Immaculate Conception School
Student Handbook
2019 - 2020

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Welcome to Immaculate Conception School, a co-ed elementary school for preschool through Eighth Grade. 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 and that all students must participate in religion classes and services
- To appreciate that Catholic education is a privilege that many persons do not have
- 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 outside sources
- To direct requests for reasonable accommodations for a student with disabilities to the guidance counselor or the principal
- To be 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
- 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, sex, national origin, religion, age, sexual orientation, disability or handicap in the administration of our educational policies, admissions policies, athletics, and other school programs.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. We are a smoke-free environment campus-wide, which includes vaping.

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.
**Mission Statement**

Immaculate Conception School’s mission is to provide a diverse student body from pre-school through 8th grade with an academically rigorous, technologically rich, globally aware, and doctrinally sound program of education where knowledge and faith are integrated to form a Catholic, student-centered learning environment.

**Vision Statement**

Immaculate Conception School strives to be an exemplary Catholic elementary and middle school, whose graduates understand the responsibility of becoming productive moral citizens and spiritually committed persons, and who are prepared academically to contribute and to compete in this 21st Century global and technological world.

**STREAM Statement**

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

**History of the School**

Opened in 1887 with 15 students in a basement room under the direction of the School Sisters of Notre Dame, the milestones of ICS represent a history of growth and dedication to students and families. A tract on Ware Avenue with a gable-peaked house was purchased in 1921 and construction continued until 1922. The school was dedicated the following year by Archbishop Michael J. Curley. In 1926, the Sisters of Saint Francis took control of the school and in 1928 secured funding for a three-story building that today houses grades Pre-K to 5th. In 1940, the school purchased land for athletic fields; a library and additional classrooms followed in 1960.

In 1952, Towson Catholic High School was built adjacent to the elementary building. Those two wings were joined by an annex in 2002 as to become a single school building. The addition included a large meeting room, kitchen, and office space. After the closure of Towson Catholic in 2009, Immaculate Conception began using the gymnasium, dining hall, auditorium and additional classrooms. In 2011, SMART Boards were installed in every classroom and the Archdiocese Division of Catholic Schools named ICS an official STEM (science, technology, engineering and math) school and selected ICS to represent the Archdiocese in its accreditation review.
As the school celebrated its 125th anniversary in 2012-2013, the school expanded again to include the second and third floors of the former Towson Catholic. That wing of the building now houses the middle school. The STEM focus was also expanded in that year to include Religion and the Arts, making it STREAM.

In 2014, Immaculate Conception School was awarded a Blue Ribbon School designation, signifying that it ranks among the highest performing schools in both reading and mathematics as measured by state or nationally-normed assessment in the United States. This designation affirms the commitment that ICS has made to contemporary, results-driven instruction.

After well over a century of educating the children of the Archdiocese of Baltimore, Immaculate Conception School continues its affiliation with the Sisters of Saint Francis and promotes their spirit of joy, peace, and serving the poor. The school's greatest strength is its dedication to continually improve the curriculum in accordance with student needs and the opportunities and challenges presented by technology and life in the 21st century.

Focusing our efforts is a core belief that, as Catholic educators, we strive to fulfill our parish mission in leading our students through the period of transition from childhood through adolescence. We offer strong academics, grounded in personal responsibility, within a faith-based environment, recognizing we are all children of God. This goal is supported by a philosophy that the primary purpose of ICS 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.

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, as well as monitoring the students’ online activity and use of all electronics. 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 encourage 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.

Executive Organization of Immaculate Conception School

Pastor

The pastor is the director and the spiritual leader of the parish school. He is kept informed of school matters, including updates on the progress of the school, by the principal. In addition, the pastor discusses all serious school concerns with the principal.

Principal

The principal is the lead administrator of the parish school, and is responsible for its religious atmosphere, educational direction, and financial viability. He/She is appointed by and responsible to the pastor.

Assistant Principal

The assistant principal supports and assists the principal in the operation of the school. Areas of responsibilities may be mutually agreed upon between the principal and assistant principal.

Subject Coordinators

Subject coordinators may serve in an advisory role to the administration of Immaculate Conception School. Their role may be to determine and assist in the implementation of best practices related specifically to one content area.
Classroom Teachers

Teachers in a school serve as role models for the students they see every day. By demonstrating professionalism, enthusiasm, initiative, dedication, cooperation, and respectful, effective communication, teachers will contribute positively to the overall atmosphere of the school.

Instructional Assistants

Instructional assistants serve as support for teachers and as role models for the students. By demonstrating professionalism, enthusiasm, initiative, dedication, cooperation, and respectful, effective communication, assistants will contribute positively to the overall atmosphere of the school.

Accreditation

Immaculate Conception School is a parochial school located in Towson, Maryland that educates children in pre-school through 8th grade. Responsible to the Archdiocese of Baltimore Department of Catholic Schools, ICS is owned and operated by the Church of the Immaculate Conception parish. Accreditation is received through the Archdiocese via AdvancED.

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, sex, national or ethnic origin, religion, age, sexual orientation, disability or handicap in the administration of their educational policies or admissions policies, scholarships and loan programs, athletics and other school programs. Admission based on testing begins in kindergarten and is subject to space availability. ICS will use a registration policy to evaluate applications to the preschool program, kindergarten, and the numbered grades on a year-to-year basis. Preschool children must be potty-trained in order to attend ICS. Because of space limitations, acceptance into the preschool program will not guarantee acceptance into kindergarten.

Re-Registration

The re-registration process begins in January and should be completed by March 1st in order to secure your students enrollment the following year. Parent(s)/guardian(s) wishing to re-register their children will be provided with a computer link to SchoolAdmin. Parents will be asked to create an account and completely fill in their student’s information. They are required to update any information that has changed. A non-refundable fee of $400.00 per child is due at the time of re-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. The registration payment of $400 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. (This fee has been reduced from $200 due to funds we received from the State Book Program.) Per the Archdiocese of Baltimore, registering with FACTS tuition management system is required of each family in order for a re-registration to be complete.

Students currently enrolled in the preschool must apply for registration for kindergarten at Immaculate Conception School and are required to take a readiness test. Acceptance into kindergarten is based on the results of this test, teacher’s recommendation, and available space. The school reserves the right to ask that a child be retained based on these indicators.

Placement and Probation

Students are initially placed using the results of the shadow day observations, an admission test, teacher evaluation, permanent records, and standardized test results. Once classes begin, placement adjustments will be made if determined necessary by the appropriate teacher. 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 and fees must be paid annually, semi-annually, or monthly through the FACTS https://online.factsmgt.com/signin/3FKGM tuition management system. FACTS registration is required of all families regardless of their payment plan option. There is a $41 processing fee associated with this service if you select the monthly plan, a $10 fee for choosing a semi-annual plan, and no fee associated with selecting an annual plan. Any student with outstanding tuition will not be given a progress report, parent access may be denied, and a transfer may be issued if arrangements are not made with the finance 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 transferred all payments must be current. When accounts are in arrears for more than 30 days, the school reserves the right to require withdrawal unless satisfactory arrangements are made.
**Parishioners**

In an effort to recognize those who are registered for at least one year, contribute weekly, and celebrate at the Immaculate Conception Church, we are delighted to offer a discounted tuition rate and financial aid consideration. Questions on parishioner status or about joining ICC should be directed to the parish office at 410-427-4700. ICS reserves the right to verify parishioner status at any time and to adjust any tuition billing accordingly.

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 attendance at Saturday/Sunday Mass at Immaculate Conception
- Demonstrate consistent offertory contribution either via use of offertory envelopes or electronic funds transfer
- For the purpose of school registration, only families who are parishioners of ICC and fulfill the above-described standards will be granted the in-parish tuition discount.

**Grants and Scholarships**

Immaculate Conception parish members are given first priority for any financial assistance. Each year, interested parents/guardians must complete a financial aid application through FACTS. The deadline is February 28th. Announcements concerning the applications and associated dates are announced in weekly email newsletter *News from the Nest*. All awards are made by a parish committee based on need and funds available. Parents are solely responsible for investigating the terms of – including qualifications and deadlines – and for applying for independent scholarships.

**Policy Regarding Student Records**

All student 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. 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. Progress reports are given 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 2 through 8. The school reserves the right to charge a fee for additional copies of these reports.

ICS will not release information or school records to any other school, health care provider or testing facility without a written release by the parent or guardian. If there is a change of address, telephone, 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. This information will be kept confidential. 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 and be provided with legal documentation. 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. All ICS property must be returned before a transfer can be issued or records sent to the new school. It is also understood that all fees including but not limited to tuition, extended day, etc., must be up-to-date before school records are released.

Applications and Recommendation Letters for Transfers

It is school policy that all applications and recommendations for graduating or 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 to the appropriate teachers, collection of the completed forms, and mailing.

Attendance Policies

The doors to the school open at 7:30 am. Elementary school students gather in the elementary building and are supervised by staff and teachers. Middle school students gather in the Courtyard or in the dining hall. 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. Students who are not in their homerooms by 8:00 A.M. are marked late. After 8:00 AM, parents are required to walk their children into school and sign them in at the main office.

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. If a student must be dismissed early, the student must submit a note to the teacher, signed by the parent(s)/guardian(s), that day. The teacher creates a pass for the student’s early dismissal. 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 178 instructional days which includes 3 days for inclement weather. If inclement weather days are not used, they are NOT taken away from the calendar.

