# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message to Parents/Guardians</td>
<td>2</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>Admissions and Registration</td>
<td>8</td>
</tr>
<tr>
<td>Pre-School Program</td>
<td>12</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>13</td>
</tr>
<tr>
<td>Arrival and Dismissal</td>
<td>15</td>
</tr>
<tr>
<td>Extended Day Program</td>
<td>15</td>
</tr>
<tr>
<td>Dress Code/School Uniform</td>
<td>19</td>
</tr>
<tr>
<td>Student Behavior &amp; Discipline</td>
<td>24</td>
</tr>
<tr>
<td>Cell Phone Policy</td>
<td>30</td>
</tr>
<tr>
<td>Integrity Policy</td>
<td>30</td>
</tr>
<tr>
<td>Harassment/Bullying Policy</td>
<td>31</td>
</tr>
<tr>
<td>Electronics Policy</td>
<td>33</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>36</td>
</tr>
<tr>
<td>Academics Policy</td>
<td>37</td>
</tr>
<tr>
<td>Schedules</td>
<td>38</td>
</tr>
<tr>
<td>School Communication</td>
<td>47</td>
</tr>
<tr>
<td>School Health</td>
<td>48</td>
</tr>
<tr>
<td>Counseling Program</td>
<td>51</td>
</tr>
<tr>
<td>Liturgical Celebrations and Prayer</td>
<td>51</td>
</tr>
<tr>
<td>Lunch/Recess Policies</td>
<td>52</td>
</tr>
<tr>
<td>Policies Regarding Legal Matters</td>
<td>53</td>
</tr>
<tr>
<td>Emergency Plans</td>
<td>55</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>56</td>
</tr>
</tbody>
</table>
A MESSAGE TO PARENTS/GUARDIANS

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, “Let the little children come unto me” will bless the efforts in His name.

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

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

It is the policy of Immaculate Conception School that we do 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.

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.
Reverend Joseph F. Barr  
Pastor

Mrs. Madeline M. Meaney  
Principal

Mr. Brendan Bailey  
Assistant Principal

Faculty/Staff

Mrs. Kimberly Belmore  
Ms. Anne Bowman  
Mrs. Donna Budny  
Mrs. Amy Burke  
Mrs. Melanie Campbell  
Ms. Kelly Cassella  
Mrs. Kelley Christ  
Ms. Rena Collector  
Mrs. Lisa Cruz  
Ms. MaryClare Doerfler  
Mrs. Cynthia Fitzgerald  
Mrs. Eileen FitzPatrick  
Mrs. Jessica Grisillo  
Mrs. Lauren Hawkes  
Mrs. Lori Hogan  
Mrs. Isabella Litchka  
Mr. Gregory Mansperger  
Mrs. Lauren Manzoni  
Ms. Lauren Moore  
Mr. Timothy Murphy  
Ms. Mary Jeanne Nusca  
Ms. Denise O’Connor  
Ms. Kathryn Pniewski  
Mrs. Jennifer Raimondi  
Mrs. Kim Rosch  
Mrs. Alicia Rowan  
Mrs. Lydia Santos  
Ms. Susan Schroeder  
Mrs. Cornelia Shockley  
Mrs. M. Alethea Spear  
Mrs. Erin Sudano  
Ms. Maria Tannous  
Ms. Laura Vesely  
Mrs. Kerry White  
Ms. Cindy Winter
The primary purpose of the 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
- Be assured of a safe, respectable, comfortable, and secure environment

As faith-filled educators and role models, we believe that 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 activities to gain necessary academic skills and maintain behavioral standards
- Recognize individual needs
- Encourage the ultimate potential growth of each student
- Strive to develop on-going cooperative relationships with parents in the best interests of the children

**Vision Statement**

Immaculate Conception School (ICS) strives to be an exemplary Catholic Primary, elementary, and middle school, whose graduates will understand the responsibility to be productive moral citizens and spiritually committed persons, who will give witness to
Christ’s good news of love, hope, justice reconciliation and peace to people of diverse cultures. Each student is challenged to discover the joy of learning, and will be prepared academically to contribute and to compete in this global and technological world of the 21st Century.

**Mission Statement**

The mission of ICS is excellence. Each student is a valued child of God who is provided with engaging and innovative teaching in a challenging learning environment. All will excel academically and grow spiritually, socially, and emotionally in preparation for high school and beyond.

**STREAM Mission Statement**

“The fountain of wisdom is like a flowing stream.” –Proverbs 18:4b
“Listen to me, my faithful children, and blossom like a rose growing by a stream.” –Sirach 39:13

The ICS STREAM curriculum serves to engage its students in science, technology, religion, engineering, the arts and mathematics 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.

Streams flow from one place to the next and carry with them the benefits of each stop along the way. A STREAM education like the one offered at Immaculate Conception is interdisciplinary in focus and aims to have the lessons learned in one subject find application in another. STREAM allows our Catholic Identity to flow into classroom discussions on the practical use of science and engineering. STREAM also allows appreciation for the mathematical precision and beauty of Nature to flow into creative expressions in the Fine Arts.

In 1998, Bl. John Paul II released his papal encyclical entitled Fides et Ratio (“Faith and Reason”). He expressed the relationship between the human capacities for both faith and reason. As educators, we know divergent thinking requires a creative mind able to reach for the profound and the abstract, while convergent thoughts need rational grounding in facts and logic.

Educating the whole child means balancing both types of thinking – convergent and divergent. While advancing student’s need for intellectual progress, we also foster a creative thirst for the “living water” provided by Christ. (Jn 7:38) In all cases, a STREAM model of teaching promotes academic discovery and student-centered inquiry. We believe that this helps guide the student to value the pursuit of Truth – the truth of the Gospel that speaks to us in matters of faith, the sciences, and the fine arts.

Immaculate Conception School is committed to preparing our students for the world they will one day inherit. The work place of the 21st Century is one that is increasingly reliant on
a set of skills focused on technology, creativity, leadership, collaboration, and problem-solving.

With our science labs, SMART Boards, and our “Engineering is Elementary” framework, our science and technology curriculum is cutting-edge in every way. Our Catholic Identity is present in everything we do – from reaching out to the community through service to our weekly school-wide celebration of Mass. Our fine arts develop creative expression through our award-winning performance ensembles and our growing graphic art program. Math skills honed by the Saxon curriculum are second-to-none and our standardized test scores prove it.

ICS graduates go on to the finest high schools in the region and from there to great success in colleges and adult life. We build critical minds and compassionate hearts here – those are the hallmarks of a STREAM education at Immaculate Conception School!

