



Immaculate Conception School

**Parent/Student
Handbook
2022-2023**

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Welcome

The education of each child is the joint responsibility of the home and school. Respectful communication and cooperation between the school and home will help ensure a quality education for each child enrolled at I.C.

As a Catholic school, our highest priorities are in the areas of faith formation, religious instructions, and moral development, along with the building of the Christian community within the school and parish. Faith is a gift from God, and is the inheritance and bond that unites us together as a community.

At Immaculate Conception School, we follow the example and teachings of Christ. We believe in service to others and kindness to all.

We agree to act in accordance with Catholic values. Failure of a student or family member to act in a truly Christian manner, or to cooperate fully with IC School, may lead to behavioral consequences.

While the objective is to create a helpful and complete guide for parents and students, please keep in mind that statements in this handbook are subject to amendment with or without notice. The principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

The best interest of children is always realized when faculty, staff and parents work together. We anticipate a long and productive partnership.

Parent/Guardian Conduct

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer respectful, the school reserves the right (in accord with policies of the Office of Catholic Schools) to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive materials or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian in a monitored setting
- Conduct school business with the other parent/guardian of the student

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- Inform the parent/guardian that their right to be present on school grounds is temporarily or permanently suspended
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school

Mission Statement

Immaculate Conception School is a vibrant and growing Catholic community. We take pride in giving each student an excellent Catholic education which promotes academic and spiritual growth. We prepare students to become involved citizens by instilling leadership, personal responsibility, and social awareness led by faith.

Philosophy of Education

We believe that education and formation of children into mature witnesses to Christ is the fundamental reason for the existence of our Catholic School.

It is our goal to prepare the child to live in an ever changing, global society within the context of a Christian Educational Community. Children develop their unique gifts, which enable them to actively participate in the transformation of society through peace and justice.

We will assist our students in the attainment of their goals by providing religious instruction, opportunities for liturgical worship, and integrating Catholic ideals into all facets of daily school life.

We offer students the opportunity to explore cultural heritage, utilize technology and acquire the spirit of service to others. We encourage the development of meaningful relationships and responsible leadership. We nurture spiritual, intellectual, physical and social growth.

Parental cooperation and interest is expected. The school is but one aspect in the molding of a whole, productive individual. Home, church, and community must contribute to the educational foundation of each child.

Accreditation

Immaculate Conception School is fully recognized and accredited by the Illinois State Board of Education and the Office of Catholic Schools.

Non-Discrimination Statement - I.C. School is operated under the auspices of The Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. I.C. School does not discriminate on the basis of race, color, sex or national or ethnic origin in the admission policies, hiring practices, administration of educational policies, loan programs, athletics or other school administered programs.

Admission Policy

General Information –

Immaculate Conception School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

Immaculate Conception School is open to children who:

- Are in compliance with the age requirements of the State of Illinois and whose parents want academic excellence, religious education and traditional discipline for their child(ren).
- Space availability: a maximum of 30 students per homeroom in Grades 1-8 is set.
- Appropriateness of program: students will be admitted as long as their individual needs can be met within the framework of our current educational program.

Age Requirements-

The Illinois State Law of September 1 will be upheld.

A Child entering P3 must be three by September 1.

A child entering P4 must be four by September 1.

A child entering kindergarten must be five by September 1.

A child entering first grade must be six by September 1.

Admission of New Student-

For the admission of a new student, parents shall present:

- An official copy of the child's birth certificate.
- The Baptismal record (if applicable).
- A record of compliance with local and State of Illinois health requirements.
- Admission to grades first to eighth also requires a report card from the previous year and records from the previous school.

Priority of Admission-

In an effort to maintain acceptable class size in each grade, it is sometimes necessary to limit enrollment. When this is the case, the following priority scale is followed in accepting registrations:

- Students currently enrolled in grades P-8 whose tuition payments are up-to-date
- Siblings of students currently enrolled in grades P-8
- Children of registered parishioners of Immaculate Conception Parish
- Children of Catholic non-parishioners

- Children of non-Catholics

Non-Catholics In Our School-

The non-Catholic applicant should understand, accept, and be willing to support the philosophy and goals of the school. They should realize non-Catholic students will attend and actively participate in liturgy, programs of service, and religion class, as these areas are integral parts of the life of the school. The staff should be sensitive to the ability of the non-Catholic student to understand, and be respectful of the child's religious convictions. All students will be respectful of each other's religious beliefs and practices. Non-Catholic students do not ordinarily receive the sacraments of the Catholic Church.