**Attendance**

Regular attendance is considered essential for learning at Immaculate Conception School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must email the homeroom teacher by 8:15 to report the reason for absence. All absences and tardiness become part of a student’s permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

**Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.** 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.

The school reserves the right to require a doctor’s note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

**Truancy**

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

**Lateness/Assignments**

Students may enter their homerooms at 7:45 am. The school day begins at 8:00 am. Any student arriving after 8:00 am and not seated in homeroom prepared to begin the day is considered late and must report to the office for a late slip. 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.

**Early Departure/Late Arrivals**

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

**Arrival and Dismissal Procedures**

**Grades K-5**

**Arrival for Grades K-5**

Adults who bring children to school by car are asked to enter the campus via Ware Avenue and drop the children off along the sidewalk on the church-side of the elementary building approaching the school’s main entrance between 7:30-8:00 AM. Children may be released anywhere along the areas where a sidewalk is present. We ask that you pull up as far as possible in order to keep the traffic flowing. School personnel 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!). If you arrive late or the “8” is displayed on the Parish Hall door, please park your car beyond the dumpster, come into the building, and sign your child(ren) in at the front office. The Extended Day program is available for registered children beginning at 7:00 am.

**Dismissal for Grades K-5**

Students begin exiting the building at 3:00 PM. Parents who have children in grades K-5 without any older siblings in the middle school should pick up their children using the blue/yellow dismissal lines that begin lining up in front of the church. The children will be walked by their teachers from the school to the front of the church and then released to their parents for pickup. A teacher on duty will hold traffic until all children are safely in their vehicles, and then will begin dismissing cars off of the lot one row at a time. Additionally, there are a limited number of parking spots in the faculty parking lot on Joppa Road at dismissal that may be used by parents at pickup. If you choose to park in this lot, you must walk to the front of the church to pick up your child and
then walk them back to your car. Please do not wait in front of the school to pick up your child. Please meet them in front of the church.

If you are the parent of a child in grades K-5 who has an older sibling in the middle school, that child may be dismissed with the “Brown House” line that takes elementary students to the middle school parking lot to meet with their parents. NO STUDENTS IN GRADES K-5 SHOULD BE PICKED UP FROM THE MIDDLE SCHOOL LOT UNLESS THEY HAVE A SIBLING IN THE MIDDLE SCHOOL OR ARE PARTICIPATING IN A CARPOOL THAT INCLUDES AT LEAST ONE MIDDLE SCHOOL STUDENT.

Grades 6-8

Arrival for Grades 6-8

Students in Immaculate Conception Middle School and their siblings should be dropped off at the Ware Avenue lot at the supervised crosswalk beginning at 7:30 am. As cars enter the lot, they form a type of semi-circle, dropping the children at the sidewalk near the crosswalk, where a teacher serving as crossing guard is on duty. Students will walk across Ware Avenue and enter the courtyard to wait until the school doors open at 7:45. A teacher will be assigned the responsibility of monitoring the courtyard until 7:45. In the case of inclement or cold weather, students will wait in the dining hall. At 7:45 a.m. the students will go upstairs to their homeroom, and any students who arrive after 7:45 enter the building and go straight to homeroom. Once the teacher leaves the crosswalk at 7:55, please bring your students to the Parish Hall entrance to be dropped off. Students may not cross Ware Ave. unattended. If you arrive late, or the “8” is displayed on the Middle School door, please park your car in the gravel lot, come into the building, and sign your child(ren) in at the office.

Dismissal for Grades 6-8

Middle school students exit the school in what is called the “Brown House” dismissal line. This dismissal line exits the middle school through the doors facing Ware Avenue. A teacher will be on duty to serve as a crossing guard on Ware Avenue. Parents will all enter the lot on Ware Avenue, and exit the lot onto Joppa Road. They will form lines from right to left to wait for children to arrive. A teacher at the front of the lot will hold traffic until all children are in their vehicles, and then dismiss the lines from right to left to Joppa Road. Overflow traffic can park in the gravel lot. Ware Avenue is west bound only during dismissal. NO STUDENTS IN GRADES K-5 SHOULD BE PICKED UP FROM THE MIDDLE SCHOOL LOT UNLESS THEY HAVE A SIBLING IN
THE MIDDLE SCHOOL OR ARE PARTICIPATING IN A CARPOOL THAT INCLUDES AT LEAST ONE MIDDLE SCHOOL STUDENT.

Walkers

Students who live close enough to Immaculate Conception School may walk to or from our campus. A parent/guardian must sign a permission slip allowing students to walk. Forms are available from the main office.

Arrival for Walkers

Students in grades K-5 who walk to school should walk to the school’s main entrance, which will be open to them at 7:30. Students in the middle school who walk to school should walk to the courtyard and wait with the other middle school students for doors to open at 7:45.

Dismissal for Walkers

Students who walk home will be dismissed via a “Walker Line” to the breezeway doors. There, they will meet teachers who will 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 Joppa Rd. and Bosley Rd. Parents/guardians of registered walkers should instruct their children on the safest route to and from school. Only students who have completed the walker permission form will be dismissed via the walker line.
Map of Arrival Locations

Map of Dismissal Locations
Diagram of Elementary School Pickup (Blue/Yellow Lines)
Diagram of Middle School Pickup Procedure
(Ware Avenue/Brown House Line)

Cars form rows facing Joppa Road from right to left. Cars will be released by a teacher in first-in, first-out order once all kids are in their cars.

Gravel lot will be used for overflow and late-arriving cars.

Children will wait for pickup here, on the grass under the tree.
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. Failure to pick up your child within 15 minutes of the end of the school day will result in a $25 late pick up fee. Students will wait in the office across from the Dining Hall in the Middle School. Students may be picked up at the Ware Ave. Middle School entrance. 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. Once children are dismissed from the building, they are not allowed to re-enter the building to get materials they left behind on accident or to deliver papers to teachers after school.

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 school 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, and evening and/or afterschool activities are cancelled, there will be no Extended Day. Children not registered in Extended Day are not allowed to attend. Parents will be charged a late pick up fee of $25 for any child not picked up within 15 minutes of the regular school day. For fee and other information, please call the Extended Day office at 410-427-4915. Extended Day staff has the authority to enforce all school rules using the disciplinary protocols utilized during the school day.

Dress Code & Uniform Policy

The purpose of the uniform policy is to insure a consistent appearance throughout our school community. All clothing must be worn in the appropriate manner in which it was intended. Shorts and skirts may not be rolled or folded. The uniform policy as described below accounts for general neatness of appearance. Students must keep shirts tucked in, hair combed and modestly styled, and clothes free of dirt, stains, and holes. The complete uniform 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 directly after school. Violations of dress code policy will result in a uniform infraction notice in grades K – 8. Administration reserves the right to amend and enforce the policy as needed.
Uniforms may be purchased from Flynn and O'Hara Uniforms, 8868 Waltham Woods Rd. Parkville, MD 21243 (North Plaza Shopping Center) 410-828-4709 or online at www.flynnohara.com.

Hair Styles

Girls and boys must have their hair neatly maintained and styled, extreme styles are not allowed. No student may alter their natural hair color during the school year. This includes dyes, highlights, and fad colors. Boys’ hair may not naturally cover the top of collars, ears, or eyebrows.

Jewelry and Accessories

Students are not permitted to wear nail polish, fake nails, make-up, or use tanning products. Students wearing nail polish or make up will be sent to the nurse to have it removed. Students are allowed to wear a small religious medal or cross. Bracelets, rings, and SMART watches are not permitted. One small stud earring in each ear lobe is permitted for girls. Boys are not permitted to wear earrings. Hair accessories should be simple and not serve as a distraction (large bows, cat ear headbands, etc. are not allowed).

Uniform for Physical Education (P.E.)

On a day when a 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 blue mesh shorts, an ICS PE t-shirt (navy blue is the new color, light blue is being phased out this year), ICS sweatpants, ICS crew-neck or hooded sweatshirt, athletic shoes (lace or Velcro only – no slip-ons), and plain white socks without logos that cover the ankles. Students are encouraged to wear their ICS sweatpants and ICS sweatshirts over their PE uniform shorts and t-shirts on cold days. Students should not wear ICS apparel that is not part of this uniform, such as basketball or soccer uniform shorts or shirts, or any spirit wear. Shorts should be modest in length.

Uniform for Girls

Kindergarten through 5th Grade Girls

The regular uniform can be worn year-round, but must be worn from November 1st until March 31st, and includes the following:

- Plaid tunic that is no shorter than two inches above the knee front and back.
- White blouse with peter-pan collar, short or long sleeves, or white turtleneck
• Navy round neck cardigan sweater with ICS logo as needed based on the weather
• Navy blue socks without logos that cover the ankles or navy tights. Students may also wear thicker navy or black leggings or compression running leggings under their skirts in the cold winter months. They must be solid with no visible logos and should be tight-fitting like tights, and not loose-fitting like sweatpants.
• Black and white saddle shoes, tan bucks, or light brown nubucks with appropriate colored shoe laces. Shoes must be tied.
• Kindergarteners must wear solid colored athletic shoes with Velcro instead of dress shoes with their uniform. Shoes may not light up or make noise.
• Girls are encouraged to wear black or navy blue cotton, Lycra, or spandex shorts under their skirts. Shorts may not be visible below the skirt.

Girls in grades K-5 may wear the optional summer uniform from the start of the school year until October 31st and from April 1st until the last day of school. For the summer uniform, girls may make the following substitutions:

• Navy blue skort that is no shorter than 2-inches above the knee front and back. (Note: Flynn & O'Hara now offers extra-long options for taller students to help them meet this length requirement!)
• White polo with ICS logo
• Navy blue socks without logos that cover the ankles.