Archdiocese Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential – spiritually, intellectually, physically, socially, and morally.

Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

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. 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 education process. They 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 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.

Department of Catholic Schools

The Department of Catholic 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 Department’s 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 Department of Catholic 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.

**Admissions and Registration**

**Registration**

It is the policy of the Department 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 pre-school program (3-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 $400.00 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 a readiness test determined by the admissions director. Students in kindergarten who apply for 1st grade at ICS will also take a readiness test. Acceptance into both the kindergarten and 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 payment of $450 includes a $100 registration fee and a $300 tuition payment. At the time of billing, an additional $150 in fees is added to cover technology, consumables, and the HSA fee. If a child decides not to come to Immaculate Conception after being accepted and entered into the school’s records system, the entire registration payment of $450 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 made if determined necessary. 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 $41 processing fee. Any student with outstanding tuition 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.
For students to continue their studies at Immaculate Conception School, and to receive progress reports or have records transmitted, regular payments must be made. Where accounts are in arrears for more than 30 days, the school reserves the right to require withdrawal unless satisfactory arrangements are made.

Parishioners

Parishioners of Immaculate Conception Church are eligible for a discounted tuition rate and financial aid consideration. Parishioner status is conferred by the Parish Office and is determined on the basis of attendance and contribution. Families must be active parishioners for one year in order to be eligible for the discounted tuition rate. Questions on parishioner status or about joining ICC should be directed to the parish office at 410-427-4700.

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
- Demonstrate a commitment to the parish with regular and frequent attendance at Saturday/Sunday Mass at Immaculate Conception
- Demonstrate consistent use of the parish envelopes provided to all those who have properly registered or Parishsoft electronic funds transfer.

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

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 weekly email newsletter 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.

Progress reports are given to the parent at the end of each trimester. A home report
of the Standardized test scores is given at the end of each school year to students in grades 3
through 8. The school reserves the right to charge a fee for additional copies of these reports.

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.

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 a 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
the transfer to the school office personnel who will handle distribution and mailing.
Pre-School Program

Classes for 3-year olds are held in three sessions; one is offered on Tuesday and Thursday from 8:00-11:00 am, another is offered on Monday, Wednesday, and Friday from 8:00-11:00, and a third is offered Monday through Friday from 8:00-11:00. Pre-K program is held Monday through Friday from 8:00 until 3:00 pm, with dismissal for half-day participants at 11:00 am.

Arrival – Pre-School

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. A pre-school aide will walk students to their classroom. Second, parents/guardians may park in the lot across from the entrance to the Middle School. They can then walk their child through the courtyard to the classroom entrance. Please note that cars should never be parked on Ware Avenue. Parents/guardians with children in the afternoon sessions must park in the lot opposite the Middle School. They will walk their children to the breezeway where a staff member will walk their child to their classroom.

Pre-School Dismissal

Pre-school students in the morning sessions will be dismissed from the breezeway through the courtyard. Parents/guardians will need to park in the lot opposite the Middle School and walk to the courtyard to pick up their child.

Pre-school students in the afternoon session may pick up their child either from the blue, yellow or courtyard pickup lines. Pre-school students will be the first students to be dismissed in the afternoon. During dismissal, the pre-school students will ALWAYS be accompanied by a teacher or aide.
Attendance Policies

The doors to the school open at 7:30 am. Elementary school students gather in the parish hallway with supervising teachers. Middle school students gather in the Courtyard or in the cafeteria during inclement weather. The Extended Day program is available for registered students starting at 7:00 am. Students may enter their classrooms at 7:45 am and the school day begins promptly at 8:00 am. It is expected that students should be at their desks and ready to begin the day at 8:00 am. Any student entering the building after 8:00 am 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.

On a regular school day (8:00-3:00), children who arrive after 10:00 am or leave before 1:00 pm will be marked absent for half a day. Children leaving after 1:00 pm 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.

The school day ends at 3:00 pm. If there is an early dismissal the day will end at 12:00 pm or as noted on the calendar and on the website. Regular school attendance is mandatory for scholastic achievement. Excessive absences or lateness affect eligibility for 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 by the homeroom teacher. An email 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. 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. **Teachers will not supply work prior to an absence.** Teachers post homework assignments daily to E-chalk, which absent students should check. Additionally, each child can ask someone to be their “homework buddy” and collect handouts and other materials for them. If additional books are required, please email the teacher. 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 physical education and recess at lunchtime.

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 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 as absences nor do they otherwise affect the attendance record in any way. If a student is asked by a school administrator to represent ICS off site, this attendance is considered an excused absence.

A student’s absence of 20 days or more is considered 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.

**Tardiness**

Regarding tardiness, repeated lateness is noted within the high school admission process. This may have a negative effect on students being accepted into their first choice school. In an effort to support 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.
Arrival Procedures

Grades K-5

The school doors will open at 7:30 a.m. Adults who bring children to school by car are asked to enter the campus via Ware Avenue and discharge the child(ren) on the rectory side of the school. 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. Students will line up by grade level in the lobby and parish hall when they arrive. At 7:45 a.m. the students will go to their classroom. Children must be in the classroom by 8:00 a.m. to be on time (EIGHT IS LATE!). Classes will begin promptly at 8:05 a.m. following the 8:00 a.m. announcements. The Extended Day program is available for registered children arriving after 7:00 am.

Grades 6-8

Students in Immaculate Conception Middle School and their siblings should be dropped off at the roundabout on the Ware Avenue lot at the supervised crosswalk. Cars both enter and exit the roundabout on Joppa Rd. Students will walk across Ware Avenue and enter the courtyard to wait outside under staff supervision. In the case of inclement or cold weather, students will wait in the cafeteria. At 7:45 a.m. the students will go upstairs to their homeroom.

Pre-School

Pre-school parents are encouraged to drop their children off using the same protocol as the K-5 parents. Parents should enter the campus via Ware Avenue and discharge their children anywhere along the sidewalk on the rectory side of the school. School personnel will be there to help with the process, and assistants will be present to escort Pre-K students to the parish hall. If parents prefer to walk children in themselves, they must park in the ICS parish staff lot, entering from Joppa Road, and walk their child to the courtyard entrance. For families who have children in K-5 but still prefer to walk their Pre-K children into the building, please drop off K-5 students at the main entrance first, and then drive around to the parish lot to park and escort your Pre-K students. Cars should never be parked on Ware Avenue.
Dismissal Procedures

Students begin to exit the building at 3:00 pm 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.

