the marking period will impact the grade for that period.

continued

## Academic Policies continued

### Third Grade - Middle School Missing Work Policy

For each day an assignment is late without acceptable excuse (e.g. absence), the grade will be lowered by 10%. The student will not be able to hand the work in for credit after nine days from the original due date and the grade will be recorded as zero. The work, however, must be completed. The student will stay in from recess to complete the assignment.

If a student is absent from school, it will be HIS or HER responsibility to ask a teacher or another student for the missed assignments. The due date will be extended by the number of days the student was absent with no penalty.

Each teacher will maintain a folder of missing work as a reference tool for those students who have been absent.

### Placement for Enrichment and Accelerated Curriculum

Beginning in the fourth grade, ICS offers both enrichment programs and accelerated curriculums in reading and math. An offer to participate in these programs is based on Stanford test results (95 percentile and above), teacher observation, and progress report grades. All teacher decisions regarding these placements are final. Students who are invited to participate in these programs may be asked to leave if the participate begins to struggle with classwork in the program or in the classroom, fails to complete assignments, and/or at the discretion of the teacher.

### Interim Reports-Grades K-2

The purpose of these reports is to communicate positive progress or to inform a parent/guardian if a student is not performing up to standard. An interim report is an approximation of progress to date and may not indicate what the final grade will be. These interim reports will be sent home halfway through each trimester for all students in grades K-2. Parents/guardians are asked to return the signed form. Information notices other than an interim report from the teacher to the parent can be sent home at any time. Parents/guardians are asked to sign any information notice, comment if needed, and return the signed paper by the next school day. Parents/guardians of children in grades 3-8 who have computer access to their child's grades through Power School will not receive interim reports. Information for obtaining access will be provided for those parents/ guardians not previously assigned a user-name and password.

### Progress Reports

Students receive three progress reports during the course of the school year. For the first progress report, the teacher may require or the parent may request a conference. All other progress reports are given directly to the students. Signed progress report envelopes should be returned to the homeroom teacher within the week. The letter grades are given based on the Archdiocese policy as stated on the report. Upon request teachers will review with parents the grades that led to a final average but will not change that average except for a mistake in mathematical calculations. The marking code for **grades 3-8** follows.

A+	97-100	A	93-96
B+	89-92	B	85-88
C+	80-84	C	75-79
D	70-74	E	69 and below

Students in grades K-2 receive more generally coded, non-numerical reports of progress.

### Honor Roll Policy

Students in grades 6-8 qualify for the Honor Roll.

- First Honors: All A's in major subjects  
(Note: Consideration may be given to a grade of B+ in accelerated classes.)  
No "N" or "U" in any subject
- Second Honors: 5 A's in major subjects, B's in remaining major subjects with no C's  
No "N" or "U" in any subject
- The major subjects are religion, reading/literature, English, mathematics, science, Spanish, social studies, vocabulary/spelling.

### National Junior Honor Society (NJHS)

ICS is a member of the National Junior Honor Society. Students in 7th grade will be introduced to the organization and informed of the academic and service requirements for acceptance. The administration and a committee of middle school teachers review the applications and select the candidates. Selected students are considered for character, scholarship, leadership, service and citizenship. An induction ceremony for the new NJHS members will be held in the fall for the school, families, and guests.

### Conferences

Whenever a situation occurs that causes concern, the issue should be addressed first at the level at which the situation arose. Therefore, parents/guardians first contact the teacher involved and then, if necessary, **teacher and parents/guardians go to the principal; however, parents/guardians are not permitted to interrupt**

continued

## Academic Policies continued

**teachers either before or after school or during class hours. Teachers should be seen by appointment only.** At any point, the teachers and administration may consult with the guidance counselor. To arrange a conference with the principal, teacher, or guidance counselor, please contact them by voice mail, e-mail, or note at least two days in advance of the requested conference time. In the best interest of students, the school welcomes and encourages verbal and written communication between parents/guardians and teachers. Progress report conferences will be scheduled at the first marking period and at appropriate times through the year. Out of consideration for the personal family time of the teachers and the administration, phone calls to the home are not permitted.

