

**IMMACULATE CONCEPTION CATHOLIC SCHOOL**

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**PARENT/STUDENT**

**HANDBOOK**

**ATTENTION**

The contents of this Handbook are intended to be helpful guidelines to policies and procedures at Immaculate Conception Catholic School. However, no set of guidelines covers all situations. Therefore, we reserve the right to deal as necessary with problems and situations which arise in a manner that is deemed best for students, school and family and in a spirit that is consistent with our philosophy.

***Revised September 2018***

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## PHILOSOPHY

### IMMACULATE CONCEPTION SCHOOL

*We believe that the Immaculate Conception Education Community is here to know, love and serve God.*

*We believe all children are made in the image and likeness of God, with unique gifts and needs that are to be celebrated and respected.*

*We believe that education is an ongoing process with faith woven throughout a challenging academic curriculum. When based on Catholic doctrine, we believe children become concerned, interactive members of the Catholic Church. Therefore, we believe that children should be empowered to proclaim the Gospel within our changing global society.*

### MISSION STATEMENT

*Immaculate Conception School promotes (a/an):*

*Caring community,*

*Home for the active mind,*

*Respectful, responsible citizens for a global society,*

*Individual love for life-long learning,*

*Strong value-based academic curriculum,*

*Trust in the Word of God.*

Immaculate Conception School respects the dignity of every student as well as the student's privilege to receive an education in a Catholic school environment. Immaculate Conception School acknowledges the requirements of Title IX of the Education Act of 1972, Public Law 92-31B (as amended by Public Law 93-586). Immaculate Conception School admits students of all races, nationalities and ethnic origins to all rights, privileges, programs and activities generally accorded students in this school. Immaculate Conception School does not discriminate on the basis of educational policies, admissions, scholarship or lean programs, athletic and other administered programs.

While there is a fundamental responsibility to serve the needs of the Catholic community, students from other religious persuasions are accepted into Catholic schools whenever possible. In admissions criterion for all families, it is the understanding of the fact that the school is Catholic in philosophy and practice.

Immaculate Conception School holds itself responsible to develop a philosophy and practices consistent with, and promoting the teachings of the Catholic Church. As members of the faith community, the parent(s) or guardian(s) share in the development and expression of the Catholic school's philosophy and its application. However, they must understand that the admission of their child/children is based on acceptance of the Catholic philosophy and practices of the school as they exist.

## ACCREDITATION

Immaculate Conception School is chartered by the State of Michigan and meets/exceeds all minimum standards prescribed by the State of Michigan and the Catholic Schools Department of the Archdiocese of Detroit, Michigan. Further, as of January, 1994, 2001, 2008, and 2015 Immaculate Conception School has been accredited through the Michigan Association of Nonpublic Schools (MANS).

All full time teaching faculty are degreed personnel and are certified with the State of Michigan. Teachers whose responsibilities include the teaching of religion have or are in the process of obtaining religious education certification through the Religious Education Office of the Archdiocese of Detroit.

## ADMISSIONS POLICY

Criteria for registering or excluding a student includes: previous family enrollment in Catholic schools and previous financial and moral support of Catholic schools by the family in question; conduct of students and parents with regard to the school, its principal, teachers and other students; and the ability of the school to offer appropriate programming to meet the individual needs of the student. Placement tests in language arts and math may be used to determine grade of entry for students requesting admission to grades 3 – 8.

Registration for new students will be held annually in the spring. The public will be notified of registration dates both in the Parish newsletter and the school's bulletin. Priority will be given to: 1.) current school families. 2.) registered parishioners of a Blue Water Vicariate Parish. 3.) non-registered families. 4.) non-Catholic families.

Pre-K must be the appropriate age (3 or 4) by December 1<sup>st</sup> of the enrolling year and must be potty trained. Kindergarten students must be 5 years old by September 1<sup>st</sup> of the enrolling year. In order for Immaculate Conception to meet the needs of the child, the child must demonstrate kindergarten readiness as demonstrated by the kindergarten screening. This screening is administered in the spring preceding fall enrollment. Kindergarten through eighth grade class size will be maintained at no more than 28 students.

Prior to enrollment in grades five through eight, the principal will interview student and parent(s) to determine reasons for seeking admission. At the time of the interview, the most recent report card and/or other evidence of achievement from the last school attended will be reviewed. **All requested documentation MUST be received by the school office prior to start day.** Transfer students will be accepted on a probationary status for at least one semester.

Documentation referred to above consists of:

1. a copy of the child's birth certificate for our files
2. the child's baptismal certificate
3. the last 4 digits of the child's social security number
4. in custodial cases, a legal document designating custody
5. health and up-to-date immunization records as required by Macomb County and the State of Michigan
6. a most recent report card, achievement test scores, and attendance record from the last school

## TUITION POLICY

Tuition rates are set by the parish budget committee with the goal of providing the finest in Catholic faith based education while maintaining fiscal responsibility. Rates are approved by the Parish Council. The School Advisory Committee upon the recommendation of the School Budget Committee reserves the right to review and to make annual adjustments if necessary. All families are to abide by the tuition scale. Any family that cannot afford tuition, but has a sincere desire to enter our school may, upon review by the pastor/principal, be offered some financial assistance. In addition, several grants are available to all parents whose children are attending parochial school both through the Archdiocese and the public sector. The school office will publish these avenues in the bulletin; generally, notice is posted during the second semester for the next school year. At the time of registration, the parent/guardian will sign a tuition agreement form, which outlines the conditions of enrollment. They are summarized as follows:

- A. Tuition agreement must be signed at registration and be in school files;
- B. Parent/guardian will be responsible for and pay all charges for their child when due;
- C. Acknowledgement of receipt of tuition payment schedule;
- D. Agreement to pay tuition in full to Immaculate Conception by August 1<sup>st</sup> or register
- E. with SMART Tuition management and make agreed upon payments via check or automatic withdrawal. Any deviation from the selected plan must be agreed upon with the pastor prior to, or at registration.
- F. Acknowledgement of responsibility to participate in the school's annual fundraisers: festival tickets, festival, and other qualifying parish fundraisers and if choice for nonparticipation is made, then responsibility for the additional costs will be added to your child's tuition account;
- G. I acknowledge if tuition payment is forty-five (30) days overdue, the school may impose any or all of the following sanctions, at the school's sole discretion, unless special payment arrangements have been made in writing and signed by the school's principal or pastor. Sanctioned actions include assessed late fees, withholding academic records, using a collection agency.
- H. I understand that school records, diplomas and transcripts will not be released until all tuition and other charges have been paid in full.
- I. In order to receive the in-vicariate rate of tuition, families must be registered at Immaculate Conception Parish or another Blue Water Vicariate Parish and be an active steward in their parish community.

A tuition payment schedule is disseminated annually at the time of registration. At this time, a registration fee is expected and is **NON-REFUNDABLE**. (After school is in session, if a student withdraws, tuition will be pro-rated according to the number of days the student was enrolled. **After the start of the second semester no refunds will be given.**)

If any family is negligent on payments, the following steps will be taken:

- 1.) Communication from the tuition management company.
- 1.) Letter to be sent to parents by principal/pastor;
- 2.) Followed by a phone call from the principal;
- 3.) Meeting between parents, pastor and principal.

Full payment of tuition must be made prior to registering your child for the following school year. Report cards/records may be withheld if tuition payments are not up to date. The "Tuition Agreement Form" also covers "NSF" checks that will be penalized a \$20.00 fee and other conditions covering the payment of tuition accounts, registration deposits, withdrawal policy and re-enrollment.

### **Participation Hours Policy**

- 1. All families attending Immaculate Conception School **are required** to sign-up for the SMART tuition management program (which uses electronic funds transfers to enact tuition payments). If a family chooses to pay the full amount of tuition at the start of the school year, or to pay half the total amount at the start of the school year and the other half at the beginning of the second semester, SMART **will still be used** to accommodate this process (even though monthly payments are not being made).
- 2. The tuition rates only cover 61% of the actual cost of educating each student, and the remainder of this cost is subsidized by Immaculate Conception Parish. Therefore, each school family is required to help offset this subsidy by contributing a set number of participation hours. If a family chooses instead to pay \$590 (in addition to the full tuition amount), they are excused from working any participation hours.
- 3. A total of 40 participation hours shall be required of each K-8 school family: 24 at the parish's Family Fun & Perch Festival (held on a weekend each July), and 16 additional hours at any combination of parish fundraisers (Tastefest, Fish Fries). If a family works less than 40 participation hours (other than in the situation described in #4 below), their tuition bill will be increased at the rate of \$14.75 for every unworked hour.
- 4. If a NEW K-8 family registers at Immaculate Conception Parish and/or School *after* that year's Perch Festival, they will not be required to work the 24 festival hours that calendar year only, but will be required to work at least 20 hours in additional fundraisers. Families will be credited for participation hours in proportion to the number of hours worked.