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 three lines for these children: yellow, blue, & the Brown House line. Students in the yellow line (students with last names beginning in the letters A-M) exit through the main entrance, cross the driveway in the crosswalk, and immediately bear right, proceeding along the walk behind the rectory and church (left side of the lot) until they get to the front of the church. 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 (students with last names beginning in letters N-Z) will also exit through the main entrance, immediately bear right, and then walk along the railing side (right 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 reach the front of the church, 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 crosswalk is dismissed and the next group of cars pulls 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.

The Brown House Line picks up on the Ware Avenue lot and is restricted to Middle School students and their siblings. Teachers will cross the students over and parents will
come to collect their children in person while standing on the sidewalk. **Parents should wait for their children to be escorted past the crosswalk and refrain from pulling children from line.**

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 3:15 pm, 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.

**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.

**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 pm 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**

ICS follows the decision of the **Baltimore County School System.** Information regarding late openings, early dismissals, or school cancellations will be announced over the radio and on various television stations. AM radio station WBAL is generally the first to break news of weather-related school closings, dismissals, or delays. ICS follows all decisions of Baltimore County Public Schools except in the event of hot weather. Because ICS is air-
conditioned, the school will not close for hot weather. Students in the half-day preschool 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 half-day preschool students if school is delayed by one and one half hours or two hours. If a particular winter results in an excess of closings due to delays for half-day preschool students, make-up afternoon classes may be scheduled; parents will be notified of this decision in advance.

Extended Day Program

Registered students in the program are cared for from 7:00-7:30 am and from 3:00 pm-6:00 pm 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 410-427-4915.
Dress Code & Uniform Policy

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 one small religious medal or cross only. Bracelets and rings may not be worn except for watches. One very small stud earring in each ear lobe is permitted for girls. Boys are not permitted to wear earrings. Hair styles for both boys and girls should be in good taste and not excessive. Hair 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. 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. Twice annually, unclaimed items are laundered and donated to the St. Vincent de Paul Society.

Uniforms must 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.

Uniform for Preschool

- Students in the Preschool program are to wear the ICS PE uniform
- All PE uniforms and sweats are purchased through Flynn & O’Hara
- The PE uniform for Preschool consists of ICS shorts, PE t-shirt, ICS sweatpants (optional), ICS sweatshirt (optional), athletic shoes and white crew socks. (Athletic shoes should be solid color, no bright sparkles, lights, or colors. White or blue is preferred.)

Uniform for Girls

Kindergarten through 5th grade

- Plaid tunic with a separate or attached belt (purchased through Flynn & O’Hara)
- 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
- A summer uniform consisting of a Flynn and O’Hara solid navy blue skort (no shorter than 2 inches above the knee) and the white ICS polo with logo. The summer uniform may be worn through October 31st and after Easter Break.
• White crew socks with NO logos (all socks must extend beyond the ankles), navy knee socks, or navy blue 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.)
• Kindergarten may wear athletic shoes. Shoes are to be solid in color. No bright accessories, glitter, or lights. White or blue is preferred. No Sperry shoes are permitted until students are in Middle School.

6th through 8th grade

• Navy plaid kilt wrap-around two inches above the knee or below or khaki pleated girls’ slacks. (purchased through Flynn & O’Hara)
• 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 (purchased through Flynn & O’Hara) worn for church services and assemblies. (November 1-Easter Break)
• A summer uniform, consisting of a Flynn and O’Hara khaki skort (no shorter than 2 inches above the knee) and the white ICS polo. The summer uniform may be worn through October 31st and after Easter Break.
• White crew socks with NO logos, navy knee socks or navy opaque tights (Half socks, ankle socks, or “no shows” are not permitted. Socks must extend beyond the ankles.)
• During the winter months, middle school girls may wear SOLID NAVY BLUE OR BLACK spandex running tights under their skirts for warmth. White crew socks must still be worn over the tights. Girls also have the option of wearing khaki pleated girls’ slacks from Flynn & O’Hara.
• Black saddle shoes, tan bucks, brown nubucks, or Sperrys Bluefish or Sperry’s Authentic Original shoes in black, brown, or navy leather (Middle School ONLY) with appropriate colored shoe laces and white, black, or brown soles. No brightly colored or patterned canvas or mesh. (Please note: To help maintain the cleanliness of the school the uniform shoe must have smooth flat soles.)
• Uniform compliance includes neatness of appearance. Students are required to have shoes tied, skirts at appropriate lengths, and shirts tucked in throughout the school day. No large stains or holes should be in any clothing. Violations in uniform compliance result in demerits.

Uniform for Boys

Kindergarten through 3rd grade

• Navy trousers (purchased through Flynn & O’Hara or similar style)
• 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 (purchased through Flynn & O’Hara)
• Black or brown belt without ornamentation or ICS belt.
• A summer uniform consisting of Flynn & O’Hara solid navy blue walking shorts (6 inch inseam) and the white ICS polo. (purchased through Flynn & O’Hara) **The summer uniform may be worn through October 31st and after Easter Break.**
• White or blue crew socks only with NO logos may be worn (must extend above ankle)
• 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.**)
• Kindergarten may wear athletic shoes. Shoes are to be solid in color. No bright accessories, glitter, or lights. White or blue is preferred. No Sperry shoes are permitted until students are in Middle School.

4th & 5th grades

• Navy trousers (purchased through Flynn & O’Hara or in similar style)
• White oxford button collar dress shirt, short/long sleeves – top button is to be fastened and no logos on the shirt; Plain white tee shirt under dress shirt
• Navy tie (purchased through Flynn & O’Hara)
• Navy V-neck cardigan uniform sweater with ICS logo as required by weather (purchased through Flynn & O’Hara)
• Black or brown belt without ornamentation or an ICS belt
• A summer uniform consisting of Flynn & O’Hara solid navy blue walking shorts (6 inch inseam) and the white ICS polo. (purchased through Flynn & O’Hara) **The summer uniform may be worn through October 31st and after Easter Break.**
• White or blue crew socks only with NO logos may be worn (must extend above ankle)
• 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.**) Sperry shoes are not permitted until students are in middle school.

6th through 8th grade

• Khaki trousers (purchased through Flynn & O’Hara or in similar style)
• Tan or white crew socks with NO logos (must extend above ankle)
• White oxford button collar dress shirt, short/long sleeves – top button is to be fastened and no logos on the shirt; Plain white tee shirt under dress shirt
• Uniform tie (purchased through Flynn & O’Hara)
• Navy blazer, worn for church services and assemblies from November 1-Easter Break
• Black, brown, or navy belt without ornamentation or an ICS belt
• A summer uniform consisting of Flynn & O’Hara khaki walking shorts (6 inch inseam) and the white ICS polo. (purchased through Flynn & O’Hara) **Summer uniform may be worn through October 31st and after Easter Break.**
• Tan bucks, brown nubucks, or Sperrys Billfish or Sperry’s Authentic Original shoes in black, brown, or navy leather (Middle School ONLY) with appropriate colored shoe laces and white, black, or brown soles. No brightly colored or patterned canvas or mesh (Please note: To help maintain the cleanliness of the school the uniform shoe must have smooth flat soles.).