Enrollment of Non-Citizens

Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admissions requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.

Preschool/Kindergarten Options

Immaculate Conception offers 5 full day or 5 half day programs for kindergarten students.

Preschool students (P3 and P4) may choose full days (either 5 or 3) or half days (either 5 or 3). The 3 day option is Tuesday/Wednesday/Thursday. Whichever option is selected at registration, will be in place for the entire year. Days may not be added.

Toilet Trained

Children must be toilet trained prior to school entry. Accepting children wearing diapers or disposable pull-ups requires that the program have a designated diapering area with an accessible hand washing sink (IL DCFS Licensing Standards 407.340). Therefore, accepting children who are not toilet trained compromises the license-exempt status of our early childhood programs.

Enrollment Procedures

For every child enrolled in a Catholic elementary school in the Archdiocese of Chicago, a written notice must be given to the person enrolling the child that within 30 days, he or she must provide either: (1) a certified copy of the child's birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity.

When the person enrolling the child provides the school with a certified copy of the child's birth certificate, the school shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child.

Once the school has been provided with a certified copy of a child's birth certificate as required, the school need not request another such certified copy with respect to that child for any other year in which the child is enrolled in the school.

FAILURE TO PRODUCE BIRTH CERTIFICATE OR OTHER RELIABLE PROOF

Upon failure of a person enrolling a child to comply with the required birth certificate or other reliable, acceptable proof, the school shall immediately notify the Illinois Department of State Police (IDSP) or the local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he or she has 10 additional days to comply. The school shall immediately report to the Illinois Department of State Police (IDSP) any affidavit received pursuant to the inability to produce a copy of the birth certificate, which appears inaccurate or suspicious in form or content.

Financial Obligation

Immaculate Conception School uses Smart Tuition. For information on this program (due dates, fees, etc.) please go to: <https://www.hscs.us/uploads/docs/SmartFAQ.pdf>

Our Tuition Collection Policy is that at 90 days past due, students are excluded from all extra curricular activities. At 120 days past due, students are excluded from school.

For questions regarding tuition contact Lisa Kessler at: 773-775-3833 or via Fast Direct at tuition: Mrs. Lisa Kessler.

Materials

Textbooks, some workbooks, all tech devices, library books, desks, chairs and any shared materials used in STEM lab, music, art, physical education, and computer are considered "rented". If a student loses or damages any of these items, he/she must pay for the replacement or repair.

Supplies

A list of required supplies is given to the parents in May. Prepackaged supply kits are available for the next school year through Parents Club. Parents should check weekly that students have the necessary supplies. All supplies should be labeled prior to the first day of school. Paper products (tissues and paper towels) may need to be replenished during the school year.

Other Fees

A few additional charges including class pictures, field trips, hot lunch, etc., occur during the school year.

Individual Catholic Educational Plan (ICEP)

Schools shall formulate and implement an Individual Catholic Educational Plan (ICEP) for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. ICEPs shall outline the precise nature of the special needs(s) and all strategies, accommodations, and interventions that shall be implemented. ICEPs require the affirmation of both the student's parent/guardian as well as school officials.

ICEPs are generally established following the creation of an Individualized Educational Plan (IEP) by a local public school districts. IEPs are typically written when students are diagnosed with learning/behavioral needs by a public school district or licensed private practitioner.

School personnel shall not attempt to diagnose students with a defined learning/behavioral need.

If a student is enrolled for the first time with an existing IEP or ICEP from another school, the principal (or designee) shall meet with the parents to discuss the IEP/ICEP, and formulate a new, local ICEP.

ICEPs represent a mutual agreement for services between the parent/guardian and the school. Catholic schools are not legally obligated to implement all services recommended on an IEP. ICEPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that ICEP goals, strategies, accommodations, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the ICEP.

Attendance

Absence

Daily attendance is expected of all Immaculate Conception School students. Students are excused from school because of illness, injury, death in the family, or family need. The child is responsible to make up any work missed while absent. Teachers will provide reasonable assistance in bringing an absent student up to date. The absent student's assignments and books may be picked up from the main office at the end of the school day.

Whatever the reason for a student's absence, the school must be notified.

Parents are responsible for calling the office to report an absence before 8:00 A.M. each and every day a child does not attend school. Please call 773-775-0545 to report all absences.