5. For each participation hour worked by a school family, a credit of \$14.75 will be given. (This is deducted from the additional \$590 required from each family, *not* from the regular tuition rate(s).) If a family works a total of 40 participation hours, they can receive a credit of up to, but not to exceed, \$590.
6. If you hold a chair position for an event that benefits the entire parish (i.e. Perch Festival, TasteFest, Fish Fry, or Scrip), your 40 hour requirement will be fulfilled and the \$590 required of families attending Immaculate Conception School will be waived.
7. After having worked any participation hours, it is the parent/guardian's responsibility to make sure that the chairperson of the event (or his or her properly designated assistant) signs the appropriate voucher or certificate, so that proper credit for hours worked can be given. *Credit for participation hours worked cannot be given without proper documentation.*
8. All requests for a waiver from this policy must be submitted in writing to the pastor and Finance Council *in advance*, explaining the nature of the emergency or other circumstances, along with the family's proposal for making up the participation hours in some other manner, if possible. Whether or not a waiver is granted will be highly dependent on the seriousness of the emergency, inconvenience, or other circumstances, and on a demonstrated good faith effort on the part of the family to fulfill its obligation in some other manner to the best of its ability.

Revised and adopted April 29, 2016

## IMMACULATE CONCEPTION CATHOLIC SCHOOL 2017/2018 UNIFORM POLICY

School sanctioned uniforms must be worn at all times beginning the first day of school until the last day of school. Throughout the year other suitable clothing may be worn as announced or on a pre-determined schedule: Interpretation of the Dress Code is always at the discretion of the administration.

Uniforms may be purchased from, Connie's Children's Wear, French Toast or Land's End. Parents may also purchase their child's uniform from other sources as long as the uniform adheres to the standard set by Immaculate Conception Catholic School. ***The Immaculate Conception Uniform Closet is available, as well, and is accessible whenever school is open. It is located in the MPR and the uniforms are available at no cost.*** (Clean, gently used uniforms are accepted.)

Connie's Children's Wear – 23240 Greater Mack, SCS 586-777-8020

[www.shopconnies.com](http://www.shopconnies.com)

Land's End – Direct mail order or through Sears locations 800-356-4444

Landsend.com/school, our school preference number is 9000-8870-9

French Toast – [www.frenchtoast.com](http://www.frenchtoast.com) 1-800-373-6248

Source Code: QS5WEXE

Students are expected to present themselves in a clean and well-groomed manner in clothes of appropriate size and fit. Therefore, all dress shirts and blouses must be tucked in at all times. The only jewelry allowed is a simple and single earring per ear (e.g. studs or small hoops) for the girls only: no bracelets, heavy necklaces or excessive rings are allowed. Clear or light colored nail polish is allowed. Cosmetics – in good taste – are allowed by the seventh and eighth grade girls only. When the “good taste option”, which is determined by the faculty, is not observed, written notification will be sent home. Haircuts should be neat and presentable; hair tinting &/or coloring is not allowed. No visible tattoos or body piercings are allowed.

### Girls' Uniforms (Lower Elementary) Grades K – 6

#### Jumpers, Skirts/Skorts

- Plaid or navy blue knee length jumper (Connie's carries the IC plaid).
- Plaid or solid navy blue skirt/skort of a cotton, cotton blend or polyester must be knee length.

#### Slacks

- Solid navy blue dress slacks of a cotton, cotton blend or polyester.

- Style: plain, pleated or elastic waist. Slacks may not be denim material, flare, bell, cargo, capri, jean style, hip hugger or have contrasting stitching, patch pockets, brads, rivets or designer labels.
- All slacks must be worn at the waist.

### **Blouses**

- Plain long or short sleeved white blouse with a collar.
- Plain long or short sleeved white or light blue knit shirt with a collar.
- Turtleneck shirts must be solid white and only allowed if they are worn under another garment which has the same length sleeve.
- All shirts must be tucked in.

### **Basic Uniform**

- Solid navy blue or white knee socks, tights (not leggings), or anklets.
- Uniform sweaters must be solid navy blue, solid red or solid white. A vest, cardigan, v-neck or crewneck is acceptable.
- Belts are mandatory in grades 2-8 and must be plain black, brown or navy.
- Shoes may be dress or casual (solid color black, brown or navy or saddle shoes). There are to be no conspicuous logo on the shoes. Soles of the shoes should be of a non-marking material with a minimal tread. Heels should be no higher than a ½ inch. No boots of any style are allowed in the classroom - only to and from school and during recess.
- Mass Days – Short or long sleeve white oxford shirt with embroidered IC logo ***required***.

### **Girls' Uniform (Middle School) Grades 7-8**

#### **Skirts**

- Plaid or solid khaki knee length skirt/skort of a cotton, cotton blend or polyester must be knee length (Schoolbelles and Connies carry the IC plaid, Land's End carries the khaki).
- Must be worn at the waist and may not be rolled over.

#### **Slacks**

- Solid navy or dark khaki dress slack of a cotton, cotton blend or polyester.
- Style: plain, pleated or elastic waist. Slacks may not be denim material, flare, bell, cargo, capri, jean style, hip hugger or have contrasting stitching, patch pockets, brads, rivets or designer labels.
- All slacks must be worn at the waist.

#### **Blouses**

- Plain long or short sleeved white blouse with a collar.
- Plain long or short sleeved white or navy knit shirt with a collar.
- Turtleneck shirts must be solid white and only allowed if they are worn under another garment which has the same length sleeve.
- All shirts must be tucked in.

### **Basic Uniform**

- Navy blue or white knee socks, tights (*not leggings*), or anklets.
- Uniform sweaters must be solid navy blue, solid red or solid white. A vest, cardigan, v-neck, or crewneck is acceptable.
- Belts are mandatory in grades 2-8 and must be plain black, brown or navy.
- Shoes may be dress or casual (solid color black, brown or navy or saddle shoes). There are to be no conspicuous logo on the shoes. Soles of the shoes should be of a non-marking material with a minimal tread. Heels should be no higher than a ½ inch. No boots of any style are allowed in the classroom - only to and from school and during recess.
- Mass Days – Short or long sleeve white oxford shirt with embroidered IC logo ***required***. Ties are an optional item on Mass Days.

### **Boys' Uniforms (Lower Elementary) Grades K-6**

#### **Slacks**

- Solid navy-blue slack of cotton, cotton blend or polyester.
- Style: plain, pleated, or elastic waist. Slacks may not be denim material or have contrasting stitching or patch type pockets.

### **Shirts**

- Plain long or short sleeved white or light blue, button down or plain collared shirts.
- Plain long or short sleeved white or light blue knit shirt with a collar.
- Turtleneck shirts must be solid white and only allowed if they are worn under another garment which has the same length sleeve.
- All shirts must be tucked in.

### **Basic Uniform**

- Socks must be solid navy, black, brown or white. Crew style; no golf style ankle socks allowed.
- Uniform sweaters must be solid navy blue, solid red or solid white. A vest, cardigan, v-neck or crewneck is acceptable.
- Belts are mandatory in grades 2-8 and must be plain black, brown or navy.
- Shoes may be dress or casual (solid color black, brown or navy). There are to be no conspicuous logo on the shoes. Soles of the shoes should be of a non-marking material with a minimal tread. Heels should be no higher than a ½ inch. No boots of any style are allowed in the classroom - only to and from school and during recess.
- Mass Days – Short or long sleeve white oxford shirt with embroidered IC logo ***required***. Ties are an optional item on Mass Days.

### **Boys' Uniforms (Middle School) Grades 7-8**

#### **Slacks**

- Solid navy or dark khaki dress slack of a cotton, cotton blend or polyester.
- Style: plain, pleated, or elastic waist. Slacks may not be denim material or have contrasting stitching or patch type pockets.