6th through 8th Grade Girls

The regular uniform may be worn year-round, but must be worn from November 1st until March 31st and includes the following:

• Navy plaid kilt wrap-around no shorter than two inches above the knee front or back or khaki girls' pants purchased through Flynn & O'Hara with a plain brown or black belt.
• White oxford blouse with button collar, short or long sleeves. Girls may wear a white turtleneck beneath their ICS sweatshirt or ICS sweater in cold weather only. Only white or flesh colored items are permitted to be worn under the uniform blouse.
• Navy V-neck cardigan or navy V-neck pull-over uniform sweater with ICS logo worn for church services and assemblies. During cold weather months, students may only wear the ICS uniform sweaters or ICS uniform P.E. sweatshirts over their uniform.
• White socks without logos that cover the ankles. Students may also wear thicker navy or black leggings or compression running leggings under their skirts in the cold winter months along with white socks without logos that cover the ankle.
• White and black saddle shoes tan or light brown bucks, Sperry Bluefish or Sperry Koi Fish, or Sperry Authentic Original shoes in tan leather with appropriate colored shoe laces and tan soles. Shoes must be tied at all times.
• Girls are encouraged to wear black or navy blue cotton, Lycra, or spandex shorts under their skirts. Shorts may not be visible below the skirt.

Girls may wear the optional summer uniform from the start of the school year until October 31st, and from April 1st until the last day of school. For the summer uniform, girls may make the following substitutions:

• Khaki skort no shorter than 2 inches above the knee front and back
• White polo with ICS logo
• White socks without logos that cover the ankles.

Uniform for Boys

Kindergarten through 3rd grade

The regular uniform may be worn year-round, but must be worn from November 1st until March 31st and includes the following:

• Navy trousers purchased through Flynn & O’Hara or in similar style
• White knit polo shirt with ICS logo
• Navy V-neck cardigan sweater with ICS logo as required by weather
• Black or brown belt without ornamentation (optional)
• Blue crew socks only without logos that cover the ankles
• Tan bucks or brown nubucks with appropriate colored shoe laces. Shoes must be tied at all times.
• Kindergarteners must wear solid colored no-tie athletic shoes with their uniform. Shoes may not light up or make noise.

Boys may wear the optional summer uniform from the start of the school year until October 31st, and from April 1st until the last day of school. For the summer uniform, boys may make the following substitutions

• Solid navy blue walking shorts purchased through Flynn & O’Hara or in similar style
• White knit polo shirt with ICS logo
• Navy socks without logos that cover the ankles
**4th & 5th Grade Boys**

The **regular uniform** is worn from November 1\textsuperscript{st} until March 31\textsuperscript{st} and includes the following:

- Navy trousers purchased through Flynn & O’Hara or in similar style
- White oxford button collar dress shirt, short/long sleeves with no logos on the shirt
- Plain white tee shirt under dress shirt
- Navy tie
- Navy V-neck cardigan uniform sweater with ICS logo as required by weather
- Black or brown belt **without ornamentation**
- Blue socks without logos that cover the ankles
- Tan bucks or brown nubucks with appropriate colored shoe laces

Boys may wear the **optional summer uniform** from the start of the school year until October 31\textsuperscript{st}, and from April 1\textsuperscript{st} until the last day of school. For the summer uniform, boys may make the following substitutions:

- Solid navy blue walking shorts purchased through Flynn & O’Hara or in similar style
- White knit polo with ICS logo
- Navy socks without logos that cover the ankles

**6th through 8th Grade Boys**

The **regular uniform** is worn from November 1\textsuperscript{st} until March 31\textsuperscript{st} and includes the following:

- Khaki trousers purchased through Flynn & O’Hara or in similar style
- White oxford button collar dress shirt, short/long sleeves with no logos. Top button is to be fastened. Only plain white undershirts should be worn underneath.
- White socks without logos that cover the ankles
- Uniform tie purchased through Flynn & O’Hara
- Navy blazer, worn for church services and assemblies from November 1 until March 31\textsuperscript{st}. During cold weather months, students may only wear the ICS uniform P.E. sweatshirts or the navy blazer.
- Black, brown, or navy belt without ornamentation
- Tan bucks, brown nubucks, or Sperry Billfish or Sperry Authentic Original shoes in tan or light brown leather with appropriate colored shoe laces and tan soles and tied at all times.

Boys may wear the **optional summer uniform** from the start of the school year until October 31\textsuperscript{st}, and from April 1\textsuperscript{st} until the last day of school; boys may make the following substitutions:
• Flynn & O'Hara khaki walking shorts or shorts of a similar style
• White knit polo with ICS logo
• White socks without logos that cover the ankles

**Backpacks**

Children should carry backpacks to school every day. They may not be rolling backpacks without a note from a doctor specifying the medical need for a rolling backpack. Backpacks should have no inappropriate images on them, nor should they have excessive keychains or attachments.

**Spirit Dress Days**

Various spirit wear days will be designated throughout the year. Students may wear PE uniforms, class color shirts, athletic jerseys and/or shorts from the ICAA or any other ICS affiliated spirit wear clothing. All students should wear gym shoes. These relaxed school spirit days are recognized as celebration days during which the students may wear spirited dress.

**Attire for 8th Grade Graduation**

Girls should wear a dress, no shorter than two inches above the knee. The dress must have shoulder straps of at least three inches in width. Shoes can be flats, pumps, or sling backs. Boys must wear a dress shirt with a tie and dress shoes. Hair should be neatly trimmed above 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 will be present to supervise the event and will hold students accountable for their behavior in the same way that they would during a school day. The accepted dress standards for these HSA-sponsored social events are as follows:

• All clothing should be clean and 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 not acceptable
• No tank tops or midriffs for girls and shoulders must be covered.
• Clothing should not be sheer or too tight
• No hats are to be worn in the building
• Shoes should be appropriate to the activity
• Cellular phones are checked in with the event organizers upon arrival and are held in safety by the event staff. If a student wishes to use their phone, he or she must ask for the permission of one of the event chaperones. All cell phones are returned to students when they depart.
• The driver needs to enter the parish hall and sign in students. Inappropriately dressed students will not be allowed to enter. The driver will be responsible for returning them home.

**Attire for The Candy Cane Social (Grades 6-8)**

Gentlemen should wear a collared shirt and dress pants. No jeans or shorts. Ties and sport coats are optional but encouraged.

Ladies should wear dresses or tops that have shoulder straps of at least 3 inches in width. If they are narrower than 3 inches or have an open back, a shrug or sweater must be worn the duration of the event without exception. No strapless, low cut, backless, or excessively tight-fitting dresses or tops are permitted. Any skirts or dresses must be no shorter than 2 inches above the knees. Leggings are not pants and should only be worn if under a skirt or dress. No jeans.

Students may wear any type of shoes but remember that children will be dancing, and shoes must be worn at all times, so please prioritize comfort and safety.

**Attire for Picture Days**

For individual picture day (fall) students are permitted to be out of uniform. However, ICS insists that students be photographed wearing modest, appropriate attire. For this reason, the above requirements for The Candy Cane Social are also the requirements for students to wear during out-of-uniform picture days. Students may always choose to wear their school uniform on picture days as well. For class picture day (winter) students will wear the proper winter uniform.

**Lost and Found**

To minimize the volume in Lost and Found, please label EVERYTHING your student owns and brings to school. Clothing and large items that have been found will be placed on bookshelves in the dining hall. Every effort will be made to return labeled items to the owners. Unclaimed items will be donated to charity at the end of each trimester or returned to the Uniform Exchange.
Student Behavior Expectations and Code of Conduct

ICS is a Positive Behavior Interventions and Supports (PBIS) School

Positive Behavior Interventions and Supports (PBIS) schools commit to adopting and organizing evidence-based behavior interventions to enhance academic and social behavioral outcomes for all students in a school. It is a prevention-oriented way for schools to identify best practices, improve those practices, and maximize academic and social behavior outcomes. PBIS schools work to use positive reinforcement, including praise, incentives, and rewards, to encourage desired positive behavior outcomes, and use data relating to punitive disciplinary consequences (such as demerits and detentions) to evaluate where targeted behavior modification strategies are needed to improve student decision-making and help students eliminate negative behaviors.

ICS uses PBIS-supported matrixes of behavior in various areas of the school, including the dining hall, hallways, stairwells, bathrooms, classrooms, and church, which identify desired student behavior outcomes. Teachers use reward systems both within their classrooms and school wide, such as the Eagle Bucks, to encourage positive behavior. The faculty and staff communicate areas where students struggle to maintain positive behaviors so that the community can collaborate to encourage better behavior in a proactive instead of reactive manner. The ICS community has adopted the motto, “Be Respectful, Be Responsible, and Be Kind, Because Christ Matters!” as a community-wide descriptor of our behavior expectations.