Calls to Confirm an Absence

In the event parents neglect to notify the school of a child's absence, the school will make every effort to confirm the whereabouts and safety of each absent child. After daily attendance is recorded, the office personnel will call parents who have not yet accounted for their child's absence. If parents are inaccessible, the school uses the student's emergency card to locate a responsible adult. If a family connection is not made the child's attendance record is marked unexcused absence.

Late Arrival, Early Dismissal, or Partial Absence

Any absence, at any part of the day, is disruptive to the homeroom or classroom setting. Late arrivals can impact the structure of the class and disrupt the continuity of the lesson being taught. A partial absence is defined as missing less than half a day of school.

Family emergencies, unavoidable doctor or dentist appointments, or special circumstances may occasionally require a student to arrive at school after 8:00 am, leave prior to 3:10 pm or miss part of the school day. When this is the case, parents must contact school to explain the reason for late arrival, early dismissal, or partial absence. If medical attention was required, the student must bring a confirmation note from the physician's office. When arriving late, the child must report to the office to receive a tardy slip to enter the classroom.

In the event of an early dismissal, the teacher sends the child to the office. For the safety of the child, parents must pick up their child at the front door and sign them out. Students will not be permitted to wait outside for their parents.

If the student returns to school after the appointment, he/she must report to the office before reentering the classroom. The child is responsible for making up any work missed while absent.

School Hours

The school day begins at 8:00 A.M. and ends at 3:10 P.M. except on Wednesdays when the school day ends at 2:00 P.M. The office opens at 7:45 A.M. and closes at 3:30 P.M. Voice mail accepts messages after 3:30 P.M.

There is no supervision on schools grounds prior to 7:45 A.M unless students attend the Extended Care Program which begins at 6:45 A.M. on days when school is in session. When weather is not a concern, the students will enter the building at 8:00 A.M. and go directly to their homerooms.

Preschool enters building through Door #17N/ P4 Room 1B uses Door #3N

Grades K-1 enter building through Door #15E (facing Rectory)

Grades 2 & 3 enter building through Door #16N (facing Talcott)

Grades 4 & 5 enter building through Door #19E (ramp door)

Grades 6-8 enter building through Door #1N (Main Door)

In inclement weather, rain or extreme cold (temperatures below 15°), the students will enter the school building at 7:45 am using either Door 15E or Door19E (ramp). Grades K-3 enter using door across from Rectory (15E) while preschool and grades 4-8 enter using ramp door (19E).

Parents Accompanying Children to the Classroom door- While it is understandable that some parents may wish to accompany their preschool children to the classroom door on the first day or two of school, to continue to do so on a daily basis is disruptive to the school

routine and not appropriate. Please cooperate by saying your goodbyes at the entrance door.

Once at school students may not return outside or leave the school premises until dismissal. Parents who are late picking up their children from school will typically find them waiting near the office, in the school lobby.

Tardiness

Students who arrive after 8:05 A.M. are marked tardy. Tardy students report to the school office where they will receive a late slip allowing late entry into the classroom. Frequent tardiness is not acceptable due to the disruption it causes both to the student and the class. Three unexcused tardies in one trimester may result in a detention.

Truancy

Except for serious illness, frequent absence is not acceptable and could result in serious consequences including retention the following academic year. This applies to all students in kindergarten- grade 8.

Vacations During the School Year

Immaculate Conception School discourages family vacation or trips during the academic year. Making up work is not a worthy substitute for the ongoing classroom experience and teacher instruction.

If parents do arrange a vacation that conflicts with the school calendar, advanced written notice stating the exact days the student will be absent must be sent to the office and homeroom teacher. The teacher is not obligated to provide work for the student to complete while on vacation. The teacher is not responsible for re-teaching the subject matter that is missed. Upon returning to school, parents are responsible for helping their child obtain missed assignments, learn the material, make up the work, and prepare for tests.

Extended Care

Extended day care is available for students in grades Preschool-8 from 6:45 A.M.- 8:00 A.M. before school and from 3:10 (2:00 on Wednesdays)- 6:00 P.M. on full-session school days. Registration information is available in the school office and under links in Fast Direct.

Custody

The school office requires court certified copies of all legal arrangements affecting I.C. School students including, but not limited to, custody arrangements, guardianships, and foster care. If no court orders are on file, ordinarily both parents are assumed to have equal custody.

I.C. School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of that court order.