#### **Shirts**

- Plain long or short sleeved white, button down or plain collared shirts.
- Plain long or short sleeved white or navy knit shirt with a collar.
- Turtleneck shirts must be solid white and only allowed if they are worn under another garment which has the same length sleeve.
- All shirts must be tucked in.

### **Basic Uniform**

- Socks must be solid navy, black, brown or white. Crew style; no golf style ankle socks allowed.
- Uniform sweaters must be solid navy blue, solid red or solid white. A vest, cardigan, v-neck or crewneck is acceptable.
- Belts are mandatory in grades 2-8 and must be plain black, brown or navy.
- Shoes may be dress or casual (solid color black, brown or navy). There are to be no conspicuous logo on the shoes. Soles of the shoes should be of a non-marking material with a minimal tread. No boots of any style are allowed in the classroom - only to and from school and during recess.
- Mass Days – Short or long sleeve white oxford shirt with embroidered IC logo ***required***. Ties are an optional item on Mass Days.

### **Gym Days**

Boys and girls are to wear regular uniform slacks or uniform shorts. Gym shoes must be worn on gym days.

### **Non-Uniform Days**

Non-uniform days are those days when the uniform is not required. Clothes in good taste are always required. Therefore, jeans with holes, spandex, midriff, tank, spaghetti strap tops and sweat pants or leggings are not acceptable. Offensive tops advertising rock groups, cigarettes or alcohol and tops bearing suggestive slogans will not be allowed. Non-uniform days are occasionally “dress-up” days. On those occasions, jeans are not acceptable.

### **Warm Weather Exceptions: September and May/June**

#### **Girls and Boys - Grades K-8**

- Dress walking navy shorts (knee length) (K-6).
- Dress walking dark khaki shorts (knee length) (7-8).



## TEXTBOOKS/MATERIALS

All textbooks are provided by the school. A per student book/technology fee is billed yearly and is **non-refundable**. Specified PTC fundraisers are offered so that parents may earn a percentage or all of the book fees applied to their family's upcoming school year. Parents are responsible for any balance due.

At the close of the year, any student whose books show abuse will be fined according to the book's replacement cost.

Each student is expected to have the materials recommended by the teacher in order to adequately complete class assignments.

Students are responsible for all schoolbooks assigned to them. They are expected to cover their books (with a non-stretchy, non-sticky material) and carry them in "book bags" to and from school.

Students are also responsible for any library books they check out from the library. All books in general circulation are loaned out for a one-week period. Fines are imposed at the rate of five (5) cents per book per day. Students who lose or damage a book are expected to replace the book at school cost.

## SPECIAL SERVICES

It is every child's right within the State of Michigan to receive specific services from the public school district in which they reside: namely, a speech therapist, school social worker and school psychologist. Therefore, specified testing for learning problems is available to our students pending teacher referral. A copy of your parental rights and local public school services may be requested from your public school district.

The auxiliary services which Immaculate Conception is able to provide are limited. Consequently, we may not be able to meet the individual needs of all students: e.g. counseling, specialized learning programs, etc.

## ATTENDANCE POLICY

Good attendance at school is essential to successful performance and establishes good habits for the future. It is the responsibility of the school and the parent(s)/guardian(s) to assist students in developing positive habits of attendance and punctuality.

In the case of absenteeism, the parent/guardian will report their child's absence by calling the school office by 8:00 a.m. In the case of absences of a two or more day duration, parents may request homework which will be compiled by the teacher(s) and may be picked up from the school office after classes have been dismissed. Such a request must be called in by 8:00 a.m.

Extended Vacations – Immaculate Conception School respects the right of parents to take their children out of school for non-scheduled vacations, but it strongly advises against it. The School's vacation periods are generous in both number and length and parents are expected to observe those dates. **No pre-assignments will be given (see page Homework Policy).** School work missed for absences other than illness, therefore, may be made up on the student's return to school. However, the needs of the student and the amount of time available to the teacher will determine the time a teacher allots to any such situation. Parents have a duty to share in the responsibility of seeing that the student follows through in completing missed assignments.

Excessive absenteeism will be examined jointly by the teacher, principal and parent and are grounds for grade retention.

**If more than 18 days are missed in a marking period, truancy may be reported to the State of Michigan.**

Perfect attendance honors will be awarded to those students having no absences and no more than four (4) tardy slips (i.e. one per quarter).

## TARDINESS

A student will be marked tardy if they report to school five minutes later than the morning entry bell. Students entering the building after this time must first report to the office for a tardy slip. If a student reports to class later than one hour and fifteen minutes into the school day or leaves one hour and fifteen minutes early, they will be marked absent for ½ day. Habitual tardiness (i.e. three or more times per quarter) will result in detention.

## DAILY SCHEDULE

The daily schedule along with the school calendar is published annually, prior to the beginning of the school year.

The school requests that parents contact the office for an appointment with the teacher for a non-teaching period. The teacher will contact the parent to finalize these arrangements. Communication between home and school is of the utmost importance and is always strongly encouraged. However, such communications should not interfere with valuable teaching time.

Supervision of students is provided by the school prior to the beginning of the school day for a period of twenty minutes.

Recess/lunch periods are provided daily for our students. Each student will participate in outdoor periods unless parental request has been submitted in writing and approved by the principal.

## SPIRITUAL LIFE

Students celebrate the liturgy weekly throughout the school year at 8:30 am. They also attend on holy days as they occur during the school week. Parents are always welcome to celebrate the liturgy with the children.

Each school day begins with prayer. Students pray before eating. Classroom prayer services are also a part of the students' spiritual life.

Parents are highly encouraged to share in all the adult Christian formation meetings and programs especially sacramental preparation classes offered by Immaculate Conception's faith formation office.

## FIELD TRIPS

Field trips that help students achieve educational objectives are encouraged throughout the year but at the discretion of the teacher and with the approval of the principal. In order to participate in a field trip, students must have the written permission of their parents/guardian. Parents are to assume the cost of the field trips.

Parent chaperones are a vital constituent of the field trip experience. They are expected to observe the guidelines of the school and the Archdiocese. **Per AOD guidelines an I-CHAT background check and Protecting God's Children workshop are required.** When overnight field trips are planned, they are also teacher initiated and relegated to the seventh and eighth grades only. Field trip days are full school days. Should the class return early from the field trip, dismissal will remain as scheduled.

The Michigan Catholic Conference has set the minimum coverage for volunteer drivers' vehicle insurance to \$250,000/person and \$500,000 per occurrence. Please contact your insurance provider to increase your limit to meet the Michigan Catholic Conference minimum coverage requirement. New Volunteer Driver Information Sheet must be completed for each field trip.

## USE OF SCHOOL TELEPHONE

The school office phone is to be used only in case of an emergency. A note from their teacher verifying the authenticity of the emergency will be required for telephone use during/after the school day. Students without a teacher pass will be denied phone access. After school arrangements should be determined in the morning before school starts.

Forgetting a homework assignment is not considered an emergency. **Students will not be allowed to call home for homework assignments.** Parents are not expected to bring in homework. It is expected that each student and parent will know the teachers' policies in regards to missing or late assignments.

## SCHOOL DAY COMMUNICATION BETWEEN PARENT AND SCHOOL

**All messages involving children's dismissal procedure changes must be called in (before 2:00 pm, please) to the school office,** not teachers mailbox. The teachers will be teaching, not monitoring phones during the day and we want to ensure that dismissal plans are followed. Do not text or call your child's cell phone during the school day. If found, discipline will be carried out as described Acceptable Use Policy.

The conditions of the signed Acceptable Use of Technology form apply for all school technologies, including the phone system.

## EMERGENCY CLOSING

Each family will receive a call and/or email from School Messenger, informing them of the closing. The school closings are broadcast on Ch. 6 – the Cable School Channel, Channels 2, 4 and 7.

When a building emergency occurs: e.g. boiler failure and it necessitates the closing of Immaculate Conception, an "Emergency School Messenger message" will be activated to inform you of the school closing.

1. In the event of an emergency which would necessitate the evacuation of the building: e.g. bomb threats, the students will be directed to the church or parish hall for safe-keeping until a parent/guardian, or those specifically named as emergency contacts, sign out the student.
2. In a lockdown situation students will not be released until conditions warrant.

If additional days need to be added due to weather related closings, the days will be added at the end of the year. As much as possible to avoid adding days additional time is being built into the calendar per Archdiocesan recommendations.