• Uniform compliance includes neatness of appearance. Students are required to have shoes tied, collars buttoned, ties pulled up, and shirts tucked in throughout the school day. Uniform compliance violations result in demerits.

**Physical Education Uniforms**

**Kindergarten through 8th grade**

On a day when any student is scheduled to have physical education class, they are to wear their required physical education uniform to school instead of their normal school uniform. All PE uniforms and sweats for K-8 are purchased through Flynn & O’Hara.

The PE uniform for all grade levels consists of ICS shorts, a PE t-shirt, ICS sweatpants (optional), ICS sweatshirt (optional), athletic shoes, and white crew socks that adequately cover the ankles. Half socks and low-cut socks are not allowed. Students are encouraged to wear their ICS sweatpants and ICS sweatshirts over their PE uniform shorts and t-shirts on cool days.

**Spirit Dress Day**

On designated days, students may wear PE 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 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.

**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. 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.
Middle School Open Gym Nights Dress Code

While Middle School Open Gym Nights are hosted by Volunteer HSA members, a member of the faculty or administration of Immaculate Conception School must be present to supervise the event, and may hold students accountable for their behavior in the same way that they might during a school day. This includes the authority to issue demerits and detentions, and to ask students to leave the event. The accepted dress standards for these HSA-sponsored social events are as follows:

- All clothing should be clean, hemmed, with no holes or tears
- Shorts, skirts, dresses must be fingertip length or longer
- T-shirts must have appropriate language and/or pictures. Sports logos are acceptable.
- Sleeveless shirts are acceptable; however, spaghetti straps, halters, midriffs, low cut shirts, 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
- Cellular phone use is at the discretion of the event organizers. If cell phones are permitted, they are subject to confiscation by chaperones or ICS employees who deem their usage to be inappropriate, and their contents can be viewed if volunteers or staff believe inappropriate content (pictures, text messages, voicemails, application or internet usage) has been viewed or transmitted.

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.**
Discipline: Student Behavior & Code of Conduct

Philosophy of Discipline & Christ-Centered Behavior

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 the school community that fosters the growth of Christian character. Therefore, school regulations must be followed by students in order to foster a sound educational climate. Discipline is administered in a manner consistent with Christian principles.

Honor Code

All middle school students will be asked to sign an honor code pledge at the beginning of the school year. In addition, students will often be asked to sign a pledge on printed tests and exams certifying that they have neither given nor received unauthorized assistance in their work. The honor code pledge states, “As a member of the Immaculate Conception School community, I faithfully pledge: stewardship, respect, responsibility, honesty, sportsmanship and reliability.” Behavior expectations and disciplinary policies stem from the school’s commitment to hold students to this standard.

Student Expectations

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 administration will implement acceptable conflict resolution techniques to work toward a solution as needed.

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 expected of ICS
students while 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.

**CLASSROOM EXPECTATIONS**

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 the 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.
- 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 /drinking must take place in the cafeteria only unless permission is granted by the teacher or if students are using their permitted water bottles.
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 rooms, 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 classroom or lockers after school hours unless accompanied by a staff member.

PRESCHOOL DISCIPLINE POLICY

Start children off on the way they should go, and even when they are old they will not turn from it.

Proverbs 22:16

An integral component of a quality preschool program is helping children learn how to respect themselves, others, and the world around them. At the Immaculate Conception Preschool Program, we are committed to developing this respect by focusing on positive behaviors and reinforcing these behaviors.

We will utilize a positive approach to discipline by directing children toward age-appropriate behavior. Teachers help develop self-discipline by:

- Role-modeling positive, appropriate behavior.
- Encouraging children to use their words when they have a disagreement with their peers.
- Acting as a facilitator to assist children in settling their own disputes.
- Redirecting behavior when it is appropriate.
- Separating a child from the group (Time-Out) – one minute for every year of age.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns through handwritten notes, emails, phone calls, and/or parent/teacher conferences.

If a behavior issue arises that does not respond to the above mentioned techniques, a conference will be scheduled with the parents/guardians, teacher, and Principal. Together we will work to find a solution. Removal from the program may be necessary if the child’s behavior interferes with the safety and well-being of the other children in the program.

We are more than happy to discuss our discipline policy with you individually.

“Do not train a child to learn by force or harshness; but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each.”

— Plato
GRADES 4-8 DISCIPLINE POLICY AND PROTOCOL

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. Administration may issue consequences or confiscate inappropriate attire or electronic devices that must be picked up by parents.

DISCIPLINARY ACTIONS DEFINED

**Demerits** are intended as a communication between the teacher and parents that a student is not demonstrating the quality of behavior expected of an Immaculate Conception student. It has no consequences beyond serving as record of communication between the school and family regarding inappropriate behavior, and as a warning that repeated infractions will result in a detention. Demerits are cumulative over the year and are expunged annually. Demerits are not included in the student’s permanent record, and notice of them is not sent to schools following matriculation from ICS.

A **detention** is the consequence of repeated inappropriate behavior and is intended as a behavioral intervention to prevent future disciplinary infractions. Detentions are served after school every Tuesday from 3:00-4:00 PM and may involve sitting quietly, writing a reflective essay, or performing an act of service to the Immaculate Conception community. Detentions are cumulative over the year and are expunged annually. Detentions are not included in the student’s permanent record, and notice of them is not sent to schools following matriculation from ICS.

A **disciplinary contract** is the consequence of repeated disciplinary infractions resulting in detentions. The contract is drafted during a meeting between the assistant principal, the student, and the parents of the student, and may also include teachers, guidance counselors, or the principal. A disciplinary contract establishes an agreement between the student and the school for ways in which the student agrees to improve his or her behavior, and ways in which the school will assist in the student’s behavior improvement objectives. Failure to meet the expectations of the disciplinary contract may result in suspension, in-school suspension, Saturday detention, or expulsion.

**Suspension** at ICS means that a child will not be able to attend classes for a period of one to three days. Suspensions will be noted on a student’s attendance record in his/her permanent file. At the discretion of the administration, suspensions will be served either in school or out of school. 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. During a suspension, he/she will forfeit the right to go on field trips with the class. Multiple suspensions may result in disallowing reregistration for the following year or expulsion.