Additionally, 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. Discipline is administered in a manner consistent with Christian principles, and students are encouraged to adopt a Christ-centered approach to decision-making.
# PBIS Behavior Matrix

<table>
<thead>
<tr>
<th>Location</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Kind</th>
</tr>
</thead>
</table>
| **Dining Hall** | - Voice Level: 2  
- Listen to the teachers on duty  
- Be silent when someone is on the microphone  
- Keep hands, feet and belongings to yourself. | - Throw trash and recyclables in the appropriate bins  
- Keep your area clean | - Use table manners  
- Be welcoming. Allow new people to sit at your lunch table.  
- Use positive words and tone. |
| **Playground** | - Voice Level: 4  
- Be a good sport  
- Encourage others to do their best  
- Take proper care of recess equipment. | - Stop when the whistle blows.  
- Walk quietly to your line. | - Share equipment  
- Play in a safe manner  
- Allow others to participate.  
- Take turns.  
- Resolve conflicts peacefully. |
| **Bathroom** | - Voice Level: 1  
- Give privacy to others and maintain your own.  
- Keep bathroom clean  
- Make good choices  
- Wait your turn  
- One person to one stall.  
- Respect school property. | - Flush the toilet  
- Wash your hands  
- Stick with the task at hand – using the bathroom.  
- Throw trash in the trash can.  
- Turn off water when finished.  
- Report problems to a teacher. | - Use positive words and tone. |
| **Church** | - Voice Level 0  
- Genuflect  
- Kneel and pray before Mass begins  
- Use a comfortable, but attentive posture | - Participate joyfully in Mass  
- Sing loud and clear for all to hear | - Extend a polite Sign of Peace to those around you.  
- Demonstrate Catholic values in your interactions outside or Church. |
| **Hallway** | - Use Voice Level 0 in stairwell of the Elementary School and in the halls so others can continue learning.  
- Follow teacher direction.  
- Finish conversation before entering the building. | - Walk safely down the hallway.  
- Return to class promptly  
- Keep the hallways clean. | - Enter and exit the auditorium quietly (Level 1)  
- Raise your hand to participate  
- Listen to directions |
| **Auditorium** | - Stay seated  
- Listen to the presenter | - Enter and exit the auditorium quietly (Level 1)  
- Raise your hand to participate  
- Listen to directions | - Thank the presenter  
- Clap appropriately |
Philosophy of Discipline

Immaculate Conception School 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.

Students will be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum chewing
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment
Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school’s fair procedure, to be used in cases of possible suspension or expulsion, is as follows: (review AOB policy 2.1 and 3.0)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the Immaculate Conception School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

**Search and Seizure**

Immaculate Conception School reserves the right to search school property (e.g., lockers, desks), a student’s belongings, and areas under the student’s control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

**Conflict Situations**

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

**Grades K-3 Discipline Policy**

In the earliest years at Immaculate Conception School, students are learning the importance of making good choices, and how making poor choices can have consequences for those around them.

Students in grades K-3 need positive reinforcement to learn appropriate behavior. Teachers are asked to give a 5 to 1 ratio of praise to behavior correction when interacting with students. All teachers are asked to develop a system in their classrooms for affirming and rewarding positive behavior choices. When a student in grades K-3 acts in a way that is not in accordance with acceptable standards for behavior at ICS, their teacher will utilize a behavioral intervention to correct the student.
Should a negative behavior incident occur after warnings, the teacher may issue an Elementary Behavior Incident Form (BIF) to the student, which would be filled out by the teacher and student collaboratively, signed by the parent, and then submitted to the office of the assistant principal. In this way, students who need additional behavior interventions can be identified, and areas of frequent negative behaviors at ICS can be targeted for increased teacher reinforcement of positive behavior outcomes.

**Grades 4-8 Disciplinary Policies**

In the intermediate and middle school grades of ICS, teachers are still expected to utilize positive reinforcement to encourage desired behavior outcomes in their classrooms, including incentive-based rewards systems, a 5-to-1 praise to correction ratio, and positive language to enforce the PBIS behavior matrix expectations. However, students in grades 4-8 are also held to a higher standard of personal accountability and the disciplinary responses to negative behavior choices reflect this standard.

*Uniform infractions* are intended as a communication between the teacher/administration and the parents that a student is not demonstrating the appropriate uniform. The infraction includes the item(s) that are not in compliance. It has no consequences beyond serving as a record of communication between the school and family regarding expected uniform policies. Repeated infractions will result in a demerit. *(The uniform infraction policy applies to all students grades K-8)*

*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 trimester and are expunged annually. Demerits are not included in the student’s permanent record and are not sent to schools following departure 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 on Tuesday from 3:00-4:00 PM as needed 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 departure 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, 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. Suspensions are included in the student’s permanent record, and notice of them is sent to schools following matriculation from ICS.

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
- Lack of preparedness after prior warning
- Talking at inappropriate times during class after prior warning
- Failure to follow stated instructions after prior warning
- Unauthorized eating or drinking
- 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 up after oneself after prior warning
- Inappropriate use of iPad or other school technology

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, but are not limited to, the following:

- Fighting or other harmful or violent contact
- Harassment or Bullying, including cyberbullying
- Offensive or repeated disrespect towards others
- Damage or destruction of school property
- Forging a signature on a demerit or detention form
- Theft
- Damage or unauthorized use of another student’s electronic device
- Using a cell phone anywhere inside or outside the building during the school day
- Inappropriate electronic communication about classmates or teachers inside or outside of school
- Violation of Academic Integrity Policy (plagiarism or cheating)
- Inappropriate use of ICS technology
- Entering a restricted area of the ICS campus, including all vacant classrooms and hallways

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, including viewing it on an iPad or computer at school
• Excessively violence, 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, or administrators
• Theft, damage, destruction, or compromise of another student’s electronic device, which would include taking personal information off of another student’s device without their permission.
• Hacking or otherwise compromising the privacy or security of the network, email, or other electronic communication of ICS.

**Academic Integrity Policy and Plagiarism**

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 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 aids 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.

**Out of School Policy**

Immaculate Conception School reserves the right to use its system of disciplinary consequences as a response to behavior that occurs outside of school which still violates stated rules
for appropriate conduct at ICS, including online. It is expected that ICS students act in a way that proudly represents the Catholic values of respectfulness, responsibility, and kindness that are inherent to our school culture even when they are in public or at other non-school events.

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in Immaculate Conception School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, 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 this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual’s disciplinary record.

Prohibited Conduct

For purposes of this Policy, “harassment” means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:

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

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection
of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.

**Procedure**

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student’s teacher, guidance counselor, the principal of the school, the Superintendent of Catholic Schools.

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.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

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

**Bullying Policy Statement**

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God’s children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication that:
1. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:
   a. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
   b. Is sexual in nature; or
   c. Is threatening or seriously intimidating; and

2. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e. getting back at a person for an act he/she committed (such a reporting misconduct).

Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available on the AoB website and from the school office. (www.archbalt.org/schools) School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Internet Access & Use Policy

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including, but not limited to, software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The
Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at Immaculate Conception School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and with technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. Immaculate Conception School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students’ protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations Immaculate Conception School imposes on the use of the Internet and technology tools and that they understand the standards of behavior Immaculate Conception School expects of users.

All users of the Immaculate Conception School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

**Acceptable** uses of the Internet and technology tools are only for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of Immaculate Conception School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and of Immaculate Conception School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the Immaculate Conception School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security,
such as software designed to capture passwords or break encryption protocols

- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to Immaculate Conception School Administrators)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Using technology for personal communication, personal use or entertainment
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/Cyber-bullying

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Web-based Services

Immaculate Conception School uses Google Apps for Education (G Suite) as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s
name, email address, grade/age, and enrollment status, may also be shared with web-based services. Immaculate Conception School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services that have corresponding privacy policies are available upon request. By enrolling a child in Immaculate Conception School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

CIPA (Children’s Internet Protection Act) Compliance

Immaculate Conception School uses CIPA compliant content filtering and monitoring of the online activities of minors. This includes student email.

Student Email Policy

Students in grades 6-8 have access to an Immaculate Conception School email account powered by G Suite (Formerly Google Apps for Education). These email accounts are strictly for school and academic purposes only and are not to be used for personal communication or entertainment. This policy is an addendum to the Acceptable Use Policy for the Internet and Technology Tools.

- Immaculate Conception School reserves the right to view and monitor all email accounts for students.
- Student email accounts are for the strict purpose of enhancing school lessons and work. They are to only be used for academic related purposes.
- School email accounts may not be used to sign up for personal use such as newsletters, gaming, apps, notifications, etc. or create accounts from sites such as YouTube, Instagram, Snapchat, etc.
- Parents may not use their student’s personal email to communicate with them, especially about changes in pickup or drop off procedures. All related communication must go through the front office.
- Students will not be allowed to view or create any digital communication during school unless they have permission from the teacher or adult supervisor.
- Student email accounts will be disabled during the school day from 8:00 a.m. - 3:00 p.m. (Emails sent during this time may take a few minutes to appear in a student’s account after 3:00 p.m.)
- Immaculate Conception School reserves the right to shut down email accounts while school is not in session or any other time as deemed necessary.
- Immaculate Conception School does not guarantee the successful deliverance of any email communication due to strict content filtering in place.
Middle School iPad Policy

The use of iPads at school is governed by the rules and regulations of this Acceptable Use Policy for the Internet and Technology Tools document. Inappropriate use or misuse of the iPad resources will result in consequences depending on the severity of the infraction as determined by the School Administrators. While at Immaculate Conception School, all iPads will be subject to the content filter as established by the School. While at home, student iPads will lose the connection with Immaculate Conception’s content filter. If you would like to provide content filtering for your home, you should contact your internet service provider.

Rules and Regulations:

• While at Immaculate Conception School the student will adhere to the Student Code of Conduct as well as this Acceptable Use Policy for the Internet and Technology Tools.
• iPads while at school will be used for academic purposes only across the curriculum.
• Misuse of the iPad at any time while at school will result in disciplinary action as determined by the Administration of Immaculate Conception School.
• Immaculate Conception School reserves the right to, at any time, monitor and track iPad usage activity of any student.
• In the event that the iPad is lost or stolen, parents are responsible for replacing the iPad.
• In the event that the iPad is damaged beyond warranty coverage, parents are responsible for the cost of repairs or the cost of replacement.
• In the event that the iPad needs to be restored, the Technology Department will not be responsible for backing up personal information on the iPad or responsible for any data loss.
• Students will backup/sync personal information on the iPad using iCloud, iTunes or by other means as deemed acceptable by Immaculate Conception School.
• As with student email, students will not be allowed to view or create any digital communication during school unless they have permission from the teacher or adult supervisor.
• Students will setup/use their personal Apple ID account as provided by the parent/guardian.
• Purchased apps that are in direct violation of the Acceptable Use Policy for the Internet and Technology Tools for Immaculate Conception School may not be downloaded and cannot appear on the student iPad.
• School related apps and resources will be provided and deployed onto the iPad.
• While at school, students agree to not download any form of illegal file, or media of any kind.