## EMERGENCY RELEASE

The State of Michigan requires current emergency release information on file for each child enrolled in school. The name/number of reliable persons is to be recorded in the event a parent is unable to be contacted. Parents should asterisk (\*) the best daytime contact number. Students will only be released to those persons designated.

In the case of an emergency at the school, please do not call the school. You will be notified, through School Messenger, where and when to pick-up your child. If the emergency is of the magnitude that the media may be involved, do not give out any information. The Archdiocese of Detroit will handle all media requests.

## **MEDICATIONS**

All medications and over-the-counter drugs are to be handled through the office. Students are not to have any medications (including aspirin) in their possession. Prescription and over the counter medications will be dispensed from the office provided the following conditions are met: 1) a RELEASE FOR DISPENSING OF MEDICATION signed by physician AND parent/legal guardian requesting administration of drug along with specific instructions; and 2) prescription or over the counter medication must be in original container and well-labeled.

In addition to the above conditions, the Macomb County Health Department as well as the Archdiocese of Detroit Schools Office recommends that all medications are accompanied by a written and signed physician's order indicating drug name, dose, time, method of administration, possible side effects and any other information pertinent to the specific medication; that medication be administered by two adults and logged/documentated as such; that medications be secured in a locked location when not being dispensed; and finally, that medications be picked up by the parent/guardian at the end of the school year or the medication will be disposed of by the faculty.

Rescue inhalers are allowed in the classroom with the appropriate signed special release. Other asthmatic medications other than rescue inhalers are to be kept in the office. Diabetic emergency kits and Epi-Pens are to be labeled and stored in the office, unless otherwise requested by the parent and doctor. All other medications are to be stored in the office. It is the responsibility of the parent to monitor the amount of medication stored at school.

If students are enrolled in after school care, please provide needed medications for after school care director, as the school office may not be open during all of after school care operation hours.

## **ALLERGIES**

The school needs to be apprised of any allergies. If an epi-pen is required, please provide one for the school. For those students with peanut and other serious food allergies, arrangements are made in the classroom and lunch room.

## **ILLNESS**

It is important that students with colds, sore throats, coughs or any contagious illness remain at home. Students are not allowed to attend school with the following communicable-diseases.

- Chicken pox: until 24 hours after last lesion crusted over (approximately 5 to 8 days).
- Pink Eye: (conjunctivitis): until 24 hours after appropriate therapy started and discharge resolved.
- Influenza: until fever gone for 24 hours without fever reducing medicine and child feels able to attend class.
- Strep throat (including scarlet fever): until 48 hours after the start of appropriate therapy and resolution of fever for 24 hours.

Attending classes when ill endangers not only the health of the child who is ill, but also that of others in the class. If a student becomes ill during the school day, or is suspected of having a communicable disease, parents or their designees will be contacted. It is recommended that the student is picked up as soon as possible after receiving phone call from school office.

Arrangements will be made for the student to leave school. Students are released only after the parent or designee has reported to the office and has signed the student out. Please phone the school office if your child will be absent, indicating the nature of the illness. In regard to communicable diseases, Immaculate Conception follows the guidelines of the Macomb County Health Department.

## HEAD LICE

The school bases the head lice policy upon documents by Michigan Department of Community Health and the Michigan Department of Education. The entire document [Michigan Head Lice Manual](http://www.michigan.gov/documents/Fianl_Michigan_head_lice_Manual_103750_7.pdf) may be found at [www.michigan.gov/documents/Fianl\\_Michigan\\_head\\_lice\\_Manual\\_103750\\_7.pdf](http://www.michigan.gov/documents/Fianl_Michigan_head_lice_Manual_103750_7.pdf). Please call the office if you have any other questions.

Parents are asked to do **regular checks** of their children to prevent spreading. Please inform the school office should you suspect lice. If a case is found at school, parents will be notified through the school issuing a letter. As with any communicable condition, families will be notified to check their children and treat if necessary. **When treating, please check the next day before bring your child to school that all eggs and lice have been removed.** When a child with a reported case returns to school, they are checked by the office.

## ACCIDENTS

First Aid will be administered only for minor cases (cuts, bumps, and bruises), and as an emergency treatment until the injured pupil is placed under medical care. In all cases where the injury is serious, or when the exact nature and extent of the injury are in question, the school will make every effort to speak to the parent or the person designated. Should the parent or responsible party not be available, the case will be referred to the physician listed on the pupil's medical treatment form, or if the physician cannot be reached, the nearest hospital will be consulted. Parents will be notified immediately in all cases of injury or illness when medical treatment is required, in order to facilitate the appropriate medical attention. If parents are not available the student may be transported by emergency vehicle and will be accompanied by a school staff member. **Student Accident Medial Coverage is available-Administered by Student Assurance Services as an excess policy, which provides additional medical assistance that supplements a family's existing coverage or kicks in if there is no health insurance. Claim forms are available at the school office.**

## PHILOSOPHY OF DISCIPLINE AT IMMACULATE CONCEPTION SCHOOL

We believe that all students can follow school rules and have a responsibility to behave in a Christian manner which allows teachers to teach and students to learn. A school-wide discipline policy will promote a cooperative community, create a home for the active mind, develop responsible citizens for a global society, instill love for life-long learning, provide a strong value-based academic curriculum, and teach the Word of God.

### GENERAL IMMACULATE CONCEPTION SCHOOL RULES

1. Respect all adults, other students, ourselves and school property.
2. Accept responsibility for all school policies, requirements and assignments.
3. Follow directions.
4. Walk and talk quietly inside the building.
5. Keep hands, feet and objects to yourself.
6. Respond appropriately to consequences.
7. Demonstrate kindness to others in both action and words.

Positive reinforcement is considered to be the single most important influence on the learning process. Behavior that is followed by an effective re-enforcer will occur more frequently in the future. For this reason, each teacher employs varied motivational and positive reinforcement techniques. Some examples used at various grade levels would be "Caught Being Good", ABC's (Attitude/Behavior/Citizenship).

**Teacher Rights:**

1. To be respected as an individual with basic human rights;
2. To have a Christ-centered classroom which allows for an optimal teaching environment;
3. To expect appropriate Christian behavior from students;
4. To establish appropriate expectations and consequences for appropriate behavior;
5. To hold the student responsible for his/her behavior.

**Student Rights:**

1. To be respected as an individual with basic rights;
2. To be provided with a positive, interactive classroom atmosphere which is conducive to learning;
3. To receive positive support and recognition for appropriate Christian behavior;
4. To be given clearly stated limits and consequences for inappropriate behavior;
5. To be provided with opportunities and directions for assuming responsibility for one's behavior.

The following procedural steps will be implemented as a means of last recourse:

**Disciplinary Probation:** i.e., specified period of time in which student is given the opportunity to prove that s/he will comply with school rules and regulations. During this period, the student is in attendance at regular classes and school activities.

**Exclusion:** i.e., a temporary removal of a student from a class(es).

**Suspension:** i.e., the temporary dismissal of a student from all classes. Decisions to suspend shall follow only after other means of motivation have failed and/or attendant circumstances of crime, scandal or disruption necessitate this extreme disciplinary action.

**Expulsion:** i.e., the permanent dismissal of a student from the school. It shall be enacted either after repeated attempts (including suspension) to correct serious violations of the school code of conduct have failed and/or when the offense is such a grievous matter of crime, scandal, morality or disruption that immediate expulsion is appropriate.

### **DISCIPLINE CODE**

Immaculate Conception School's code of discipline is based on the teachings of the Gospel and flows from the school's philosophy. The code of conduct shall prohibit students from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property or that will impede the orderly conduct of the school program.

Such offenses are prohibited whenever and wherever they occur, whether that is on school grounds, school busses, during school sponsored field trips and/or activities. Student actions directed against any person, whether adult or minor, on school property or at any location where a school related event or activity is held, shall be disciplined in the same manner as if the action had been directed against school staff or students. Some of the offenses include, but are not limited to, the following illegal behaviors:

- threats of violence
- battery
- possession of weapons/dangerous objects
- sale/use/possession of illegal substances
- theft/destruction of property
- interference with movement of pupils in/out of school, between schools, &/or between home/school
- harassment of any nature

Prohibited behaviors include, but are not limited to:

1. insubordination
2. verbal abuse
3. those actions which are negatively directed toward themselves/others, including offensive language

## **SCHOOL-WIDE DISCIPLINARY CONSEQUENCES**

The following consequences may be used to address incidents of misbehavior and therefore influence students to choose more appropriate behavior in the future. Consequences will consider the student's age, motivation, level of maturity, special needs and the nature of the offense.