Permanent Records

I.C. School maintains a permanent record of each student's grades, attendance, and standardized test results. Parents have access to these records.

Requests to view records must:

- be in writing,
- state the specific record(s) desired,
- state the reason for the request.

Within three business days of receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent. Records will be reviewed in the presence of the principal or assistant principal. Copies will be available upon reasonable requests. Requests to view the records will remain in the permanent records.

Upon request by law enforcement officials and state agencies, I.C. School will flag the permanent record of persons identified as missing in order to provide information regarding inquiries and requests for transcripts of those records.

Immaculate Conception School maintains copies of birth certificates for each student enrolled. The school notifies parents or guardians that such documentation must be submitted within 30 days of enrolling the student.

Certified copies of transfer student's records must be requested within 14 days of enrollment. Immaculate Conception School sends records of students transferring to another school within 10 days of the request.

Dress Code

All Immaculate Conception School students in grades K-8 are expected to be in uniform on all school days unless otherwise noted. It is the responsibility of parents/guardians to ensure that their children are in proper uniform.

General Uniform Rules & Regulations

- Uniforms must be clean, without tears or holes and fit properly
- Hats of any kind are not permitted inside of the school
- Skirts and shorts must be worn no higher than 3 inches above the knee.
- Skirts and shorts should not be rolled at the waistband
- Students may wear a t-shirt under their polo. The shirt must be a plain white shirt with no lettering, and the sleeves may not extend below the sleeves of the uniform shirt
- Uniform shorts (regular and P.E.) may be worn from August – October 31st and from May 1st – June
- No hooded sweatshirts may be worn during the school day. Only the approved Immaculate Conception fleece or sweatshirt may be worn during the school day, and each student must wear the proper uniform underneath
- Hair dyed any unusual colors is not allowed, including on out of uniform days
- The wearing of jewelry is limited to items like simple wristwatches and one pair of earrings (for girls only)
- Girls may not wear make-up of any kind. Nail polish may be worn if it is a pale color
- Hairstyles must be neat, clean, and well groomed. No shaved portions of the head will be allowed. Boy's hair should be above the shirt collar. All students' hair should be kept out of the eyes
- We do not discriminate against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
(IL Public Act 102-0360)
- Boots are encouraged to be worn to and from school during inclement weather, but they are not allowed to be worn during the school day.
The student must bring a change of shoes
- Neither "Uggs" nor cowboy boots are to be worn during the school day
- Flip flops, "Crocs," non-soled moccasins or backless shoes are never permitted
- I.C Spirit Wear is not part of the official uniform and cannot be worn during the school day unless it is Spirit Day
- Gym shoes may be worn. Gym shoes should be plain with no lights, wheels, sequins, or other embellishments. Gym shoes should provide good support
- In grades 6-8 white, navy blue, grey, or black socks are acceptable. Knee high socks are acceptable

Each year parents are invited to participate in several used uniform sales. Schoolbelles Uniform Company is located in the Harlem-Foster shopping center (7254 W. Foster) and is the official site for our school uniform.

Uniform Requirements for Boys (K-5)

- Pants: Navy blue, cotton twill pants or navy shorts. No Cargo pants or cargo shorts
- Shirt: White polo shirt with IC logo, short or long sleeve

Uniform Requirements for Middle School Boys (6-8)

- Pants: Khaki (Dockers style) cotton twill pants or Khaki shorts (not cargo)
- Shirt: Navy Blue polo shirt with I.C. logo, short or long sleeve

Uniform Requirements for Girls (K-3)

- Jumper: Plaid IC Jumper. Tights or leggings to the ankle are acceptable to wear under the jumper, no sweatpants under the jumper
- Pants: Navy (Docker Style) brushed twill
- Shirt: White polo shirt short or long sleeve

Uniform Requirements for Girls (4-5)

- Skirt: Plaid kick or pleated skort. Tights or leggings to the ankle are acceptable to wear under the skort, no sweatpants under the skirt
- Pants: Navy (Docker Style) brushed twill
- Shirt: Navy Blue polo shirt with I.C. logo, short or long sleeve

Uniform Requirements for Middle School Girls (6-8)

- Pants: Khaki (Docker style) cotton twill pants
- Skort: Khaki skort. Tights or leggings to the ankle (navy or black) are acceptable to wear under the skort, no sweatpants under the skort
- Shirt: Navy Blue polo shirt with I.C. logo, short or long sleeve