Bring Your Own Device Policy

In order to “Bring Your Own Device” (BYOD) to Immaculate Conception School, students must understand the below rules and regulations and agree to adhere to the guidelines. This policy is an addendum to the Acceptable Use Policy for the Internet and Technology Tools.
• I understand the term “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 tablet.
• I understand cell phones or other devices allowing for phone calls or texting do not qualify under this BYOD policy.
• I agree to take proper care of my electronic devices at Immaculate Conception School.
• 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, listen to music, access apps, or to browse the Internet unless such activity is relevant to school work or is done under the direction of a teacher.
• I understand that if a device has cellular service, it may NOT be used on campus. If a student brings in a BYOD device that has cellular service, Immaculate Conception School CANNOT provide content filtering for any cellular service. Our campus content filtering can only exist on our own network WiFi services. Students who have access to cellular service on their device are NOT protected from inappropriate content. Students are expected to follow this policy by NOT using the cellular service on their device. Immaculate Conception School cannot be held responsible for Internet content or apps viewed/used by a student.
• I will not use it to communicate with my parents or any other individuals during the school day without the expressed permission of a teacher.
• I am the only person who will use my device while at school. I will not lend my device to other students.
• 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 the middle school, I will turn off my device and lock it in my locker.
• Immaculate Conception School cannot be held responsible for damaged or missing devices.
• My device can be turned on during:
  o The time period before morning announcements
  o During class time with the permission of the teacher
  o Indoor recess
• My device will be turned off during:
  o Morning/afternoon announcements
  o Lunch
  o Outdoor recess
  o Dismissal
• If my device connects to the Internet, I will not access the Internet during school hours without the expressed permission of a teacher.
• I understand the consequences of not following the Immaculate Conception School Bring Your Own Device guidelines. They are:
  o First violation –Immaculate Conception School will contact the student’s parent and student BYOD privileges will be suspended for no less than two weeks. Disciplinary consequences (demerits or detentions) may also result.
Second violation – Immaculate Conception School will contact the student’s parent and student will lose BYOD privileges at Immaculate Conception School. Privileges may be reinstated the following school year. Disciplinary consequences (demerits or detentions) may also result.

**Media Release**

Immaculate Conception School respects the privacy and security issues involved with the use of technology. Therefore, Immaculate Conception School will take all reasonable precautions to ensure the privacy of the students’ identities in all published material.

By signing this document parents are giving their consent for their child(ren) to appear in all school publications to include, but not limited to, photos; artwork; profiles; stories; voice recordings; podcasts; video; live webcam; email; blogs.

Parents also give their consent for their child to participate in creating and editing published content as instructed and supervised by Immaculate Conception School personnel.

**Disclaimer**

Immaculate Conception School cannot be held accountable for the information and content that students view and retrieve via the network. Immaculate Conception School cannot be held accountable for inappropriate use of technology and Internet content while at school or at home. Whilst every effort is made to ensure the information contained in this document is accurate and up-to-date it should be noted, however, that this information is subject to change without notice and Immaculate Conception School can accept no liability for the accuracy of all the information presented at any given time. Immaculate Conception School cannot be held accountable for data loss due to network or system failures.

**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. On school grounds after school, cell phones are to be used strictly as communication devices. Parents are asked to support this policy by not texting, calling, or otherwise electronically communicating with their children during the school day.

Middle school students must turn their cell phones off when they arrive at school each morning and put their 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 (grades K-5)** 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 demerit or 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.

**Student Organizations**

**National Junior Honor Society (NJHS)**

ICS sponsors a chapter of the National Junior Honor Society. NJHS members are a select group of 8th graders that exemplify scholarship, character, service to others, citizenship, and most importantly, leadership. Consideration for this organization is initially based on academic achievement. After grades and exams are calculated for T2 in 7th grade, (the average includes all terms and subjects from 6th and 7th grade combined up until that point) eligibility to apply is determined. Any student with an overall average of 93% or higher at that time meets the scholarship requirement for NJHS, and is eligible to apply to this organization (please note that no special considerations are made for a B+ in an advanced curriculum course). The application focuses on the other four pillars of NJHS: service, leadership, citizenship and character. Student applications are reviewed by a committee of teachers and rated with respect to each pillar on a numerical scale from 0-5. In addition, each student is required to participate in a formal interview with a faculty member or administrator also rated on a numerical scale of 0-5. Acceptance to NJHS takes into account all three parts of the application process. Students who clearly demonstrate strength of character, dedication to service, interest in community leadership, and positive attitudes towards school, as well as exceptional academic achievement will be accepted. Students will receive a letter in the mail over the summer notifying them of their acceptance or rejection to NJHS. Decisions made by the committee are final. An induction ceremony for the new members will be held at school during the first trimester of 8th grade. Families and guests are welcome to attend.
**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. In the fall, students in grades 5 through 8 vote on their student council officers for the 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 best interests of the school.

A student may be suspended by the school from these Student Organizations if he/she accrues three demerits in the course of a trimester or if he/she is failing two or more subjects.

**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 band program. Schedules are given to the students at the beginning of each semester. Lessons occur during the school day, and rotate on a weekly basis so students do not miss the same class repeatedly. Students are responsible for all work that is missed in class during band lessons.

**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. VIRTUS training and the completion of all paperwork are required to participate. However, because
of safety and liability factors, preschool siblings and other school-age siblings are not allowed. Medications for students are sent with chaperones on the trip.

**Academic Policies**

**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 may not be asked to return to Immaculate Conception School.

**Retention Policy**

*Grades Pre-school - 8*

Teachers of students in grades Pre-school - 8 will provide parents/guardians with early notification of any on-going difficulties observed. The teacher will email or call as the need arises.

*Grades 3-7*

Any student who earns an E for the year in language arts, math, social studies, Spanish, or science must receive 15 hours of summer tutoring by a qualified instructor in the subject. Students must take an assessment in the subject area prior to re-admittance on which they must demonstrate at least 70% proficiency. They must take this assessment prior to August 15th.

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, social studies, or science will be retained in the current grade if they are in grades 3-5. Students may not repeat grades 6 or 7 at ICS and are required to withdraw from the school.

*Grade 8*

A student in the 8th grade who earns an E in two out of the following subjects during the first trimester will be subject to an academic review conference with the administration: math, language arts, science, social studies, Spanish, and religion. 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 math, language arts, science, social studies, Spanish, or religion will not graduate with the class, may not repeat 8th grade at ICS, and will not be promoted to 9th grade.

Middle School Awards

Students in grades 6-8 can qualify for the Honor Roll or the B.U.G. Award.

- First Honors: All A’s in major subjects (or B+ in accelerated classes). No “N” or “U” in any subject for conduct or effort, and at least a B in Spanish.
- Second Honors: A’s in 3 of the major subjects (or B+’s in accelerated classes), B’s in remaining subjects including Spanish. No “N” or “U” in any subject.
- The subjects considered “major subjects” for honor roll are religion, language arts, mathematics, science, and social studies.
- B.U.G. stands for “Bring Up Your Grade.” A student will receive this award in T2 or T3 if they brought any of their letter grades up while maintaining their other grades in all major subjects.

Progress Reports

Students receive three progress reports during the course of the school year. The teacher may require (or the parent may request) a conference at any time. Trimester progress report envelopes should be signed and returned to the homeroom teacher within the week. Trimester 3 progress reports are distributed on the last day of school. Eighth grade trimester 3 progress reports are distributed after graduation. The letter grades are given based on the Archdiocesan policy as stated on the report. The marking codes for grades 3-8 are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>B+</td>
<td>89-92</td>
</tr>
<tr>
<td>B</td>
<td>85-88</td>
</tr>
<tr>
<td>C+</td>
<td>80-84</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>E</td>
<td>69 and Below</td>
</tr>
</tbody>
</table>

Parents of students in grades K-2 will receive a more generally coded, non-numerical progress report at the end of each trimester.

Standardized Testing

ICS follows the Archdiocese elementary school testing program. Currently, the Archdiocese uses the Iowa Assessment in Grades 2-8 and the CogAT Assessment in Grades 2, 4, and 6. The results of these tests analyze pupil progress, develop the curriculum, aid in making decisions related to student placement, and determine effective teaching strategies. The results of the tests will be
communicated to the parents/guardians and results will be included in 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 or school absences during this week of testing. Students in grades 5 and 8 complete the Assessment of Catechesis/Religious Education (ACRE) exam annually.

**Instruction/Curriculum**

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. Students are required to come to class prepared including all materials itemized on the lists provided on the school website. As a part of our educational philosophy teachers do not offer extra credit or retakes of assessments, nor do they drop the lowest grade for the trimester.

**Middle School Exams**

At the conclusion of trimester one and three, 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 or her T3 exam with an A overall cumulative average in that subject (or B+ in an accelerated class). Graded exams are reviewed in class with the students; however they are not sent home. Parents can review the exams by setting up a time to view them at school.