### **15 SECOND INTERVENTION**

Staff will inform the student of the inappropriate behavior.

### **TIME OUT**

The student is sent to a defined area for a short period of time. A brief and specific reason for placement in time-out is given and release is contingent on appropriate student behavior.

### **STUDENT LETTER TO PARENTS**

The content of the letter is written by the student to inform his/her parents of inappropriate behavior in school. The letter should be delivered by the student, signed by the parent and returned to school the following day. Failure to complete or return a disciplinary letter will result in completion of the assignment in lunch detention the next day and a call home. This type of consequence may be adapted through the use of form letters or student calls home.

### **PINK SLIPS**

Pink slips are used to record student behavior throughout the school. These slips may be issued by any staff member and are accompanied by a verbal explanation to the student. The slips are monitored by the school office and student's homeroom teacher. The slips must be signed by parents and returned by the student. Any student receiving a third pink slip must meet with their parent and a committee of teachers to determine an improvement plan. The receipt of a fourth pink slip in a semester shows eligibility for consequences up to and including expulsion.

**DETENTION**

Detention is determined on an individual/as needed basis and supervised by school personnel. Parents will be notified in advance when students are scheduled for detention beyond the school day and are responsible for transporting their child.

**LOSS OR DELAY OF PRIVILEGES**

Students may be denied or delayed participation in an activity they enjoy such as free time, recess or a field trip. Students serving in leadership positions will be removed from service following the receipt of a fourth pink slip.

**RESTITUTION**

When students steal, damage or destroy something that belongs to others or the school, we intervene by insisting on restitution. The school reserves the right to require students to return, repair and replace that which has been unreasonably taken, damaged or lost.



**IMMACULATE CONCEPTION CATHOLIC SCHOOL  
BEHAVIOR CONSEQUENCES RUBRIC FOR K-1-2**

	First Time	Second Time	Third Time	Fourth Time
<b>Behavior that would hurt the feelings of others including:</b> "Horseplay" Play-fighting Unkind gestures or looks Teasing Name calling Offensive language Excluding others Threatening Pinching/poking/grabbing Frequently tattling Gossiping	15 second intervention Restate definition of hurtful behavior Discuss briefly an alternate action to mean behavior Apology/Make it Right	15 second intervention Restate definition of hurtful behavior Time-out up to 5 minutes Discuss briefly an alternate action to mean behavior Apology/Make it Right	15 second intervention Restate definition of hurtful behavior Time-out up to 10 minutes Discuss/practice an alternate action to mean behavior Student fills out responsibility think sheet with teacher whose initials are listed and returns it to school the next day with parents signature** AMR	15 second intervention Restate definition of hurtful behavior Documentation/Reporting Form on pink slip Loss of 1 recess/play-time Student fills out responsibility think sheet with teacher whose initials are listed and returns it to school the next day with parents signature** Student notifies parent by phone Meet with principal AMR
<b>Behavior that could injure others including:</b> Spitting Hitting/kicking/slapping Pushing/tripping Threatening Planned exclusions /shunning Throwing objects with intent to hurt someone Excluding others	15 second intervention Restate definition of hurtful behavior Time-out up to 5 minutes Discuss briefly an alternate action to mean behavior Apology/Make it Right	15 second intervention Restate definition of hurtful behavior Time-out up to 10 min. Discuss/practice an alternate action to mean behavior Student fills out responsibility think sheet with teacher whose initials are listed and returns it to school the next day with parents signature** AMR	15 second intervention Restate definition of hurtful behavior Documentation/Reporting Form on pink slip Loss of 1 recess/play-time Student fills out responsibility think sheet with teacher whose initials are listed and returns it to school the next day with parents signature** Student notifies parent by phone Meet with principal AMR	15 second intervention Restate definition of hurtful behavior Documentation/Reporting Form on pink slip Loss of 2 recess/play-time Student fills out responsibility think sheet with teacher whose initials are listed and returns it to school the next day with parents signature** Student notifies parent by phone Meet with principal AMR
<b>Purposeful behavior causing injury or damage including:</b> Punching/fighting Biting Stealing Vandalism Any other form of physical aggression	15 second intervention Restate definition of hurtful behavior Documentation/Reporting Form on pink slip Time-out up to 10 minutes Discuss/practice an alternate action to mean behavior Student fills out responsibility think sheet with teacher whose initials are listed and returns it to school the next day with parents signature** AMR	15 second intervention Restate definition of hurtful behavior Documentation/Reporting Form on pink slip Loss of 1 recess/play-time Student fills out responsibility think sheet with teacher whose initials are listed and returns it to school the next day with parents signature** Student notifies parent by phone Meet with principal AMR	15 second intervention Restate definition of hurtful behavior Documentation/Reporting Form on pink slip Immediate time-out up to 10 minutes Think sheet/teachers initials Loss of 3 recess/playtimes 1 day out of school suspension Meet with principal Restitution, if appropriate Conference with parent	15 second intervention Documentation Think sheet/teachers initials 2 days out of school suspension or expulsion Meet with admin/parents/counselor before returning to regular activities

**IMMACULATE CONCEPTION CATHOLIC SCHOOL  
BEHAVIOR CONSEQUENCES RUBRIC FOR 3, 4, 5**

	First Time	Second Time	Third Time	Fourth Time
<b>Horseplay</b> Behavior that is horseplay: “just kidding,” “no offense” rude remarks Repeated classroom disruptions Play fighting Goofing around Grabbing Tripping Pushing Shoving	15 second invention Apology for action	15 second intervention Documentation Apology for action	15 second intervention Documentation Student calls home Apology for action 1 supervised lunches Time to Think form	15 second intervention Documentation Student calls home 2 supervised lunches Apology for action Time to Think form
<b>Actions that will hurt the feelings/body of others:</b> Teasing Name calling Put downs Insulting remarks Mean/rude gestures Spreading rumors Mean notes Swearing/inappropriate language grafitti Playing mean tricks Taunting/ridiculing/humiliating	15 second intervention Documentation Apology for action	15 second intervention Documentation Student calls home Apology for action 1 supervised lunches Time to Think form	15 second intervention Documentation Student calls home Apology for action 2 supervised lunches Time to Think form	15 second intervention Documentation Student calls home Apology for action 3 supervised lunches Parent meeting Time to Think form
<b>Physical contact with intent to hurt others:</b> Hitting/kicking Retaliation for reporting Throwing objects at person False reporting Pushing/shoving Spitting Biting pinching	15 second intervention Documentation Student calls parent Apology for action 1 supervised lunch Time to Think form	15 second intervention Documentation Student calls home Apology for action 2 supervised lunches Time to Think form	15 second intervention Documentation Student calls home Apology for action 3 supervised lunches Time to Think form	15 second intervention Documentation Administration calls parent Apology for action 1 day in school suspension Parent meeting
<b>Severe physical contact</b> Punching/fighting Stealing Damaging property Racial, ethnic or sexual name calling Severe harassment Behavior that may injure self or others	15 second intervention Documentation Administration calls parent Apology for action 2 supervised lunches Time toThink form	15 second intervention Documentation Administration calls parent Apology for action 1 day in school suspension Parent meeting	15 second intervention Documentation Administration calls parent Apology for action 2 day in school suspension Parent meeting Consultation with Father	15 second intervention Documentation Administration calls parent Apology for action 2+ days in school suspension Parent meeting Consultation with Father