### Standardized Testing

ICS follows the Archdiocese elementary school testing program. Aptitude and achievement tests published by Harcourt (Stanford 10 Test) and OLSAT are administered each year to students in grades 3-8. ICS uses the results of these tests to analyze pupil progress, develop the curriculum, and determine effective teaching strategies. The results of the tests will be communicated to the parents/guardians and results will be affixed to each child's cumulative records.

Parents/guardians will be informed of the testing dates and are asked to not schedule any outside appointments during this week of testing.

Students in grades 5 and 8 complete the Assessment of Catechesis/Religious Education (ACRE) exam annually.

### Summer Tutoring/Retention Policy

If a student is having problems in school and is in danger of not successfully completing the required work, a notice will be sent home to the parent/guardian after the second trimester.

### Grades K-2

Teachers of students in grades K-2 will provide parents/guardians with early notification of any difficulties observed. Knowing that these parents/guardians do not have daily access to achievement and performance points from Power School, the teachers will e-mail or phone as the need arises.

With a mutual spirit of cooperation, teachers and parents/guardians will work together in implementing an appropriate plan for improvement. By mid-April, teachers and parents/guardians will meet to discuss the likelihood of the student's success in the next grade, based on progress noted. The school reserves the right to make the final decision regarding promotion to the next grade.

### Grades 3-4

Any student who earns an E for the year in language arts, math, science, social studies, or Spanish must receive 15 hours of summer tutoring by a qualified instructor in the subject. Documentation or proof of work must be submitted to the school by August 15 before promotion will be granted.

Any student who earns a D or E for the year in religion will be required to complete a project during the summer, as assigned by the teacher. The project must be submitted to the school by August 15.

Any student who earns an E for the year in two major subjects including religion, language arts, math, science, or social studies will be retained in the current grade at ICS.

### Grades 5-7

Any student who earns an E for the year in a major subject including English, reading/literature, math, science, social studies, vocabulary/spelling, or Spanish must receive 15

hours of summer tutoring by a qualified instructor in the subject. Documentation or proof of work must be submitted to the school by August 15 before promotion will be granted.

Any student who earns a D or E for the year in religion will be required to complete a project during the summer, as assigned by the teacher. The project must be submitted to the school by August 15.

Any student who earns an E for the year in two subjects including religion, English, reading/literature, math, science, social studies, or vocabulary/spelling, plus Spanish in grades 6 and 7 will be retained in the current grade. Students may not repeat grades 6 - 7 at ICS.

### Grade 8

Any student in the 8th grade who earns an E in two major subjects during the first trimester of the 8th grade might be issued a transfer. Any student in the 8th grade who has been suspended for a second time will be issued a transfer. Any 8th grader with a final average of E in any subject will not graduate with the class and may not repeat 8th grade at ICS.

For 8th grade final exam exemption, a student must have a 93% overall average in any subject.

### Promotion Policy

Students who successfully complete the requirements for all subjects in a given school year are promoted to the next grade. Students in kindergarten complete the Metropolitan Readiness Test before advancing to first grade. Students in the 8th grade who successfully complete the requirements for all 8th grade subjects are candidates for graduation.

However, students with excessive absences or those who have received two or more suspensions may not be allowed to graduate and/or asked to return to Immaculate Conception School.

continued

## Academic Policies continued

### Summer Work Requirements

Reading book reports are required as assigned by each teacher. For math reinforcement, the only accepted review book is *Math Skills Sharpener*, by Tri-C Publishers. Ordering information will be provided toward the end of the school year via the web site. All summer work counts toward the first trimester grade of the following school year.