**Immaculate Conception School Accelerated Curriculum**

ICS offers an accelerated curriculum both mathematics and language arts in grades 4-8. Classes denoted as having an accelerated curriculum differ from standard classes in two primary ways:

- Students are held to a greater standard of personal and independent responsibility for their own learning, including monitoring their own grades, corresponding with their teachers about areas of concern, and planning ahead for tests and assignments.
- Students are asked to do work of a higher caliber, often reading more complex and mature texts or writing lengthier essays and papers in language arts, or performing increasingly complex tasks in math that rely on students recall of prior learning without teacher review, as well as application of concepts to new scenarios.
Placement Criteria

Placement into one or more of these programs is based upon three criteria. When considering student placement in an advanced class, the administration, language arts and mathematics team will rely on a combination of all three criteria to determine placement. Placement is not final and is subject to periodic review by the administration and teachers based on student performance throughout the year.

- Classroom performance
  - This category refers to student achievement on teacher- and team-made assessments such as quizzes, tests, and homework assignments
  - A student generally would need to achieve a grade in Language Arts or Math of an A or higher for each trimester to merit placement in an advanced class
- Teacher recommendations
  - This category refers to teacher observations of student effort and conduct
  - A student generally would need to achieve effort marks of “good” or better to merit placement in an advanced class
  - Additionally, this category refers to teacher observations of student work ethic, willingness to collaborate, class participation, conduct, and self-confidence
- Standardized test scores (Language & Mathematics only)
  - Immaculate Conception school uses standardized tests as a comparative tool to evaluate and compare student academic potential
  - A student would generally need to have standardized test scores in language arts or math that indicate their potential in that subject area exceeds that of the average student in order to merit placement in an advanced class

Once placed in an advanced course, a student must earn at least a B for the year in that course and maintain good effort evaluations in order to remain in the advanced course the following year. At the end of any trimester in which the student is clearly struggling, and it would appear likely that a B for the year is not be probable, or if their standardized testing results are inconsistent, it may be determined to change placement. Parents will be notified about any changes. Work done outside of ICS at other schools’ summer programs will not be considered when determining placement for students at ICS.

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 students return the following school year having completed all summer work requirements.

**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 national 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. They must earn at least a “G” in every special area class. The number and reason for missed attendance and tardy arrivals will also be considered. B+ in an advanced class is not considered for this national award.

*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 a “G” or higher in every special area class. The student’s attendance and punctuality are considered.

**Conferences and Teacher Communication**

In the best interest of students, the school welcomes and encourages positive 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. Teachers will be seen by appointment only. Teachers and administrators will respond to parent emails or phone calls within 24 hours, but are not obligated to reply to messages or emails over the weekend, in the evening, or during holidays. 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.

**High School Visitation Policy**

Students in the 8th grade are allowed three excused “shadow days” to help in the selection of a high school of choice. These days do not count as absences nor do they otherwise affect the
attendance record in any way. Students will, however, be required to complete any missing assignments.

**Academic 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 16 mods, each 20 minutes in length. Five minutes is scheduled between mods to allow for transition between rooms and use of the restroom when necessary. Each class period is made up of one, two, or three mods, depending on the age and subject matter taught.

**Rotation of Days**

There are five standard schedule days which rotate on a continuous basis. Each schedule may have a slightly different sequence of classes. The days are labeled by letter, A-E. Each day’s schedule as well as the next day’s schedule is always announced in the morning during announcements. 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 a day with no classes, or a cancelled day of school, the schedule will always proceed to the next day in the rotation. A few examples:

**Standard 5-Day Week**

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

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<tr>
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<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>A-Day</td>
<td>B-Day</td>
<td>C-Day</td>
<td>D-Day</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Week 2</td>
<td>E-Day</td>
<td>A-Day</td>
<td>B-Day</td>
<td>C-Day</td>
<td>D-Day</td>
</tr>
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**Inclement Weather**

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<th>MONDAY</th>
<th>TUESDAY</th>
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<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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>E-Day changes to D-Day and so on next week</td>
</tr>
</tbody>
</table>

**Homework**

Homework is important for the reinforcement of skills and for developing good study habits and a sense of responsibility. 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 are encouraged to have increased independence on their studies and work. Students are responsible for recording daily homework assignments. Teachers will post homework assignments on Google Classroom as a support and for students who may be absent.

Homework may be included in determining the subject area grade on the progress report at the teacher’s discretion. Parents/guardians should have full access to both PowerSchool and Google Classroom and are expected to consistently review these accounts. As students get older, ICS encourages them to take a more active role in monitoring their own work by checking PowerSchool and Google Classroom independently, and emailing teachers directly with questions on their own. For questions related to PowerSchool, please contact Carol Dixon at cdixon@theimmaculate.org. For questions related to Google Classroom, please contact the subject area teacher. For questions related to the iPad, please contact Chris Riley at criley@theimmaculate.org

**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. If a student is absent from school with an excused absence, 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 Google Classroom as a reference tool for those students who have been absent or for any students needing access to assignments or classroom announcements. Please be sure to check planners as they may be the most accurate with regard to assignments.

**Religion Requirements**

Religion is a required course at every grade level at ICS, and includes participation in graded coursework. All ICS students, regardless of their personal faith affiliation, must attend religion classes, devotions, liturgical and prayer services. Students also participate in a Family Life program each year, which educates the students regarding the church’s teachings on family, marriage, and health.

**Accommodations for Students**

**Referral Process**

ICS attempts to meet the educational needs of all students. If a student appears to have special educational needs, the parent is strongly encouraged to have professional educational
assessments completed and to supply the documents to the administration of ICS. Parents may initiate on their own the process to request professional assistance from the local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child’s local public school (Immaculate Conception School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), Immaculate Conception School administrators will consult with the parents to determine the most appropriate academic placement for the child.

ICS will attempt to provide the modification of services that are recommended, dependent upon our personnel and facility restrictions.

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.

ICS and Services through Baltimore County Public Schools

If a student is not progressing academically, the school may ask the parents/guardians to initiate, or the parents/guardians may initiate on their own the process to request professional consultation and/or evaluation through the local public school system. The evaluation process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls ‘Child Find’. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and
discuss whether an evaluation will take place. Catholic school staff, in particular the student’s teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations, and/or modifications within a student’s learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at ICS.

Federal law requires implementation of an IEP only in the public sector; however, if there is a need for implementation of an IEP, Immaculate Conception School administrators and/or teachers will consult with the parents to determine the most appropriate academic placement for the child.

Every effort will be made by Immaculate Conception School staff to complete the required paper work, to attend the IEP meetings, and to support the parents. In order to facilitate this process, parents should inform the school administration prior to initiating the Child Find process on their own.

**School Communication**

*News from the Nest* 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.

Sometimes paper information such as forms, fliers, and field trip forms will be sent home via “backpack mail,” meaning in the folder of the youngest or only student in each family.

The Immaculate Conception School website is [www.theics.org](http://www.theics.org). The site contains a variety of school information useful for both parents and students, including links to PowerSchool, the Immaculate Conception Athletic Association (ICAA), and the Home School Association (HSA).
Google Classroom contains information regarding specific classes, school calendars, and homework assignments. It should be checked on a daily basis by students and parents. Teachers are expected to post assignments on Google Classroom nightly.

PowerSchool is our student information system available to all parents online. It is the best way to monitor a child’s learning and to make sure students are turning in work and performing well on assessments. Teachers are expected to update their electronic gradebooks on PowerSchool on a weekly basis.

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

Parents should make it a practice to routinely review these sites and communications in order to remain current on their child’s progress, school policies, events, and calendars.

Parents may not communicate with students, either via email or texts, during the school day. All messages for students should be delivered via the school office.

School Health Policies

ICS employs a registered nurse to be on duty five days per week in the health room. Students must ask permission of their teacher and receive permission before going to the health room. The nurse will attend to the student and decide if the student is to return to class or be sent home. NO student is ever sent home alone. Students cannot contact their parents directly. Only the school nurse may contact parents asking that a student be picked up because of illness. If any serious injury to the head or any other serious injury occurs to a student, the nurse will call the parent/guardian. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

It is highly recommended that all students entering middle school submit a new Health Inventory (physical) form. This form is available on the Immaculate Conception School website.
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 preschool, Hib and prevnar (PCV7) are required. All students entering 7th grade are required to have one additional Tdap vaccine and one Meningococcal vaccine. If no immunization documentation is received by the first day of school, the child is not in compliance with the law regarding immunization and will not be allowed to attend. 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.

Injuries

If your child has an injury and is returning to school with a cast, brace, crutches, or any assistive device, the school nurse must be notified. A doctor’s order is required for any accommodations.

Food Policy

No food is to be sent into the classroom unless it is for the specified schoolwide holiday parties. All food that is sent into school for parties must be store-bought with food labels. It is necessary for us to take these measures because of the significant number of food allergies in our community. In some cases, these allergies are life-threatening.

Medication and Allergies

Students that require medication for emergency purposes (i.e. epi-pen, rescue inhaler, etc.), must give their medication to the nurse by the first day of school. The nurse requires a medication is brought in to the health suite. The nurse will notify you via email or phone call if your child's medication will expire during the school year. Medication must be renewed before the expiration date. The student will not be allowed to return to school until the medication is renewed. Please bring the medication to school in its original container with the pharmacy label and the child’s name. If the student self-carries an Epi-Pen or inhaler, the physician must complete the self–carry section of the order. A student will not be permitted to attend a field trip without their medications. School medication orders must be renewed each year by the physician.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student’s physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication may only be dispensed with a written order from the student’s physician, specifying a start and stop date. The original medication container or box for inhalers must be brought to school. These containers or boxes should include the following: name of medication, direction for use, time for dispensing, name of doctor ordering
the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student’s name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to the school by the parent/guardian. Calamine lotion and cough drops may be administered with a note from the parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student’s name on it. The package should be given to the student’s teacher. Cough drops that contain anesthetic will be kept in the nurse’s office.