**Expulsion** is the consequence of illegal, dangerous, or excessively inappropriate, disruptive, or destructive behavior. Any expelled student forfeits all privileges of the Immaculate Conception School student. The expulsion will be noted in the permanent records retained at ICS. 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.

**DISCIPLINE PROTOCOL AND DESCRIPTION OF INFRACTIONS**

When a disciplinary infraction occurs, teachers use the following procedure:

1. Teacher completes and gives student the written demerit/detention form.
2. Student has demerit/detention form signed by a parent.
3. Student has two school days to return signed demerit/detention form to the teacher.
4. Teacher submits form to the office of the Assistant Principal, who logs the disciplinary infraction in Powerschool.

The following system generally describes the escalation of disciplinary consequences for behavior infractions:

- 3 Demerits = Detention
- 3 Detentions = Implementation of a Disciplinary Contract
- Violation of Disciplinary Contract = Probable Suspension or Saturday Detention
- 3 Suspensions in a School Year = Grounds for expulsion

Infractions resulting in **demerits** include but are not limited to the following:

- Tardiness to class without a teacher note
- Lacked of preparedness after prior warning
- Talking at inappropriate times during class after prior warning
- Failure to follow stated instructions after prior warning
- Dress code violations
• Chewing gum or eating other food anywhere except cafeteria
• Isolated incidents of disrespect in manner or language to classmates or teachers
• Vulgar or inappropriate language
• Dishonesty
• Cell phones ringing or vibrating in a locker
• Taking or using another’s possessions without permission
• Failure to return a signed demerit within two school days
• Doing schoolwork for other classes while in class
• Failure to clean an excessively dirty desk or eating area after prior warning

Some offenses are severe enough to merit superseding the traditional demerit and resulting in immediate detentions and/or implementation of disciplinary contracts.

Infractions resulting in **immediate detentions** include:

• Inappropriate physical contact with classmates or fighting
• Harassment or Bullying
• Blatant and offensive disrespect to a teacher or administrator
• Damage or destruction of school policy
• Forging a signature on a demerit or detention form
• Theft
• Having their cell phone anywhere but in their locker between arrival and dismissal
• Using a cell phone anywhere inside the building after entering and before leaving
• Inappropriate communication about classmates or teachers outside of school
• Violation of Academic Integrity Policy
• Inappropriate use of ICS technology
• Entering a restricted area of the ICS campus, including all vacant classrooms and corridors of the building’s East Wing.

Some infractions are severe enough to merit immediate suspension or expulsion or to result in a student’s inability to return to ICS the following year.

Infractions that may result in **immediate suspension or expulsion** include but are not limited to the following:

• Possession or use of drugs, alcohol, tobacco, or e-cigarettes anywhere on campus
• Possession of pornography
• Excessively violent fighting or inappropriate physical contact with a classmate
• Violation of a public law either inside or outside of school
• Public defamation of ICS students or ICS staff, teachers, and administrators
• Hacking or otherwise compromising the privacy or security of the network, email, or other electronic communication of ICS.
Cellular Phone Policy

Cellular phones are to be turned off once students arrive at school each morning and should not be used anytime during the school day under any circumstances without the stated permission of a teacher. This includes in the courtyard prior to the start of the school day for middle school students. On school grounds after school, cell phones are to be used strictly as communication devices. The use of cellular devices to take pictures, play games, or use applications is prohibited unless specifically given permission by a teacher or administrator.

Middle school students must turn their cell phones off when they arrive at school each morning and put their cellular phones into their lockers immediately when entering the building, where they must remain throughout the day. Middle school students can remove their cell phones from lockers only at dismissal when packing up their bags for departure, but should not turn them on or use them until after they exit the building at dismissal.

Elementary school students should turn in their cell phones to their homeroom teachers upon arriving. The teachers will keep the phones in a secure location until dismissal. Students should not turn on their phones until they exit the building.

Violation of any of the policy stated above will result in detention and seizure of the cell phone by the teacher or assistant principal until the end of the school day. The content of any cellular device brought into the building, including pictures, text messages, applications, internet history, and phone call records, can be subject to review by the principal or assistant principal at any time and without prior warning if inappropriate use of the device is suspected.

Academic Integrity Policy

ICS students are to foster and maintain honesty, trust, responsibility, and academic excellence. All members of the school community, including students, parents, and faculty, must be dedicated to this vision. This policy is established to create a positive learning environment and help build students’ moral character. The community of Immaculate Conception School expects a commitment of academic integrity from all students. Students should produce and submit their own work and refuse to allow or ignore when they are aware that others do not produce and submit their own work. If a student believes an act of cheating or plagiarism has occurred, the student is encouraged to talk to the teacher directly and promptly.

The following actions are considered examples of academic dishonesty:

- Discussing test questions or answers with someone who has yet to take the test
- Using unauthorized aides such as notes or a “cheat sheet” on a test or quiz
• Giving assistance to another student during a test or quiz
• Copying another student’s work or allowing another student to copy your work
• “Recycling” work from another course
• Copying information from a source without giving proper citation
• Paraphrasing information from a source without giving proper citation

If a Middle School student is believed to have cheated or plagiarized, the student will be asked about the assignment in question. If a teacher is dissatisfied with the response the matter should be referred to the Assistant Principal. If academic dishonesty is determined, a zero will be given on the assignment and the student will receive detention.

Harassment/Bullying 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.

Definitions:

- **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.

**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 aims for
the Christian value of respect for every person, his/her property, and his/her feelings as God has commanded. Defined and stated examples of inappropriate behaviors are as follows.

**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, distinguishing personal trait, 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.

**Bullying or Harassment Investigation 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. A report of the findings may be forwarded to the Department of Catholic Schools.
Electronics Policy

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 as a STREAM school to provide guidance and instruction to students in the appropriate use of such resources.

As in other areas of their personal conduct, 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 in the benefits to students that comes with access to these forms of information resources and opportunities for collaboration.

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. Students may not access Internet accounts provided by their families during the 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
  - 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.

Immaculate Conception School Electronic Devices Policy for All Students

The world of the 21st Century offers learning experiences both in and out of the classroom. As a STREAM school, ICS encourages students to make good educational use of the technology they have available to them.

In order to “Bring Your Own Device” (BYOD) to Immaculate Conception School, you must read and sign a permission slip regarding the following guidelines:

1. I understand the term “electronic device” means any portable machine that enables me to access text or interactive content. This may include, but is not limited to, an e-reader, iPad, or slate tablet.