### Referral Process

ICS attempts to meet the educational needs of all students. If a student appears to have special educational needs, the parent is obliged to have professional educational assessments completed and to supply the documents as a condition of continued enrollment. ICS will attempt to provide the modification of services that are recommended, dependent upon our personnel and facility restrictions.

### End of Year Awards

At the end of the school year students with perfect attendance, including no late arrivals or early dismissals, are eligible for a Perfect Attendance award.

Qualified 8th grade students are eligible for consideration for the following.

#### Presidential Award for Educational Excellence –

Students must have a grade point average of A for each of the three trimesters of grade 8 in the language arts and math academic areas. This cumulative grade average of level A reflects excellence in the academic disciplines of language arts (English and literature) and math. The student's 8th grade standardized achievement test scores must be in the 85 % or higher in the areas of language arts and math. During the 8th grade year in elementary school the student

must earn an O (outstanding) in conduct and an O or G (outstanding or good) in effort. The number and the reason for missed attendance and tardy arrivals will be considered.

#### Presidential Award for Educational Improvement –

Students must demonstrate outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects. This award recognizes the student who exhibits a daily dedication to personal motivation and perseverance and shows an unusual commitment to learning, an interior motivation to knowledge growth, and concrete improvement in academics despite various obstacles. During the 8th grade year in elementary school the student must earn an O (outstanding) in conduct and an O or G (outstanding or good) in effort. The number and the reason for missed attendance and tardy arrivals will be considered.

### Internet Access

Electronic information research skills are fundamental to the preparation of students as future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of the ICS community. As such, it also places a great deal of responsibility on all users. It is the school's aim to provide guidance and instruction to students in the appropriate use of such resources.

As in other areas, students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher. Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. ICS believes that the benefits to students from access to these forms of information resources and opportunities

for collaboration exceed the disadvantages.

With these opportunities come responsibilities and restrictions. Ultimately, the parents and guardians of minors are responsible for setting and conveying the standards that children should follow when using media and information sources. ICS reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as Cyber Patrol. For their protection students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. All users of the network within the boundaries of ICS are responsible for adhering to the following guidelines. Failure to adhere to the guidelines may result in a revocation of a student's Internet access and disciplinary action up to and including suspension or expulsion.

- Acceptable uses of the Internet are activities that support learning and teaching.
- Unacceptable uses of the network include but are not limited to the following.
  - Violating the rights of privacy to others
  - Using profanity, obscenity, or other offensive language
  - Unauthorized copying of materials or installation of software
  - Revealing home phone numbers, addresses, or other personal information while using Internet resources
  - Downloading or copying information onto disks or hard drives without prior teacher approval
  - Accessing, downloading, storing, or printing files or messages that may be offensive to others

## Administrative Policies

- Sharing of passwords, if provided, or attempting to discover another's password
- The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms," etc.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
- Intentional erasing, renaming, or disabling of anyone else's files or programs
- ICS will be responsible for
  - Teaching students about these guidelines, and
  - Supervising and guiding student access to the Internet.

### Parishioner

To be considered a parishioner of the Church of the Immaculate Conception, a person or family must

- Complete and submit to the parish office all required registration forms; and
- Demonstrate a commitment to the parish with regular and frequent attendance at Saturday/Sunday Mass at Immaculate Conception and by consistent use of the parish envelopes provided to all those who have properly registered.

For the purpose of school registration, during the academic year 2011-2012 only families who are parishioners of ICS and fulfill the above-described standards will be granted the in-parish tuition discount.

### Registration

It is the policy of the Division of Catholic Schools that the Catholic schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or

ethnic origin in the administration of their educational policies or admissions policies, scholarships and loan programs, athletics and other school programs. Immaculate Conception School maintains a 12-year program that includes a preschool program (3 year-olds, 4-year-olds, and pre-kindergarten,) and grades kindergarten through 8th. Admission based on testing begins in the kindergarten year and is subject to space availability. ICS will use a registration policy (see below) to evaluate applications to the pre-school program, kindergarten, and the numbered grades on a year-to-year basis. Because of space limitations, acceptance into the pre-school program will not guarantee acceptance into kindergarten. Parents are urged to take whatever steps they feel appropriate to ensure the highest possible consideration for their children in accordance with this policy.