**IMMACULATE CONCEPTION CATHOLIC SCHOOL  
BEHAVIOR CONSEQUENCES RUBRIC FOR 6, 7, 8**

	First Time	Second Time	Third Time	Fourth Time
<b>Mild Aggression</b> Repeated Classroom Disruptions Teasing – actions that will hurt the feelings/body of others: Name calling Insulting remarks Spreading rumors Mean notes Playing mean tricks Directed profanity Grabbing Tripping Pushing Shoving Throwing objects	15 second intervention -Warning Documentation Student calls home 1 supervised lunch-recess job  Responsibility Think Sheet*	1-hour detention Documentation Student calls home 2 supervised lunches-recess jobs  Responsibility Think Sheet*	1-hour detention x2 Documentation Student calls home Parent Conference  Responsibility Think Sheet*	1-day in-house suspension Documentation Student calls home Parent conference  Responsibility Think Sheet*
<b>Moderate Aggression</b> <b>Physical</b> or mental with intent to hurt others: Pushing, shoving, Tripping Stealing Planned exclusion Silent treatment Social alienation <b>Harassing words, taunts</b> Retaliation for reporting Threatening behavior Throwing objects at person False reporting Overt coercion	1-hour detention Documentation Student calls home Parent conference  Responsibility Think Sheet*	1-hour detention x2 Documentation Student calls home Parent conference  Responsibility Think Sheet* Parent conference	1-day in-house suspension Documentation Student calls home Parent conference  Responsibility Think Sheet*  Community service (Principal discretion)	1-day suspension; parent supervision Documentation Student calls home Parent conference Conference with Father  Responsibility Think Sheet*  Community service (Principal discretion)
<b>Severe Aggression</b> Severe physical contact, <b>harassment</b> and intimidation designed to injure others either mentally or physically: Verbal taunts (bullying)Punching/Slapping/Hitting Kicking Electronic intimidation Fighting Spitting and similar behaviors Racial/ethnic/sexual/religious harassment Severe property damage	Office referral Documentation 1 day in-house suspension Parent consultation Conference with Father	Office referral Documentation 2 days in-house suspension Parent consultation Community service (Principal discretion) Conference with Father	Office referral Documentation 2 days suspension-parent supervision Parent consultation Community service (Principal discretion) Conference with Father	Immediate parent notification Expulsion from school

**15 second intervention:** I saw you do \_\_\_\_\_. This is mean/hurtful behavior. I would never let someone do that to you and it's not okay that you did that to \_\_\_\_\_. We don't do that here. That needs to stop. Restate definition of mean/hurtful behavior: Mean or hurtful behavior is any mean look, gesture, word or action that hurts a person's body, feelings, friendship or things.

\*Responsibility Think Sheet to be completed prior to call home. \*\*Student calls parent if sheet is not returned the next day.

Behaviors include but are not limited to those listed.

Zero tolerance for weapons, ammunition, drugs or alcohol on school/church premises.

Cyber-bullying (Level II, III, IV) will follow the rubric consequences.

### **Off-Campus Conduct**

The administration of School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to **cyber-bullying**.

See Immaculate Conception School Handbook for more information on Discipline Policy.  
Consequences may be more severe in any above category based on the seriousness of the action.

## **PARENT STRATEGIES**

If a parent has a child who is experiencing difficulties in the classroom, **parent and student should go directly to the teacher, first**. If the problem persists, then the individual may contact the next level: principal. A joint meeting of all persons involved may be beneficial if the issue or concern is not settled in step #2. The pastor may be consulted and his decision is final. This procedure is not intended to be adversarial or quasi-judicial rather the intent is to address the concern or issue from a pastoral perspective. Students in upper-el are encouraged to first work with the teacher to resolve the situation.

If the issue affects an entire classroom or a significant group of students, then a letter must be drafted to the School Advisory Committee to be presented at the meeting. After the Committee discusses the issue in a closed session, and under the advisement of the pastor, the principal and pastor will submit a letter of response to the parties involved.

### **SEVERE CLAUSE:**

In cases of severe misbehavior such as fighting, defying a teacher, inappropriate language and/or gestures, the “Disciplinary Steps” will be bypassed: i.e., the warning will be ignored; a pink slip will be immediately issued. Students with chronic difficulties, who exhibit the same type of inappropriate behavior on a daily basis, may require an individual plan or an appropriate referral.

Extreme or dangerous behavior may result in immediate suspension/exclusion. Parents will be notified by phone or in person if such a determination is made.

### **RE-ENTRY CONFERENCE**

A re-entry conference involving the student, parent/guardian and appropriate school personnel will be required before readmitting a suspended student. Conditions for readmission may include restitution for property damage, completion of missed work and /or acceptance of outside professional help for behavioral difficulties.

## **Immaculate Conception Social Media Policy**

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The personal use of social media can have bearing on Immaculate Conception in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibition on the use of social media by Immaculate Conception Elementary School staff and students.

### **Definitions**

- Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log.”
- Page:** The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
- Post:** Content an individual shares on a social media site or the act of publishing content on a site.

**Profile:** Information a user provides about himself or herself on a social networking site.

**Sexting:** Sexting is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature.

**Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microbloggin sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs and news sites (Digg, Reddit).

**Social Networks:** Online platforms where users can create profiles share information and socialize with others using a range of technologies.

**Speech:** Expression or communication of thoughts or opinions in spoken works, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

**Web 2.0** The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

**Wiki** Web page(s) that can be edited collaboratively.

## **Personal Use**

### **A. Precautions & Prohibitions**

1. Immaculate Conception staff and students are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of Immaculate Conception for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among the community, or negatively affect the public perception of Immaculate Conception.
2. Immaculate Conception staff shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from administration and pastor.
3. Immaculate Conception, students and parents are cautioned not to do the following:
  - a. Display Immaculate Conception logos, uniforms, or similar identifying items on personal web pages.
  - b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as part of Immaculate Conception.
4. In particular Immaculate Conception staff, and students are prohibited from the following:
  - a. Speech containing obscene or sexually explicit language, images, or gets statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any other protected class of individuals.
  - b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
  - c. Should not “tag” other students or staff without prior permission of being tagged.
5. Immaculate Conception staff, students and parents should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
6. Immaculate Conception staff and students should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by Immaculate Conception at any time without prior notice.
7. Reporting violations – Any Immaculate Conception community member including staff, students and parents aware of or having knowledge of a posting or of any website or web page in violation of the provision this policy shall notify administration immediately for follow-up action.

# Electronic Devices

The use of electronic devices in our society has become commonplace for students and adults. While Immaculate Conception School recognizes the helpful role that such technology plays in our daily lives, it also understands the potential for disruption to the educational process, which may become associated with such devices.

As such Immaculate Conception School prohibits the use of electronic devices during school hours. Electronic devices includes, but is not limited to: cell phones, I-Pods, I-Pads, pagers, beepers, CD Players, DVD players, radios, picture cameras, and camera phones, camcorders, laser pointers, and other related devices as identified by school administration.

Possession of a cell phone during school hours is prohibited. Once the school day begins all devices must be kept out of sight and turned off. This includes the time spent on busses.

During the school day students must follow the directive, “Out of Sight and Turned Off”.

If a student is found to be using a prohibited device during the school day, or if a cell phone or beeper, goes off, the following progression of consequences will be followed:

1. The device will be confiscated and turned in to the Principal/Assistant Principal’s Office.
2. First student offense, the student will pick up the device after school, be issued a detention, and a parent or guardian will be notified.
3. Second student offense, the device will be held and released only to a parent or guardian at the end of the semester. An early release fee of \$25.00 will be assessed should a student /parent desire the phone prior to the end of the semester. Again, the phone will only be released to a parent or guardian. In addition, student will serve two detention and Parents/Guardian/Students will be made aware of possible consequences of subsequent violations.
4. If there is a subsequent offense, a \$50.00 fee will be assessed. The device will be held and released only to a parent or guardian. Such violations will be treated as “defiance” and will result in a school suspension. All funds collected will be put towards Immaculate Conception Scholarship fund.
5. The School is NOT responsible for any lost electronic devices which may be confiscated.

In addition, use of camera phones to capture an image, or devices which are similarly intrusive, are not authorized for use at any time. These devices not only disrupt the educational process, but have the potential for violating the confidentiality of others. Such devices, when used as a violation of the privacy of others, may be subject to more strict disciplinary consequences, and will be immediately confiscated until a parent conference can be held.

Laser pointers are also not authorized at any time. These devices pose a potential danger to others, particularly when flashed in the eyes. Willful use of a laser pointer in a harmful fashion will constitute an assault and will be handled as such according to the discipline code.

In the event that new technological devices are developed, not covered herein, which pose a disruption to the education, privacy or safety of others, the school Principal or his/her designee will have the right to prohibit such a device, in accordance with this policy.

## **ACADEMIC INFORMATION**

### **REPORT CARDS**

Report cards will be given out at the conclusion of each quarter. Parents are to sign and return the report card envelopes.

### **GRADING SCALE**

The grading scale implemented by Immaculate Conception School is one suggested by the Archdiocesan Catholic Schools of Detroit.