Illness

If your child is sick, call or email in the morning. It helps the nurses keep track of illness. You can reach the nurse’s office at nurse@theimmaculate.org or at 410-427-4812. 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 may not return to school the following day and must be symptom-free for 24 hours before returning. Parents/guardians should not send a child to school until his/her temperature has remained normal for a full 24 hours without medication. Students are not permitted to attend after-school activities if they are absent from school or sent home sick on that day. 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. In an emergency, the school will contact 911.

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.

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. At that time, the visitors ID will also be scanned through a Raptor security system, generating a personalized ID which must be worn while in the building.

Recess

All full-day students have daily recess. Please send your student with the appropriate outdoor clothing. 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. Rain or other precipitation will warrant inside recess. Indoor recess can also occur when the National Weather Service forecasts a heat index (combination of air temperature and relative humidity) exceeding 105 degrees. Additionally, weather that is too cold can merit indoor recess as well. The administration will determine whether recess is outside or not using the following guidelines:


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<th>Wind Speed</th>
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<td>0 5 10 15 20 25 30 35</td>
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<td>40 40 36 34 32 30 29 28 28</td>
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<td>35 35 31 27 25 24 23 22 21</td>
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<td>25 25 19 15 13 11 9 8 7</td>
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<td>20 20 13 9 6 4 3 1 0</td>
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<tr>
<td>15 15 7 3 0 -2 -4 -5 -7</td>
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Outside for Recess
Inside for Recess

### 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 four days a week to students. They may ask for help and present on their own, or they are referred by a teacher, member of staff, 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. Each day will conclude with a final prayer over the announcements.

Weekly Mass

With some exceptions as listed on the calendar, the entire school community gathers for Mass on the first Friday of the month at 8:30am. Parents are welcome to join us at this mass, but students are required to sit with their respective classes. There will be a special school mass on Holy Days of Obligation at 1:45pm as noted on the calendar.

Reconciliation Services

Twice annually, during Advent and Lent, eligible students will attend reconciliation services. These services will be announced on the school calendar. Parents are also invited to join the school at these services to receive the sacrament.

Lunch, Recess, and Snack Policies

Lunch can be brought from home or purchased through the Lunch Box Program. Ordering is completed in advance online at www.lunchboxprogram.com. Additionally, pizza can be purchased for lunch on Friday and/or Chick-fil-A sandwiches with chips can be purchased for lunch on alternating Thursdays. These orders are also placed in advance and are coordinated by the H.S.A.

Teachers and/or volunteers are on duty to monitor the lunch and recess periods. Volunteers on lunch or recess duty are asked to circulate around the room or recess field to supervise all students, not just their own children. Volunteers are asked not to bring fast food or other treats for their own children when they are performing their volunteer service. If your student forgets their lunch, it can be dropped off at the Elementary or Middle School office.

Beverages and Snacks

In September, students may order milk for the school year. For safety reasons, children who choose to bring their own beverages should bring non-glass containers. Carbonated beverages may not be brought to school. Students may always carry a reusable water bottle with them throughout the day that they may fill with water before coming to school or at ICS. Students in grades Pre K through 5 should bring a nutritious snack from home.

Ice cream is available for purchase on Friday during lunch. Students pay for their selection with tickets/coupons. A book of ice cream tickets/coupons can be purchased through the H.S.A. for $20.
No food is to be sent in for birthdays or celebrations unless a class party is scheduled. ALL food must be store-bought with ingredient labels.

**Policies Regarding Legal Matters**

**Student Records**

Student records are maintained in a school office. Access to records is governed by the records policy.

**Change in Name or Family Status**

If there is a change in the family status/or the change of a child’s name, it is important that the school be informed promptly of the chance. In case of the change of custody, a copy of the portion of the court order that describes the custody arrangement must be on file with the school.

**Non-Custodial Parent**

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Immaculate Conception 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.

**Records Policy (Family Educational Rights and Privacy Act)**

Immaculate Conception School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Immaculate Conception School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Administration a written request that identifies any record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the principal
and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

- To school officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the school.
- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated “directory information” without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbook, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Parents/Guardian name
- Address
- Telephone listing
- Email
- Grade level
A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Immaculate Conception School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

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. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal’s office and may be viewed upon request during normal business hours.

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 the recommended best practices of the Maryland State Department of Education. 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, parents will be notified via email. Additionally, announcements will be posted on the website.
The school's crisis management plan is amended on a regular basis to remain current. Revisions are made in conjunction with a school appointed team, the Office of Risk Management for the Archdiocese of Baltimore, and the Baltimore County Police and Fire Departments.

**Inclement Weather Policy for Early Dismissal, Late Opening, and Closure**

ICS follows the policies and decisions of the Baltimore County Public School System regarding early dismissals, late openings, and closures due to weather. We encourage you to sign up for the Baltimore County alerts [http://www.bcps.org/news/mobileapp.htm](http://www.bcps.org/news/mobileapp.htm) as we will not be making calls alerting families to these decisions. 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 on their website [www.wbal.com](http://www.wbal.com). 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. Students in the half-day preschool morning classes will attend school if the opening of Baltimore County is delayed by one or two hours.

**Miscellaneous**

**Smoke and Drug-Free School Zone**

ICS complies with the Drug Free School Zone and the Drug Free Workplace Act of 1988. There is no smoking or vaping allowed on our campus at any time.

**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.

**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.

**Volunteers and VIRTUS**

ICS depends on parents for help and support through our volunteer program. Together the community shares in the responsibility of educating and caring for the children at ICS. Volunteers are needed as room parents, in the library, reading programs, teachers’ resource center, playground areas, kindergarten, lunch program, educational programs, field trips, and on the Home School Association Executive Board. Any service given will be greatly appreciated. All volunteers are required to wear a badge while in the school building, which is acquired by going through a Raptor security checkpoint at the front desk.

All volunteers must complete the VIRTUS training. It is an online course that takes approximately an hour, but it is absolutely required for any adults who will have substantial contact with students. For more information about this program, including a link to the online training site, go to [http://www.theimmaculate.org/school/parents/volunteers/](http://www.theimmaculate.org/school/parents/volunteers/)

**HASA – Hearing and Speech Agency**

If you have concerns about your child’s speech and language, HASA (Hearing and Speech Agency) is able to provide on-site speech therapy sessions. Parents may make a request for a screening, for a small fee, based on concerns related to one or more of the following areas: receptive language skills (general understanding of language such as: following directions, repeating sentences, story comprehension, etc.) expressive language skills (i.e. expressing one’s thoughts, defining, vocabulary, grammar, etc.) phonological abilities (i.e. rhyming, sound/symbol segmentation, etc.) articulation of speech (i.e. the actual way in which speech sounds are produced); vocal quality; and/or stuttering. A letter summarizing the screening results will be sent home. If weekly therapy or further evaluation is recommended, those services may be available on campus for an additional fee.

**Immaculate Conception School Preschool**

**Immaculate Conception Preschool Philosophy**

Immaculate Conception’s Preschool program fosters spiritual, emotional, social, intellectual and physical development in our youngest of students. We believe that each child is a unique individual and special child of God. Our curriculum provides the structure and guidance
needed for our students to grow in a fun, safe and nurturing environment. Each classroom is staffed by a certified teacher and an instructional assistant. Staff participates in on-going, professional development to keep abreast of current, best practices in early childhood education.

**Non-Discrimination Policy**

It is the policy of Immaculate Conception Preschool not to discriminate on the basis of race, color, religion, age, sex, disability, sexual orientation, or national and ethnic origin in its educational programs, admissions policies, employment, and general policies.

**Preschool Inclusion Policy**

Immaculate Conception School welcomes children of all abilities into their Preschool program. Our curriculum is based upon the development of the whole child. There is a balance of teacher-directed and self-selected activities which revolve around a monthly theme or unit. Center time is scheduled to allow for small group activity and re-teaching. Age-appropriate, domain-based activities are planned and implemented on a daily basis. Information obtained from children with an IEP/IFSP is taken into consideration when plans are developed and written. We also welcome children of all ethnicities and celebrate their diversity by incorporating their customs and language into our daily routines.

At the beginning of the school year, parents complete an “All About Me” form which recognizes the child’s likes and dislikes as well as their strengths and weaknesses. Parent/Teacher conferences are held twice a year to update these forms and discuss student progress. Ongoing assessment both formally and informally is completed and the information is compiled to assist with planning as well as student observations.

**Immaculate Conception Preschool Transition Protocol**

In order to ensure a smooth transition from home to school, incoming students will participate in a Meet and Greet. Prior to the start of school, students will come in with their parents to meet their teacher and visit their classroom. During this time, your child’s picture will be taken for bulletin boards and, your child will complete a Classroom Scavenger Hunt.

In order to ensure a smooth transition between classrooms, teachers will provide the upcoming year’s teacher with your child’s portfolio (if applicable) and Progress Report. Children moving from the Pre-K program through the children moving up to Kindergarten will also participate in a fly-up day to familiarize him/her with the next grade level. Eaglet Fly Up Day will be held in May.

If your child will be leaving our program and attending another school, we will supply your new school with your child’s records after we receive a “Release of Records” permission form. Our
Google Classroom website also provides information to parents on the transition from our program to public school.

**Students with Disabilities and/or Special Health Care Needs**

Once documentation of a disability or special health care need has been received and reviewed by school administration, teachers, and school nurse, a Student Advocacy Plan is put into place. This plan addresses whatever special accommodations are needed for the child. The plan is then shared with the parents and other involved parties, i.e., school administration, teachers, guidance counselor, and/or school nurse. The plan transitions with the child to the next grade level. Upon parent permission or request, the Student Advocacy Plan is shared with the next school.