1. Siblings of current students in kindergarten through 8th grade who are parishioners of Immaculate Conception
2. Contributing parishioners for more than one year
3. Siblings of current Catholic students in kindergarten through 8th grade who are not parishioners
4. Contributing parishioners for less than one year
5. Catholics
6. Non-Catholics

### Re-Registration

In January of the school year parents/guardians are asked if they wish to re-register their child/children for the following school year. A non-refundable fee of \$500.00 per child is due at the time of registration. Re-registration into the school for the following year will depend on a successful completion of the current year's work and the payment of all current fees. If tuition is not current any registration fees will be applied first to outstanding tuition.

Students currently enrolled in the pre-school **must apply for registration for the kindergarten at Immaculate Conception School** and are required to take the Early Prevention of School Failure screening. Students in kindergarten who apply for 1st grade at ICS are required to take the Metropolitan Readiness Test. Acceptance into both the kindergarten and the 1st grade programs is based on the results of these tests and the teacher's recommendation. The school reserves the right to ask that a child be retained based on these indicators.

Siblings of students who are currently enrolled at Immaculate Conception School and are parishioners of Immaculate Conception may submit an application at the time of student re-registration based on space availability. Siblings of students who are currently enrolled at Immaculate Conception School and who are not parishioners of Immaculate Conception Church may submit an application for registration at the time of student re-registration based on space availability. All new applications accepted are subject to space availability under our registration policy. All siblings, except those registering for the pre-school program, will be expected to pass the required admission test, interview, and shadow day before acceptance is granted.

The registration fee includes an administrative fee, a consumable book fee, Archdiocese fees, the Home School Association fee, and tuition deposit. If a child decides not to come after being accepted and entered into our system, the entire registration fee of \$500.00 will be retained.

### Placement and Probation

Students are initially placed using the results of the shadow day observations, an admission test and interview, teacher evaluation, permanent records, and standardized test results. Once classes begin, placement adjustments will be

continued

## Administrative Policies continued

authorized by the teacher(s). All students entering ICS for the first time are subject to one-year probation. If during that time the school is unable to meet the needs of the student(s), the parent(s)/guardian(s) will be asked by the principal to place the child(ren) in another school. Such recommendations would only occur after continued communication and a conference with the parent(s)/guardian(s).

### Tuition

Tuition fees may be paid annually, semi-annually, or monthly through the F.A.C.T.S. program with a \$50.00 processing fee. Any student with outstanding fees will not be given a progress report, parent access may be denied, and a transfer issued if arrangements are not made with the school office. If a student withdraws after the school year has begun, tuition payment will be due for any trimester/trimesters completed and/or begun. If tuition already paid is in excess of the final amount due, the excess amount may be refunded.

**Final progress reports will not be given if any tuition or any fees, including but not limited to book bill, library fees, extended day fees or late fees, are not paid in full.** All accounts must be paid before an 8th grade student may travel on any class trip planned for the graduating class, participate in graduation exercises, or have academic records sent on to high school.

### Financial Aid and Scholarships

Financial aid is available to IC parish members only. Each spring interested parents/guardians may complete an application package. Announcements concerning the applications and associated dates are announced in *The Dispatch*. All awards are made by a parish committee

based on need. Parents are solely responsible for investigating the terms of - including qualifications and deadlines - and for applying for independent scholarships, including the Knott Scholarship.

### Policy Regarding Student Records

All pupil records are confidential and are maintained in the school office or a designated administrative area. In accordance with state law, parents have access to these records and can instruct an accepting school or health institute to request copies of academic and health records. If a non-custodial parent seeks access to his/her child's records, the school **must** allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records. The school **does not** allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

If there is a change of address, change of telephone number, place of employment, or change in the individual(s) emergency number, the office should be notified as soon as possible. An updated Family Information Sheet will be sent home for data verification annually.