A- 93%-100%  
B- 83%-92%  
C- 72%-82%  
D- 60%-71%  
F- 59% and below

### **HONORS-ACADEMIC AWARDS**

Honor Roll exists to promote and encourage the very best in students. Honor Roll applies to grades four through eight, only. It is awarded on a quarterly basis for all students who have achieved “A to B” in all subjects. It is not a cumulative grade point average.

Honor Roll designations include:

- Pastors Award - All A's including conduct and effort
- Principal's Award - Only A's and B's including conduct and effort
- Honor Roll - Only A's and B's, conduct and effort only A's, B's, and C's
- Awards are given quarterly and the above will be used cumulatively as well at the Awards Mass in June
- Lowest Quarter award is the highest collective award allowed (Pastor, Principal, honor)

**National Junior Honors Society** is relegated to students in grades seven and eight. It is designed to award those students who manifest not only strong academic achievement but who also demonstrate an equally strong commitment to their peers, to their school, and to their community. NJHS membership is awarded to those students who have been cited by their teachers as outstanding students and who meet the guidelines of the society. Consequently, membership is by invitation only.

## **COMMUNICATIONS**

### **PARENT TEACHER CONFERENCES**

Formal conferences are scheduled following the receipt of the 1<sup>st</sup> quarter report card. Prior to that time and following that time, conferences may be initiated by the teacher or the parent as needed.

### **SPOTLIGHT**

A regular communication from the principal containing pertinent information, dates to remember, student acknowledgments, etc. is emailed through School Messenger.

### **MONTHLY CALENDAR/MENU**

A calendar and a lunch menu for the upcoming month will be attached to the last newsletter of the month.

**IC WEBSITE** – [www.iccatholic.org](http://www.iccatholic.org)

## **HOMEWORK POLICY**

Teachers will assign homework as required. The general rule is that the amount of time assigned to homework is dependent upon the grade level and should be approximately ten minutes per grade/per night. This implies that the study time is free of interruptions. This guideline is an average and will vary.

In case of lengthy illness, the student will receive a grace period for assignments equal to the amount of time off school. In the case of family vacations, their assignments and the length of time allowed will be up to the teacher's discretion. It is our general policy that no pre-assignments will be given to the student. Reading a book of their choice and keeping a journal while on vacation is strongly encouraged.

## **STANDARDIZED TESTING PROGRAM**

The Archdiocese of Detroit recommends the IOWA Test of Basic Skills, administered in the fall.

## **TECHNOLOGY**

Each Student will sign a Student Telecommunications Acceptable Use Agreement. This agreement covers all use of technology. In addition, eighth grade students will also sign an AUP covering their personal use of a school iPad during their eighth grade year. Students in grades 4 – 8 may opt to use their personal e-reader for accelerated reader purposes. This requires a separate permission slip.

## **EXTRA CURRICULAR ACTIVITIES**

- National Junior Honor Society
- Student Council
- Knights of Columbus Spelling Bee
- Macomb Daily Spelling Bee
- Educational Exhibits
- Boater Safety Classes
- Catholic Schools Week Activities
- Educational Field Trips
- Christmas Program
- Inter-Vicariate Academic Olympics
- Blue Water Athletic League
- Altar Servers
- Student Newspaper
- Spring Musical
- Talent Show



## ATHLETIC POLICY

The sports program is an integrated part of the school under the direction of the principal. In keeping with our school's philosophy that all students are given every opportunity to participate, the principal, along with the teachers and coaches, have set the following rules:

1. A student must maintain a satisfactory academic and citizenship level to participate in any sport.
  - a. Academic level is reflected by report card grades. Individual subject grades are considered – **not cumulative average.**
  - b. An acceptable grade is a "C" or above in all classes. Students who are on an adjusted curriculum will be reviewed individually. Any student who receives a "C-" or lower on his/her report card will not be eligible for participation in Immaculate Conception's sports program.
  - c. Citizenship together with a sense of fair play and team awareness will additionally determine participation in our sports program.
  - d. It is the responsibility of the student to present a satisfactory report card and or progress report from the current marking period of the particular season. In girl's basketball, the progress report will determine eligibility as it will for boys' football. In boys' basketball and cheerleading, the progress report and report card in January will determine continuance in the sports program. In the event that girl's volleyball is available &/or track, the third quarter report card will determine eligibility.
  - e. The student and the coaching staff will be informed of declining performance and grades through the educational team: i.e., teacher(s) 1<sup>st</sup> and principal 2<sup>nd</sup>.
  - f. The faculty reserves the right to determine if probationary status or removal from the team is warranted based on overall performance. Notification of such action will be given to parent, coach and student by the educational team: i.e., principal, homeroom teacher and class teacher (if different).
2. All students participating in any school sponsored sport program must have an annual physical examination.
3. **If a student is absent from school on the day of a sports event, he/she is not able to participate in the event.**

## SPORTS

### FALL

Girls Basketball	Grades 5 – 8
Boys Football	Grades 6 – 8

### WINTER

Girls Cheerleading	Grades 5 – 8
Boys Basketball	Grades 5 – 8

### SPRING

Girls Volleyball	Grades 7 – 8
Boys & Girls Track	Grades 5 – 8

Immaculate Conception School will base its athletic program on the following guidelines for all sports including track and volleyball where applicable.

**ATHLETIC ABSENTEE POLICY:** Two unexcused practices will result in a one game suspension. Coaches must be notified of any absence in order for it to be excused. An unexcused absence means that no prior notification was extended to the coach.

### **JUNIOR VARSITY**

1. The JV program is designed to give the student a two year training period to develop and determine his/her athletic abilities.
2. Students in the JV program will be made aware of the requirements for participating in the Varsity program.

### **VARSITY**

Upon evaluation of a student's physical fitness, attitude and conduct in the sport, every effort will be made to accommodate all students. In the case of a large number of students, some may be used on a rotation basis.

### **PARENTAL INVOLVMENT**

Parents must support their student athlete by:

1. Picking up their student from games/practices on time as specified by the coaching staff, volunteering as needed on game days;
2. Working at and contributing to other athletic fundraisers, currently, The Horn of Plenty, held in November.
3. Attending parent meetings as required.

### **GAME UNIFORMS**

1. Game uniforms are the student's responsibility.
2. Uniforms are distributed by number and must be turned in the week following the conclusion of the season, laundered and in good repair.
3. Any damage to the uniform will require replacement at the student's cost.
4. Uniform washing instructions: Please wash all athletic uniforms inside out and line dry. Do not place the uniform in the dryer.

## POINTS OF INTEREST

**K-8 SCHOOL HOURS:** 7:35 A.M. – 2:41 P.M.  
**COUGAR CUB HOURS:** 9:00 A.M. – 11:30 A.M. Tuesday & Thursday  
**4 YR. OLD PRESCHOOL:** 8:30 A.M. – 11:30 A.M. (half day) Mon., Wed. & Fri. or  
8:30 A.M. – 2:50 P.M. (full day) Mon., Wed. & Fri.

**SCHOOL OFFICE HOURS:** 7:30 A.M. – 3:00 P.M.

**SCHOOL PHONE:** 586-725-0078

**SCHOOL FAX:** 586-725-8240

**SCHOOL ADDRESS:** 7043 Church Road, Ira, MI 48023

**IC WEBSITE:** [www.iccatholic.org](http://www.iccatholic.org)

School hours and calendar will be published annually.

**MORNING ARRIVAL:** Students who are transported to school by bus or by parent transportation will enter the school through the upper elementary door and proceed to the school cafeteria where they will be supervised by an adult. A school staff member will be outside the door beginning at 7:15am to greet students being dropped off. Entrance to school building is not available until 7:15am.

**TRAFFIC SAFETY:** Parking will be permitted in the center of the parking lot, only. If you park, then please escort your child across the parking lot to the long sidewalk as cars will be moving in that area. If you are a non-parker, then please loop around the parking lot so traffic is not backed up on Church Road or M-29. Continue to drive to the short sidewalk along the school where your child will be able to disembark safely. Please have them exit the car from the passenger side.

Conversely, in the afternoon, please reverse the procedure. Pick-up is adjacent to the grassy area; do not turn out until the sidewalk crossing. Your riding child will be dismissed at the first/second grade door. If you park, please make arrangements with your child to pick them up on the playground area.

**SCHOOL DISMISSALS:** Students who walk or ride home with parents are dismissed after the bussing students. Those students who must wait for parents to arrive must wait in school. If late pick-up of your child is chronic latchkey will be required.