2. I understand cell phones or other devices allowing for phone calls or texting do not qualify under this BYOD policy.

3. I agree to take proper care of my electronic device at ICS.

4. I understand that the purpose of having my device at school is to read and complete school work at the direction of my teacher. At no time will the device be used to play games, access apps, or to browse the Internet.

5. I am the only person who will use my device while at school. I will not lend my device to other students.

6. If I am in elementary school, I will keep my device in the classroom storage bin during lunch/outdoor recess times and during Mass/assemblies. If I am in middle school, I will put my device in my locker.

7. My device can be turned on during:
   a. the time period before morning announcements,
   b. during class time with the permission of the teacher,
   c. indoor recess

8. My device will be turned off during:
   a. morning/afternoon announcements,
   b. lunch,
   c. outdoor recess, and
   d. dismissal.
9. If my device connects to the Internet, I will not access the Internet during school hours. While at school, I will not connect to the Internet or use it to download content to my device. Nor will I use my device to browse the Internet and/or connect with others via the Internet.

10. I understand the consequences of not following the ICS BYOD guidelines. They are:
   
a. First violation – ICS will contact the student’s parent and student BYOD rights will be suspended for no less than two weeks. Disciplinary consequences (demerits or detentions) may also result.

   b. Second violation – ICS will contact the student’s parent and the student will lose BYOD rights at ICS. Rights may be reinstated the following school year. Disciplinary consequences (demerits or detention) may also result.

This policy is an addendum to ICS’s Acceptable Use Policy (AUP) and the Archdiocesan Computer Resources Policy. The ICS AUP outlines acceptable and non-acceptable use of technology and Internet communications.
Student Organizations

National Junior Honor Society (NJHS)

ICS sponsors a chapter 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 application 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.

Student Council

The Student Council is a service organization which promotes leadership skills. Representatives are elected from each homeroom in grades 5-8. The representatives serve as a liaison between students and administration. Ideas regarding student activities, school service and fundraising are brought from the representative to the administration to determine the feasibility of each event. Each spring, students in grades 5 through 7 vote on their student council officers for the following school year.

Removal Policies

A student may be removed by the school from either the Student Council or the National Junior Honor Society for the following reasons:

1. Two unexcused absences from scheduled meetings;
2. Non-performance of duties, in terms of representing his/her constituents properly or performing the duties of the organization;
3. For actions which are detrimental to the welfare and the best interests of the school.

A student may be suspended by the school from these Student Organizations for the following reasons (with reevaluation to determine improvement occurring at the start of the next trimester):

1. If he/she accrues 9 demerits in the course of the year (or 6 in the case of officers);
2. If he/she is failing 2 or more major subjects.
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.

Academic Schedule

ICS utilizes a modified block schedule. With time allotted for Homeroom at the start and end of the day, the academic portion of the school day is made up of 17 mods, each 21 minutes in length. Three minutes is scheduled between mods to allow for transition between rooms when necessary. Each class period is made up of one, two, or three mods, depending on the age and subject matter taught, resulting in possible class periods of 21 minutes, 45 minutes, or 69 minutes in length. All grades operate on the same mod schedule.

The standard schedule and various circumstances requiring an alternate schedule are on the following page, with lunch periods highlighted:
<table>
<thead>
<tr>
<th>REGULAR SCHEDULE</th>
<th>NOON DISMISSAL</th>
<th>1 HOUR LATE</th>
<th>2 HOURS LATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR 8:00-8:05</td>
<td>HR 8:00-8:05</td>
<td>HR 9:00-9:05</td>
<td>HR 10:00-10:05</td>
</tr>
<tr>
<td>1 8:08-8:29</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2 8:32-8:53</td>
<td>2</td>
<td>9:08-9:28</td>
<td>2</td>
</tr>
<tr>
<td>3 8:56-9:17</td>
<td>3</td>
<td>9:31-9:51</td>
<td>3</td>
</tr>
<tr>
<td>4 9:20-9:41</td>
<td>-</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5 9:44-10:05</td>
<td>5</td>
<td>9:54-10:14</td>
<td>5</td>
</tr>
<tr>
<td>6 10:08-10:29</td>
<td>6</td>
<td>10:17-10:30</td>
<td>6</td>
</tr>
<tr>
<td>7 10:32-10:53</td>
<td>7</td>
<td>10:33-10:53</td>
<td>7</td>
</tr>
<tr>
<td>8 10:56-11:17</td>
<td>8</td>
<td>10:56-11:17</td>
<td>8</td>
</tr>
<tr>
<td>10 11:44-12:05</td>
<td>10</td>
<td>11:44-12:05</td>
<td>10</td>
</tr>
<tr>
<td>11 12:08-12:29</td>
<td>11</td>
<td>12:08-12:29</td>
<td>11</td>
</tr>
<tr>
<td>13 12:56-1:17</td>
<td>13</td>
<td>12:56-1:17</td>
<td>13</td>
</tr>
<tr>
<td>14 1:20-1:41</td>
<td>14</td>
<td>1:20-1:41</td>
<td>14</td>
</tr>
<tr>
<td>15 1:44-2:05</td>
<td>15</td>
<td>1:44-2:05</td>
<td>15</td>
</tr>
<tr>
<td>16 2:08-2:29</td>
<td>16</td>
<td>2:08-2:29</td>
<td>16</td>
</tr>
<tr>
<td>HR 2:56-3:00</td>
<td>HR 11:56-12:00</td>
<td>HR 2:56-3:00</td>
<td>HR 2:56-3:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSEMBLY I</th>
<th>ASSEMBLY II</th>
<th>ASSEMBLY III</th>
<th>ASSEMBLY IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PM Assembly)</td>
<td>(Noon Dismissal plus AM 30m Assembly)</td>
<td>(AM Assembly)</td>
<td>(2 Hours Late plus PM Assembly)</td>
</tr>
<tr>
<td>HR 8:00-8:05</td>
<td>HR 8:00-8:05</td>
<td>HR 8:00-8:05</td>
<td>HR 10:00-10:05</td>
</tr>
<tr>
<td>1 -</td>
<td>1 8:08-8:28</td>
<td>1 8:08-8:28</td>
<td>1 10:08-10:28</td>
</tr>
<tr>
<td>2 8:08-8:28</td>
<td>- 2</td>
<td>2 8:31-8:51</td>
<td>2 -</td>
</tr>
<tr>
<td>3 8:31-8:51</td>
<td>- 3</td>
<td>8:54-9:14</td>
<td>3 -</td>
</tr>
<tr>
<td>5 9:17-9:37</td>
<td>- 5</td>
<td>9:40-9:50</td>
<td>5 -</td>
</tr>
<tr>
<td>6 9:40-10:00</td>
<td>- Ass</td>
<td>10:00-11:00</td>
<td>6 -</td>
</tr>
<tr>
<td>7 10:03-10:23</td>
<td>7 8:54-9:25</td>
<td>9 11:20-11:41</td>
<td>7 10:54-11:17</td>
</tr>
<tr>
<td>8 10:26-10:46</td>
<td>8 9:28-9:50</td>
<td>10 11:44-12:05</td>
<td>8 -</td>
</tr>
<tr>
<td>16 10:46-11:06</td>
<td>Ass</td>
<td>10:00-10:30</td>
<td>11 12:08-12:29</td>
</tr>
<tr>
<td>9 11:20-11:41</td>
<td>10 -</td>
<td>- 6</td>
<td>11 12:08-12:29</td>
</tr>
<tr>
<td>10 11:44-12:05</td>
<td>11 -</td>
<td>7 12:56-1:14</td>
<td>12 12:32-12:53</td>
</tr>
<tr>
<td>11 12:08-12:29</td>
<td>12 -</td>
<td>1:17-1:35</td>
<td>13 -</td>
</tr>
<tr>
<td>12 12:32-12:53</td>
<td>13 -</td>
<td>13 -</td>
<td>14 12:56-1:15</td>
</tr>
<tr>
<td>13 -</td>
<td>14 10:40-11:03</td>
<td>14 1:38-1:56</td>
<td>15 -</td>
</tr>
<tr>
<td>15 1:18-1:35</td>
<td>16 -</td>
<td>2:20-2:38</td>
<td>17 -</td>
</tr>
<tr>
<td>HR 2:50-3:00</td>
<td>HR 11:56-12:00</td>
<td>HR 2:56-3:00</td>
<td>HR 2:50-3:00</td>
</tr>
</tbody>
</table>
Rotation of Days