Parents/guardians whose phone numbers are unlisted **must** give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. If there is a change in the family status or change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

### Transfers

Parents/guardians should notify the principal if their child/children will be transferring to another school. Library books and schoolbooks must be returned before a transfer can be issued or records sent to the new school. It is also understood that all tuition fees must be up-to-date before school records are released. The accepting school must send a letter indicating the student's acceptance before the release of scholastic and health records will be issued to this school.

### Applications and Recommendations

It is school policy that all applications and recommendations for transferring students are sent from the school office, not individual teachers. Please bring all forms associated with transfer to the school office personnel who will handle distribution and mailing.

### Communication

*The Dispatch* is the school's weekly e-newsletter. The newsletter, which is sent via email weekly and also posted on the website, is about what's happening at school including upcoming events. To ensure timely delivery, please ensure an accurate email address is on file. Multiple addresses can be accommodated. To add or modify an email address, please follow the directions on the bottom of communications. Additionally, the HSA has a weekly e-newsletter. Please become accustomed to reading these important communications.

The Immaculate Conception School web site is [www.theics.org](http://www.theics.org). The site contains a variety of school information useful for both parents and students, in-

## Administrative Policies/Health Policies

cluding but not limited to teacher pages, PowerSchool, hot lunch menu, athletic association (ICAA) news, Home School Association (HSA) news, and the calendar can be accessed on the school website.

Please note that all information sent home, posted to the school web site, or included in school e-newsletters or announcements must be relevant to Immaculate Conception School's mission and approved by the school administration prior to publication.

### State Requirements

A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day, and year of each vaccination. It must be signed by a physician or health department official, and be approved by the school. A parent/guardian must show a medical contraindication signed by a doctor for his/her child to be excused. All students in Catholic schools, grades K-8 are immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, and varicella. For preschool, Hib and prevnar (PCV7) are required. If no immunization documentation is received by the first date of school, the child is not in compliance with the law regarding immunization, therefore the child will be excluded from school. For missing doses or incomplete information, the child has 20 calendar days from the first date of school, before exclusion begins.

The school follows the directives of the Baltimore County Health Department and responds to parents'/guardians' requests for individual vision and hearing screening. The testing is usually done for all students in Pre-K, any K not

previously screened, 1st, 4th, and 8th as well as for new students in all other grades.

### Communicable Diseases

Parents must call or email the school nurse if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions need to be reported: measles, meningitis, hepatitis, food poisoning, pediculosis (head lice), adverse reactions to pertussis vaccine, Lyme disease, chicken pox, tuberculosis (T.B.), whooping cough, MRSA, Rocky Mountain spotted fever, human immune deficiency virus infection (AIDS and all other symptomatic infections), mononucleosis, flu, and impetigo. Any student with drainage from the eyes associated with conjunctivitis (pinkeye) must be kept at home until under treatment from a doctor and has received three doses of the prescribed medication.

Students who have chicken pox are excluded from school until all lesions are scabbed over. Students are excluded from school for head lice. A child may return to school when he/she is free from lice and nits. A child must be examined by the school nurse before he/she can return to class.

### Family Data Verification Sheet

Emergency family information for each child is to be kept current. It is imperative that ICS have an updated form for each child and the school is informed immediately of any change in living arrangements and medical consideration. It is essential to have emergency contact numbers in the event the child must be sent home from school so that the child is picked up in a timely manner.