**ANCHOR BAY AQUATIC CENTER:** The pool is available to students in grades 5 and 6 on a quarterly basis as part of their physical education program. A nominal fee is charged.

**ASBESTOS YEARLY REPORTS:** Are sent home by the school per Archdiocese of Detroit directives.

## BUILDING SECURITY AND SAFETY PROCEDURES

Doors are locked during the school day with a buzzer/monitor system in place. Parents and other visitors are required to sign in at the school office and obtain a visitor pass upon entering the building.

**FIRE, TORNADO AND LOCKDOWN DRILLS:** State and local laws require that 5 fire drills, 2 tornado drills, and 3 lock down drills be held periodically during the school year. During a fire drill, students are expected to file out of the building quickly and quietly. Every time the fire alarm is sounded. Everyone must leave the building immediately.

**HOT LUNCH:** Hot lunch or ala carte items are available to all students for a minimal fee. Orders for lunch are taken daily. Beverages (white milk and chocolate milk) may be purchased as well as ala-carte items. A 10 day, full lunch, pre-pay lunch card is available. IC participates in a free and reduced lunch program. Applications to participate may be made at anytime throughout the year.

**LATCHKEY PROGRAM:** Parents may take advantage of Immaculate Conception Latchkey Program (ICLP). For an additional fee, after school child care is available. Parents must register any child before they may use this service with a \$25 registration fee. The program is available only on school days (full days only), and closed when the school is closed due to weather, etc. Further information regarding admissions, schedule, etc. is available in the ICLP handbook.

**NATIONAL JUNIOR HONOR SOCIETY:** NJHS is available on the junior high level for those students who meet the criteria of the National Junior Honor Society.

**PARENT TEACHER COMMITTEE:** Immaculate Conception School has a Parent Teacher Committee which is a vital component of our school. PTC provides enrichment activities for our students which enhance our program at IC. We encourage all parents to take an active role in this needed support group for the benefit of our children. PTC fundraising goals have included curriculum related assemblies, technology upgrades, playground equipment, etc.

**PESTICIDES:** As a part of the school's pest management program, pesticides are occasionally applied. A notification form is sent home at the start of the school year.

**PROTECTING GOD'S CHILDREN:** The Protecting God's Children seminar is mandated by the Archdiocese of Detroit for all adult volunteers who work with or have regular contact with children. To register please go online to [www.aodonline.org](http://www.aodonline.org) and click on safe environment. Please turn in a copy of your certificate to the school office.

**SCHOOL ADVISORY COMMITTEE:** Immaculate Conception Parish has a school Advisory Committee which is concerned with Immaculate Conception School: its educational needs, social and physical environs, programming and development. School parents are welcome to submit their names to serve on this committee. Appointments are made annually with members serving three year terms. The six member committee is made up of 2/3 current, school family and 1/3 parish family.

**SCHOOL BUSSING:** Students residing within the boundaries of the Anchor Bay School District will be transported to/from Immaculate Conception School. Our students will be expected to follow the public school bus regulations. Please make your child aware of this. Details are published in the Voice.

**STUDENT COUNCIL:** Immaculate Conception School is affiliated with the National Association of Secondary Principals who sponsor the Association of Student Councils on a junior high school level. Students in grades 3 through 8 have the opportunity to participate in this program.

**VOLUNTEER BACKGROUND CHECK/I-CHAT:** Any parent/or guardian who wishes to volunteer to work in the school must complete a records background form. This form needs to be returned to the school office.

**YOUTH CHOIR:** Immaculate Conception Parish offers opportunities for youth involvement. A youth choir was formed to aid in the celebration of liturgies on a monthly basis. The sixth grade choir leads the singing during weekly school masses.

## **GUIDELINES FOR OPEN MEETINGS**

### **PROTOCOL FOR PLACING ISSUES/ITEMS ON THE AGENDA**

In order for a parent or parishioner to address or place an item/issue on the agenda, they must submit the concern in writing to the principal two weeks prior to the meeting. Meetings are generally held one Tuesday of the month.(cf. “Open Meeting Etiquette” #4)

### **OPEN MEETING ETIQUETTE**

- Adults only.
- Persons attending the meeting should be present from the onset of the meeting.
- Persons attending the open SAC meeting may only speak if on agenda. (cf. “Protocol”) A limit of a five-minute forum will be allowed by a parent/parishioner who is representing the concern. Advisory committee may ask questions of the speaker but will not respond per the guidelines set forth in the School Advisory Committee Constitution.
- Chairperson is in charge of the meeting. If necessary, chair calls person(s) to order, if person(s) continues then the Chairperson expels said person(s) from the meeting. If person fails to comply, the chairperson will move the meeting to a closed session.

### **CLOSED SESSIONS**

- Closed sessions are utilized for confidentiality and as a means of bringing the meeting back to order.
- Closed session will be identified as such and will be placed at the end of the agenda. Location of the closed session may be moved at the discretion of the chairperson.
- After the Committee discusses the issue in a closed session and under the advisement of the pastor, the principal and pastor submit a letter of response to the parties involved.

## **POLICY ON SEXUAL HARASSMENT**

Policy 4003 of The Archdiocese of Detroit as amended by Immaculate Conception School

It is the policy of the Archdiocese of Detroit and Immaculate Conception School to make every effort to provide an educational environment, free from all forms of harassment. This policy applies to the actions of all faculty, staff and students at Immaculate Conception School, as well as others who may be in a working relationship with the school. Both the Archdiocese of Detroit and Immaculate Conception School are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of Immaculate Conception School. Each individual faculty, staff member, student or others who are in a working relationship with the school, are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of conduct, which ensure that the school is free from sexual and other forms of illegal harassment.

Immaculate Conception School will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action, including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including exclusion from school.

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some and fails to respect the rights of others. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment.

The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, student or other person, in a working relationship with Immaculate Conception School, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited, and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

## **WEAPONS POLICY**

Students are prohibited from bringing weapons to or having weapons in school, on the school premises or in the immediate vicinity of the school.

**DEFINITIONS:** A weapon is any object, which can be used to threaten or injure another. It includes, but is not limited to: guns of any kind, nature or description; knives w/blades over 3"; open pocket knives; chains; karate sticks; brass knuckles; sling shots; sharpened instruments of any kind; ammunition...etc. A "firearm" means any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons; any firearm muffler or firearm silencer; or any destructive device.

School premises include the school building and the adjacent grounds, e.g. parking lots and playgrounds and student lockers.

Immediate vicinity of the school means within a one block radius of the school.

Any student discovered to be or suspected of carrying, possessing, concealing or transferring a weapon on school premises or in the vicinity of the school shall be immediately excluded from classes pending an investigation. Any teacher or other school employee (paid or volunteer) who has any information regarding a violation or suspected violations of this rule shall report all such information to the principal who will take appropriate action including the application of policies and rules relating to expulsion and suspension.

A student who interferes with or otherwise obstructs the search and questioning in this policy and rule shall be subject to disciplinary action including the possibility of expulsion.

## **DRUG AND ALCOHOL POLICY**

The following are unacceptable in a school related situation.

Use of alcoholic beverages or illegal drugs, on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

Being under the influence of alcohol or illegal drugs, on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

Willful misuse of medication or abuse of other substances including over-the-counter treatment or products (e.g., inhaling glue or aerosol can contents), that results in or could result in intoxicating effects on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

Possession of alcoholic beverages, illegal drugs, or drug paraphernalia on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

Selling, supplying, or arranging for the sale or supply of alcoholic beverages, illegal drugs, drug paraphernalia, or "look-alike" substances that are misrepresented as drugs to another person on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

# Immaculate Conception Catholic School

## Student Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom, 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Immaculate Conception Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

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Parent/Guardian Signature

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Student Signature

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Date

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Date



## **PARENT/STUDENT AGREEMENT**

This handbook is designed to help parents and students become familiar with the policies and procedures of Immaculate Conception School. Immaculate Conception parents and students are responsible for its contents. Please read and discuss it with your child/children.

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My child/children and I accept the above statements. Our signatures below indicate, as a condition of attendance, our agreement to adhere to the policies stated herein and to all other policies and procedures established by the administration of Immaculate Conception Catholic School.

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Student's Signature

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Parent's Signature

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Student's Signature

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Parent's Signature

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Student's Signature

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Student's Signature

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Date