There are five standard schedule days which rotate on a continuous basis. Each schedule has a slightly different sequence of classes. The days are labeled by letter and color – A-Day (Red), B-Day (Blue), C-Day (Yellow), D-Day (Green), and E-Day (Purple). Signs are posted in the administrative offices and classrooms to assist in remembering which schedule to use. Today’s schedule is always announced in the morning and tomorrow’s is always announced in the afternoon. Homeroom teachers have a responsibility to assist students and parents in knowing what schedule day it is and what to bring to school with them (e.g. Phys Ed uniforms on the proper day).

In the event of no classes or a cancelled day of school, the schedule will always proceed to the next day in the rotation. Letter days are never skipped for any reason.

A few examples:

**STANDARD 5-DAY WEEK**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-Day</td>
<td>B-Day</td>
<td>C-Day</td>
<td>D-Day</td>
<td>E Day</td>
</tr>
</tbody>
</table>

**SCHOOL CLOSED FOR HOLIDAY**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-Day</td>
<td>B-Day</td>
<td>C-Day</td>
<td>D-Day</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E-Day</td>
<td>A-Day</td>
<td>B-Day</td>
<td>C-Day</td>
<td>D-Day</td>
</tr>
</tbody>
</table>

**INCLEMENT WEATHER**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Day</td>
<td>Was B-Day, until County closed for snow</td>
<td>After the snow, C-Day changes to B-Day</td>
<td>D-Day changes to C-Day</td>
<td>A-Day changes to D-Day and so on next week</td>
</tr>
</tbody>
</table>

**Student Schedule of Classes**

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 grades 4-8, 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.
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/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.

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 to thoroughly complete assignments
- 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
- Checking Powerschool to track student success on assignments and assessments

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.

Homework will be included in determining the subject area grade on the progress report. Parents/guardians are expected to review PowerSchool and E-Chalk consistently to determine missing assignments. Parents should contact teachers for appropriate suggestions to remedy a situation should a problem develop.

Religion Requirements

Religion is required each year a student attends ICS, including participation in graded coursework. All ICS students, regardless of their personal faith affiliation, 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 website.

Grading Policy

All students are assessed formally and informally at regular intervals throughout the school year. The assessments include – but are not limited to – tests, quizzes, graded class work, short and long-range projects, and homework. Grading is calculated into a numerical percentage based on classroom assessments of student performance. If any 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.

Middle School Exams

At the conclusion of each trimester, students in grades 6-8 participate in trimester exams. These larger-scope assessments cover content from the entire trimester (and only that trimester). An 8th grade student will be exempt from his/her T3 exam with a 93% overall cumulative average in that subject (or 90% in an accelerated class).

Students have graded exams reviewed with them; however they are not sent home. Parents can review the exams by setting up a time to view them at school.

Missing Work Policy for Grades 3-8

The grade will be lowered by 10% for each day an assignment is late without acceptable excuse (e.g. absence). The student will not be able to hand the work in for credit after one week (7 calendar days) from the original due date and the grade will be recorded as zero. The work, however, must be completed.

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 website on E-Chalk as a reference tool for those students who have been absent.
Placement for Enrichment and Accelerated Curriculum

ICS offers an accelerated curriculum in the following disciplines/grade levels:

- **Language Arts**: 4<sup>th</sup>-8<sup>th</sup>
- **Mathematics**: 4<sup>th</sup>-8<sup>th</sup>
- **Spanish**: 8<sup>th</sup>

Placement in one or more of these programs is based upon three criteria:

- Classroom performance
- Teacher recommendations
- Stanford scores (*Language & Mathematics only*)

Administrative decisions regarding placement are final.

**Interim Reports – Grade 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. Please note that student placement is re-evaluated throughout the year, including at interims.

**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 report envelopes should be signed and 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 are as 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.

**Middle School Honor Roll Policy**

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

- **First Honors:** All A’s in major subjects (or B+ in accelerated classes). No “N” or “U” in any subject for conduct or effort.
- **Second Honors:** 4 A’s in major subjects (or B+’s in accelerated classes), B’s in remaining subjects with no C’s. No “N” or “U” in any subject.
- The major subjects are: Religion, Language Arts, Mathematics, Science, Spanish, and Social Studies.

**Conferences**

In the best interest of students, the school welcomes and encourages verbal and written communication between parents/guardians and teachers. Whenever a situation occurs that causes concern, the issue should be addressed first at the level at which the situation arose. Therefore, parents/guardians should first contact the teacher involved, and then if necessary the school administration. **Parents/Guardians are not permitted to interrupt teachers either before or after school or during class hours. Teachers will be seen by appointment only.** At any point, the teachers and administration may consult with the guidance counselor. To arrange a conference with the administration, teacher, or guidance counselor, please contact them by voice mail, email, or note to request a conference time. Allow up to two days for a response. Progress report conferences will be scheduled at appropriate times through the year. Out of consideration for the personal family time of teachers and the administration, phone calls to their homes 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. Copies of test results are sent home and should be kept as they will be requested for high school admissions.