### Health Services

ICS employs a registered nurse, on duty five days per week in the health room. Students must ask permission of their teacher and receive a pass before going to the Health Room. The nurse will attend to the student and decide if the child is to return to class or be sent home. NO student is ever sent home alone. An adult must come to take the student home. If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent/guardian and send home a report. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### Health Records and Treatment

Parents are required to complete a health form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of changes that occur during the school year. If a student is suspected of being involved with substance abuse, depression, suicide, an eating disorder, etc., the school requires medical and/or emotional assessment. After this assessment, when a diagnosis has been made, treatment is required as a condition of continued enrollment.

### Medication

Children are not permitted to bring medication to school without a doctor's written order forwarded to the school by letter or fax. If prescription or non-prescription medication must be given during the school day, the medicine must be in the original container and a doctor's written order or prescription must accompany the medicine or be on file. All medications must be given by the nurse, this includes all over the counter medications. Please do not give students

## Health Policies continued

pills, cough drops, or medication (prescription or non-prescription) to keep in a book bag or lunch box during the school day. An adult must hand carry all medications to the nurse.

### Allergies

Parents/guardians must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an autoinjector (EpiPen) with him/her, the physician's order must state this requirement. If a child has asthma or an allergy and needs medication or an inhaler kept at school, please bring the medicine or inhaler to the school nurse in its original container with pharmacy label, marked with the child's name and a signed physician's written order. If a child has any problem and there is no medication or inhaler at school, 911 will be called and the child will be transported to the hospital if necessary.

### Sudden Illness

Parents/guardians may not send a child to school if he/she has vomited, had diarrhea, or a fever (100.0 F) within the past 24 hours. If a child has been sent home from school for any of the above reasons, he/she should not return to school for at least 24 hours or has been symptom free for 24 hours. Parents/guardians should not send a child to school until his/her temperature has remained normal for a full 24 hours without medication. Students should not be dropped off to school if they are exhibiting any signs of illness or problems.

### Health Records

Routine physical examinations are requested when a child enters school. When a child has a health examination over and above those required, please send the results to school. The more information ICS has about a child, the better the school can meet his/her individual needs.

### Guidance Counselor

ICS employs the services of a licensed guidance counselor one day per week. Students can refer themselves, or be referred by the parent/guardian or the teacher. Parents/guardians are informed of such meetings by the guidance counselor.

### Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and every staff member trained accordingly. The plan is on file in the nurse's office.

### Vision/Hearing Screening

ICS follows the directives of the Baltimore County Health Department and responds to parents' requests for individual testing. This testing is usually done for all students in grades kindergarten, 3, 5, 7, and 8 as well as for new students.

### Insurance

ICS offers student insurance approved by the Archdiocese of Baltimore. Forms for this insurance are sent home at the beginning of the school year. In the event that it is necessary to file a claim, forms are available in the school office; claims should be filed within 48 hours.

### Head and Serious Injury

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. In an emergency, the school will contact 911.

### Liturgical Celebrations & Prayer Experiences

All students in grades K-8 will respectfully attend the liturgical celebrations during the school year. All baptized Catholics will have the opportunity to participate in the Sacramental Life of the Church.

### Daily Prayer

The school day begins with the prayer of St. Francis. After the morning announcements, a student shares a daily prayer. At the end of the day the students say the Lord's Prayer and Act of Sorrow as a school community.



## Lunch and Recess Policies

Teachers and/or volunteers are on duty to monitor the lunch and recess periods. The faculty has developed guidelines for behavior to provide a safe and productive environment for eating and playing. These rules are clearly explained to the students.

### **Beverages**

In September, students may order milk for the school year. The price of milk will vary from year to year according to the number of school days and the prices charged by the dairy.

For safety reasons, children who choose to bring their own beverages should bring non-glass containers. Carbonated beverages should not be brought to school.

### **Snacks**

Kindergarten parents contribute toward the purchase of mid-morning snacks that will be provided by the teachers. Students in grades 1-5 should bring a nutritious snack from home.

### **Forgotten Lunches**

If a child should leave his/her lunch in the car or at home, parents/guardians may bring it to the school office and the child will be notified. Children are not permitted to exchange food items or share lunches.