Health care needs are documented with the school nurse and shared with the child’s teacher. Complete health records are sent to the child’s next school.

**Child Assessment and Developmental Progress**

Student information gathered from the Brigance Developmental Screening tool and Progress Reports (which are distributed per trimester), is kept in each child’s file. Teachers’ of the student’s next grade level, have access to these files to familiarize themselves with their new students and for planning purposes. Parents of students who are leaving our school can request transcripts (developmental checklists/progress reports) to be released and sent to the new school.

**Arrival – Preschool**

There are two options for full day and half day preschool drop-off. First, parents/guardians may take their children through the carpool line for the elementary school which drops off at the school’s main entrance. The preschool students will enter the building with the other students. A preschool assistant will walk students to their classroom. Second, parents/guardians may park in the lot across from the entrance to the Elementary School. They can then walk their child(ren) up to the morning drop off spot to an assistant who is helping with morning arrival.

**Dismissal – Preschool**

Half-Day preschool students will be dismissed at 12:00 from the breezeway doors. Parents/guardians can line up their cars along the sidewalk in front of the elementary building approaching the school’s main entrance and wait for their children, or may park in the lots along Ware avenue and walk up to meet their children.

Full-day pre-K 3’s will be dismissed at 2:50 p.m. Parent or guardian may meet students at the breezeway doors. Full-day pre K 4’s will be dismissed at 3:00 with the rest of the school community. Parents may pick up their child either from the blue or yellow carline. Preschool
students will be the first students to be dismissed in the afternoon. During dismissal, the preschool students will always be accompanied by a teacher or assistant. We ask that you do not gather at the main entrance to the school; you can meet the children either at the crosswalk behind the rectory or in front of the church.

In the event of a funeral at the church, parents may receive an email with alternative dismissal instructions. On whole school noon dismissal days, pre-K 3’s will dismiss at 11:50 a.m. from the breezeway.

**Inclement Weather Policy for Early Dismissal, Late Opening, and Closure**

ICS follows the policies and decisions of the Baltimore County Public School System regarding early dismissals, late openings, and closures due to weather. 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 on their website [www.wbal.com](http://www.wbal.com). 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 is delayed by one or two hours.

**Uniform for Preschool**

- Students in the Preschool program are to wear the ICS PE uniform with one exception: their shoes should be a solid color with Velcro closures, no lights or sounds please.
- All PE uniforms and sweats are purchased through Flynn & O’Hara

**Developmental Screening and Assessment Policy**

Maryland State Department of Education is recommending all children in regulated care and early childhood education programs be given a developmental screening that will be conducted within 90 days of enrollment. Immaculate Conception Preschool will be utilizing the Brigance 3 Early Childhood screen III, 3-5 years.

In addition to the Brigance 3, teachers complete progress reports, which are distributed three times per school year. The skills assessed reflect sound growth and developmental expectations of each age. Observations are conducted on students throughout the year. These observations, be they narrative, anecdotal, and/or checklists, are used in conjunction with each child’s progress report to help with lesson planning and remediation.

**Preschool Nutrition and Food Policies**

Please let our school nurse and your child’s teacher know if your child has any food allergies. Together, we will develop a plan to meet your child’s needs. We request that you do not send in
any “treats” to share at school unless it has been requested by the classroom teacher. All “treats” brought from home need to be store bought with the list of ingredients easily visible.

**Snack Policy**

We ask that you send in one nutritious food item and water for your child to eat during morning snack. Nutritious snacks limit fat, sugar, and salt and include fresh fruits/vegetables and whole grains. To support your child’s healthy eating habits, we will monitor snacks to ensure children are receiving nutritious, balanced meals. If we have any concerns, we will contact you. Milk can be purchased through our school to be served with morning snack. Please see our school’s website for more information.

Pre-K Full Day students will be in class for lunch. Our policy is that the sandwich or main course must be finished before snacks or “treats” can be eaten. Please send in a drink for your child to have with lunch, such as a juice box or water bottle. Please do not send foods that must be heated. Putting heated foods in a thermos is a good way to serve warm food for lunch. You also have the option of purchasing hot lunch for your child through The Lunchbox Program. [http://www.lunchboxprogram.com/](http://www.lunchboxprogram.com/) To support your child’s healthy eating habits, we will monitor lunches to ensure children are receiving nutritious, balanced meals. If we have any concerns, we will contact you. Milk can be purchased through our school to be served with lunch. Please see our school’s website for more information.

*We have water and healthy snacks available to children who forget snack. If your child forgets his/her lunch, we will supplement through our hot lunch program, which will incur in a small fee.*

**Preschool Physical Fitness Policy**

Childhood obesity has tripled in the last 20 years. Preschool-aged children who are inactive risk becoming overweight in the future. The U.S. Surgeon General says daily exercise is the key to being fit. Implementing physical activity in the preschool setting can increase a student’s fitness and motor skills.

As such, the Immaculate Conception Preschool has adopted MSDE’s recommendations for physical activity. Our 4-hour preschool classes are provided a 25-30 minute unstructured physical activity time each day they attend school. Students who attend our full day program are given two 25-30 minute structured physical activity times each day, and also attend physical education classes during the week.

Weather permitting, all unstructured/gross muscle play is outside, and when weather is an issue, we provide such activities in the classroom. At no time is physical activity withheld from our preschool students.
Preschool Communication Policy

In addition to the school-wide communication tools listed earlier in this handbook, the preschool teachers will also utilize the following methods of communication with the parents and guardians of our students:

- Take Home Folders: At the beginning of the school year, your child will be given an ICS take-home folder. Please make sure your child’s folder is in his/her tote bag each day. Feel free to put notes to the teacher in this folder.
- Email: You will be given your child’s teacher and assistant teacher’s email addresses at the beginning of the school year for communication purposes. ICS faculty is required to respond to parent emails within two school days.
- Monthly Newsletter: A monthly preschool newsletter and calendar of events will be distributed through the take home folder. Both will be posted on the parent bulletin board and on each teacher’s Google Classroom site.
- Google Classroom Website: Your child’s teacher has a Google Classroom website with pertinent information regarding your child’s class. These sites are updated weekly.
- Progress Reports: Progress reports are distributed three times throughout the school year.
- Parent Teacher Conferences: held twice annually in December and in March/April.

Preschool Discipline Policies

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 (Thinking Chair) – 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.
• Children are given developmentally appropriate choices to allow for independent thinking.

If a behavior issue arises that does not respond to the above mentioned techniques, a conference will be scheduled with the parents/guardians, teacher, guidance counselor, assistant principal and/or 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
# Resources and Referrals for Baltimore County Residents

## Support Needed

<table>
<thead>
<tr>
<th>Support Needed</th>
<th>24 Hour Services</th>
<th>Hotlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Crisis</td>
<td>MD Youth Crisis Hotline</td>
<td>1-800-422-0009</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Crisis Response System</td>
<td>410-931-2214</td>
</tr>
<tr>
<td>Social Services/Family Services</td>
<td>DSS (Dept. of Social Services)</td>
<td>410-853-3000</td>
</tr>
<tr>
<td>Parenting Skills</td>
<td>Family Tree Parenting Hotline</td>
<td>1-800-243-7337</td>
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</tbody>
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## Services

<table>
<thead>
<tr>
<th>Services</th>
<th>Community Resources/Agencies</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Services</td>
<td>Main Street Community Health Center</td>
<td>410-526-7882</td>
</tr>
<tr>
<td></td>
<td>Kennedy Krieger Institute</td>
<td>443-923-9200</td>
</tr>
<tr>
<td></td>
<td>Sheppard Pratt Hospital</td>
<td>410-938-3000</td>
</tr>
<tr>
<td>Health Services</td>
<td>Baltimore County Department of Health</td>
<td>410-887-8741</td>
</tr>
<tr>
<td>Parent Support Services</td>
<td>Young Parent Support Center</td>
<td>410-853-3860</td>
</tr>
</tbody>
</table>

## Informational Resources

<table>
<thead>
<tr>
<th>Informational Resources</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Maryland EXCELS</td>
<td>marylandexcels.org</td>
</tr>
<tr>
<td>MSDE Office of Child Care (Region 3 Baltimore County)</td>
<td>410-583-6200</td>
</tr>
<tr>
<td>Child Care Links</td>
<td>410-288-4900</td>
</tr>
<tr>
<td>Abilities Network</td>
<td>410-828-7700</td>
</tr>
<tr>
<td>Infants and Toddlers of Baltimore County</td>
<td>443-809-2169</td>
</tr>
<tr>
<td>WIC – Women, Infants, and Children</td>
<td>410-887-6000</td>
</tr>
<tr>
<td>Child Protective Services</td>
<td>410-853-3340</td>
</tr>
</tbody>
</table>

## Child Find Services

Child Find is a special education service provided by the Baltimore County Public School System for identifying children from ages three through twenty-one who are suspected of having an educational disability and who may be eligible for special education and related services. **Child Find referrals are made by calling 410-887-5383**
Immaculate Conception School:
Receipt of Handbook Confirmation Form

2019-2020 School Year

By signing below, you affirm that you have received this handbook and recognize Immaculate Conception School’s authority in enforcing the policies stated herein.

Please list each of your children and their homerooms, then sign at the bottom of this page. Remove this portion and return it to the homeroom teacher of your oldest child.

Child’s Name: ___________________________  Homeroom: ______________________
Child’s Name: ___________________________  Homeroom: ______________________
Child’s Name: ___________________________  Homeroom: ______________________
Child’s Name: ___________________________  Homeroom: ______________________

Parent Signature: ___________________________  Date: ___________________________