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.
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 once per 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 PowerSchool, the teacher will email 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 15th 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 15th.

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 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 15th 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 15th.
Any student who earns an E for the year in two subjects including religion, language arts, math, science, social studies, or Spanish in grades 6 and 7 will be retained in the current grade. Students may not repeat grades 6-7 at ICS.

**Grade 8**

A student in the 8th grade who earns an E in two major subjects during the first trimester will be subject to an academic review conference with the administration. The determination to have the student transfer to another school is a possible outcome of that conference.

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.

**Promotion Policy**

Students who successfully complete the requirements for all subjects in a given school year are promoted to the next 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.

**Summer Work Requirements**

Students will be notified prior to the end of the school year about summer work requirements. All students receive summer work in the subjects of Language Arts and Mathematics. It is expected that all students return the following year having completed all summer work requirements.

**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.

**Documentation Required for Accommodations:**

In order to be considered for receiving accommodations, a student is required to have a formal testing completed by a licensed professional that meets the following guidelines.
Guidelines for Documentation of Learning Needs:

Documentation to support the need for requested accommodations must:

- State the specific disability as diagnosed, using the most recent DSM classification.
- Be current (in most cases the psycho-educational evaluation, IEP or 504 Plan should be no older than three years).
- Provide a complete educational, developmental, and relevant medical history.
- Describe the comprehensive testing and techniques used to arrive at the diagnosis.
- Provide the professional credentials of the evaluator(s).
- Describe the functional limitations supported by the test results and how these limitations affect learning and testing.
- Describe the specific accommodations recommended.

If accommodations are required due to a medically-treated issue [e.g. injury, vision impairment, deafness, paralysis, ADD or ADHD (treated with prescriptions), a psychological condition or a physical disability], a letter from a medical doctor may be submitted.

End of Year Awards

Qualified 8th grade students are eligible for consideration for the following end-of-year awards:

Presidential Award for Educational Excellence

The purpose of this award is to recognize and reward educational excellence. It is required that the student be in the 85th percentile or above in the standardized testing areas of Math, Reading and Language Arts. For each trimester of Grade 8, the student must earn an “A” or higher in each academic subject and a G or higher in Conduct and Effort for each academic and special area subject. The number and reason for missed attendance and tardy arrivals will also be considered.

Presidential Award for Educational Achievement

The purpose of this award is to recognize students who are making an outstanding effort to learn and improve in their academic subjects. These students must maintain a “B” or higher in each academic subject while in the 8th grade. They must earn an “S” or higher in Conduct and Effort for each academic and special area subject. The student’s attendance and punctuality are considered.
School Communication

The Dispatch is the school’s weekly e-newsletter. This newsletter is sent via email weekly and shares key information, administrative announcements, and upcoming events. To insure timely delivery, please maintain an accurate email address on file with the school office. 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 website is www.theics.org. The site contains a variety of school information useful for both parents and students, including but not limited to teacher pages, PowerSchool, hot lunch menu, athletic association (ICAA) news, and Home School Association (HSA) news.

E-Chalk is the website that contains information regarding specific classes, school calendars, and homework assignments. It should be checked on a daily basis by students and parents.

Please note that all information sent home, posted to the school website, 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.

It is the parent’s responsibility to routinely review this information and to contact the school of any updates in their email addresses, home address and contact phone numbers. Parents should routinely review these sites in order to remain current on their child’s progress, school policies, events and calendars.
**School Health Policies**

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. 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.

**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. Additionally, starting in 2014-2015, students must also be immunized against meningitis. For pre-school, 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.

**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 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 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 auto injector (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 medication 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 (100.0F) 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.

**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**

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.

**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.
School Counseling Program

The Immaculate Conception School counseling program is available to help faculty, parents/guardians, and students develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling for students, parent and faculty consultation, information services, and referral assistance to other programs and services in the community.

The Counselor is available to students whether they ask for help and present on their own, or they are referred by a teacher, member of staff or administration, or the child’s parent. The ICS Counselor, along with the administration of the school, will talk with students when necessary if risk factors such as emotional issues, suicidal ideation, or other issues that pose a threat to the emotional, physical, or psychological well-being of the student are present.

Parental consent is not required for counseling related to school issues. Should these issues persist or a need for ongoing counseling is identified, the Counselor and/or the teacher will contact parents/guardians to discuss the situation. Referrals for counseling are accepted from faculty and staff, parents, and students. The school counselor may be contacted by calling 410-427-4814, and if unavailable, a message may be left on the confidential voice mail.

Liturgical Celebrations & Prayer Experiences

All students in grades PK-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

Prayer is an integral part of the daily life of the Catholic student. Every school day begins with morning announcements which include prayer. Every teacher also begins each class period with prayer. At the end of the day, the principal or another administrator will conclude the day with a final prayer over the announcements.

Weekly Mass

With some exceptions as listed on the calendar, every week the entire school community gathers for Mass on Wednesdays at 1:45 pm. Parents are welcome to join us at this mass, but students are required to sit with their respective classes.
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 may 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 leaves his/her lunch in the car or at home, parents/guardians may bring it to the school office and the child will be notified.

Recess

All full-day students have daily Recess. 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 allowing elevator usage. Temperatures below 32 degrees, or other inclement weather 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.
Policies Regarding Legal Matters

Sexual Harassment

The school recognizes that harassment on the basis of gender 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 (FERPA)

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

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.
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.

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 designated the following information as directory information:

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

Staff members are informed on procedures for emergency situations including injuries, bomb threats, and intruder in the building, fire, and civil defense. Drills for fire, severe weather, and other potential threats 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. The designated point for a full-campus evacuation, should one ever be needed, is Trinity Episcopal, located across Joppa Road. In case of an emergency, the ConnectFive system will be used and parents will be notified via email and/or phone message. Additionally, announcements will be posted on the website.

A full copy of the school’s crisis management plan is on file and available for review in the school office, the parish office, the Baltimore County Fire Marshal’s Office, and with the Office of Risk Management for the Archdiocese of Baltimore.

Miscellaneous

Drug-Free School Zone


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 Department 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 (HSA) 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 HSA 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 HSA 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 HSA.

**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.

**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, and on the Home School Association Executive Board. Any service given will be greatly appreciated. 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 reception 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 cannot 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 music players, 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.