### **Recess**

All students in grades K-8 go to recess with the class. No one is to remain in the classroom during the recess period unless working directly with a teacher. If a student has a broken limb or another serious health problem, the parent/guardian is to send a medical note explaining the condition and required modifications. After approval, the office will issue a medical slip explaining exemption from recess and elevator usage. Cold temperatures below 32 degrees will warrant inside recess.

### **Playground/School Supervision Provisions**

Teachers and/or parent volunteers supervise the students when they are on the field, the playground, and/or the blacktop areas during recess.



## Miscellaneous Information

### Policies Regarding Legal Matters

ICS does not discriminate on the basis of race, color, gender, national origin, religion, age, disability or handicap.

### Sexual Harassment

The school recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies.

Further, the school believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the school's intent to provide all employees and students with a work and learning environment free from sexual harassment.

### Child Custody Issues

Parents should provide the school with any information and documentation regarding child custody, if applicable.

### Family Educational Rights and Privacy Act

Immaculate Conception School in compliance with the Buckley Amendment of 1974 has the following policy regarding an individual's right to privacy.

- Teachers and other school officials who have legitimate educational interests have access to student education records.
- Parents/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.

- In general, any other person must have the written consent of the student (if 18 or older) or the parent/guardian (if less than 18 years old), unless the disclosure is otherwise authorized or required by law.
- A log shall be kept of each request of access and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.

### Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that ICS, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However, ICS may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised ICS in writing to the contrary. The primary purpose of directory information is to allow ICS to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- Annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- The ICS Directory for Families

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that

manufacture or publish yearbooks.

If a parent/guardian does not want ICS to disclose directory information from a child's education records without prior written consent, he or she must notify ICS in writing by September 3. ICS has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

### AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. The ICS program for fulfilling these responsibilities is outlined in our asbestos management plan which is kept in the parish office and may be viewed upon request.

### Drug Free School Zone

ICS complies with the Drug Free School Zone and the Drug Free Workplace Act of 1988.

continued

## Miscellaneous Information continued

### Emergency Plans

Staff members are informed on procedures for emergency situations including injuries, bomb threats, and intruder in the building, fire, and civil defense. Fire drills and bomb threat drills are conducted during the school day following Baltimore County regulations. Exit notices are posted in every room. Students and adults leave the building quickly and silently to a pre-designated area.

If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure.

Parents/guardians will be instructed on how dismissal will occur when they arrive in the driveway. If, during the course of the day, the school building is rendered unsafe for the students, the children will be taken to the church grounds or into the church until the building is once again safe or parents are notified and students are picked up.

In case of an emergency, the home room parent or the telephone contact person will be notified and he or she will be asked to initiate the phone tree in the home room with the necessary information. Additionally, announcements will be posted on the web site.

### Lost and Found

Clothing and large items that have been found will be placed in a box in or near the nurse's office; small items will be kept in the school office. Every effort will be made to return labeled items to the owners. Unclaimed items will be donated to charity after a reasonable length of time.

### Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for

students. Field trips are scheduled at various times during the school year. The total expense of the day may be covered by the school or divided and shared equally by all students in the grade. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip **only** if the permission form is signed by the parent/guardian and returned to the teacher by the specific date along with any necessary fee. If, for some extraordinary reason, a student is unable to participate in the class activities of the day, the student will be considered absent with parental permission. Parents/guardians are encouraged to participate as chaperones on field trips as the need arises. STAND training and the completion of all paperwork are required to participate. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed.

### Home School Association

The Home School Association promotes the mission of the school by providing a means for members of the school community to be of service to the school. The association promotes Catholic school education as it facilitates appropriate communication between the home and school community. A vital component of the success of the Home School Association is the committed people who join the association. The Executive Committee, elected by the parents/guardians, can and does conduct the routine business of the association, but only the general membership can create the spirit of dynamic good will that the association seeks to establish and perpetuate. Members of the association are asked to attend general meetings, participate in the activities and fundraisers sponsored by the association, volunteer to the extent that they are able, and pay dues to the Home School Association.

### Media Centers

Students are encouraged to make use of the school library and computer lab. The librarian gives directives about taking out books from the library and the computer teachers will give directives about using the computer lab outside of scheduled class times. Students and parents/guardians are asked to sign an Internet use agreement sheet.

### Electronic Devices

Students are not permitted to carry and/or use personal electronic devices during the school day, including but not limited to cell phones, cameras, beepers, games, or personal digital assistants. In lieu of cell phones in an emergency, parents/guardians should contact the school office and the student will be contacted. Parents/guardians must complete a permission slip allowing a student to bring an electronic device, such as a cell phone, to school. Additionally, students who come to school with a cell phone, camera, or other electronic device must check it with the classroom teacher upon arrival. Arrangements will be made to store the device in the school office. If a child is found to have a cell phone or other electronic device during the school day, the teacher will send the student to the office with the device where it will be stored for the remainder of the day. Additionally, the student will review the school electronic policy. On the second offense, the device will be taken and only returned to a parent/guardian and the student will be referred to the Discipline Facilitator. The third offense will be a major detention handled by the Discipline Facilitator.

Students will be allowed to use electronic books, such as iPads, in school after the student and parent have reviewed and signed the school policy.

continued

## Miscellaneous Information continued

### Volunteers

ICS depends on parents for help and support of our volunteer program. Together the community shares in the responsibility of educating and caring for the children at ICS. Volunteers are needed in the library, reading programs, teachers' resource center, playground areas, kindergarten, lunch program, educational programs such as Picture Parent, and on the Home School Association Executive Board. Any service given will be greatly appreciated. All volunteers must complete all aspects of STAND training before beginning volunteer services. All volunteers are asked to wear a badge while in the school building.

### Visitors

In order to ensure a safe environment for students, all school doors will remain locked during the school day. A visitor will be admitted after identifying himself or herself, stating the business at hand, and signing in at the greeter's desk. All visitors are asked to wear a badge while in the school building.

### Band

Instrumental music is taught once a week to those students who wish to participate in the Archdiocese music program. Any student in grades 4-8 can join the band. Fees are paid directly to the company conducting the program. Schedules are given to the students at the beginning of each semester.

### Money

Whenever money is sent to school, it is to be placed in an envelope and labeled with the child's name, grade, purpose and amount. Money for activities not operated by the

school, HSA, or ICAA - such as Scouts - **will not be accepted as ICS can not ensure the money will reach the proper destination.** It is also suggested that students not bring personal money to school because it can be easily misplaced or lost.

### Valuables

Students should not bring items of value, including Palm Pilots, Game Boys, music devices, dolls, jewelry, etc., to school with them.

### Fliers

At times fliers from organizations other than those related to the school or parish may be sent home with the children. The school does not endorse the organization that has provided the flier or guarantee the information that is found in the flier.

### Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

*A manual of the school policies for Immaculate Conception School can be found in the school office.*



**Immaculate Conception School**

112 Ware Avenue  
Baltimore Maryland 21204

**Student Compliance Form**

I have discussed the ICS handbook with my parents/guardians. I pledge that I will follow the policies as stated and implied in the school handbook.

\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
Student Name – Signature

Please return this tear-out sheet by September 23, 2011.



**Immaculate Conception School**

112 Ware Avenue  
Baltimore Maryland 21204

**Parent/Guardian Compliance Form**

I/We are in receipt of the policies of Immaculate Conception School as stated and implied in the school handbook. I/We agree to abide by the policies set forth in this handbook.

\_\_\_\_\_  
Parent/Guardian Name – Print

\_\_\_\_\_  
Parent/Guardian Name – Signature

\_\_\_\_\_  
E-mail Address – Print

Please return this tear-out sheet by September 23, 2011.