Physical Education (Gym) Uniform Requirements Boys and Girls (K-8)

- P.E. Uniforms should be worn to school on days that your student has a scheduled P.E. class
- Students who are not in the proper P.E. uniform will not be allowed to participate in physical education class. In grades 5 – 8, this will result in the lowering of their “Daily P.E. Grade.” P.E. uniforms may not be altered in anyway. This includes, “tying” up shirts or cutting sleeves off
- Gym Shorts: navy blue with IC logo on the left leg including shorts purchased through Lands End. Spirit or Athletic wear shorts are not acceptable
- Gym Shirt: oxford grey (short or long sleeve) with IC-approved logo on the chest
- Gym sweatpants: navy blue with I.C. logo on leg
- Gym sweatshirt: navy blue with I.C. logo on the chest
- We allow a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion. A modification to the uniform may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. The student is responsible for all costs associated with the modification of the uniform. School must approve the request from a student to modify the uniform to ensure that the modification does not pose a safety hazard to the student or to other athletes and players.

Optional Uniform Pieces

Both Boys & Girls in grades K-8 have the option of wearing uniform fleece pullover or uniform moisture wicking quarter zip pullover. Both options may be purchased through School Belles.

Out-of-Uniform Policy

Out-of-Uniform days will be scheduled throughout the school year. Parents and students will be notified in advance when an out-of-uniform day will be scheduled.

On an Out-of-Uniform day, students are expected to dress in an appropriate manner. Clothing should be free of inappropriate slogans (cigarette, alcohol, etc). Strapless, spaghetti-strap, cut-offs, or bare-midriff tops should not be worn to school. Skirts and shorts, when worn, can be no higher than 3 inches above the knee. Leggings are not acceptable by themselves. They must be worn with a longer shirt that goes to mid thigh. Hats of any kind may not be worn inside the school except when it is announced to be acceptable. Shoe policy is still in affect; students cannot wear any shoe that is not permitted on regular uniform days.

When using an Out-of-Uniform Pass, students are expected to follow the general rules and regulations for Out-of-Uniform days.

Spirit Day will be held once a month (normally on the 1st Friday of the month). On Spirit Day, students are asked to wear: gym shirts, Student Council t-shirts, Battle of the Books t-shirts, Intramural t-shirts, National Junior Honor Society t-shirts, choristers, drama, Daddy-Daughter, or any Spirit Wear shirt purchased through Athletic Committee.

Students should come to school appropriately dressed for recess. This includes coats, hats, gloves, boots, etc. during the winter months.

Spirit Wear

Spirit Wear, which is sold by the Athletic Committee, is not part of the regular I.C. Uniform. During school hours, spirit wear is not allowed to be worn. The only exceptions would be on an Out-of-Uniform day, especially when we have Spirit Day. (usually observed on the first Friday of the month.)

Student Placement

Flexible grouping allows teachers to differentiate instruction in response to each student's developmental and academic needs. Students benefit when subjects are taught in a manner reflective of their specific needs.

The final decision regarding a student's placement always rests with school personnel.

Curriculum

The school curriculum is designed to foster the development and growth of the whole child-learner. The academic standards and curriculum are periodically reviewed and revised. Core curriculum includes: religion, mathematics, language arts (English grammar and composition, reading/literature, spelling/phonics/vocabulary), science and social studies. The enrichment curriculum includes art, technology, music, physical education and Spanish. We also have a Resource & Enrichment Program.

Faith Life

Students express and celebrate their Catholic faith through daily community prayer and weekly liturgy. The day begins with Morning Prayer broadcast via YouTube. Prayer precedes lunch. The school day ends with communal prayer led over the P.A. Students in grades 1-8 attend weekly Mass on Wednesday at 8:30. Beginning in October, Kindergarten students attend Mass bi-monthly. Students also participate in Advent and Lent activities, retreats, living Rosary, service opportunities and Experience Day (grade 2).

Sacraments

Reconciliation - First Reconciliation is celebrated in second grade. Students in grades 3-8 receive reconciliation at least twice a year.

Eucharist – First Eucharist/Communion is celebrated in spring of second grade. Students in grades 3-8 receive Eucharist at weekly mass.

Confirmation – Eighth graders receive the Sacrament of Confirmation in November. Service is an added component for this sacrament with preparation beginning in sixth grade.

Departmental Classes

Preschool through third grade children are taught in “self-contained” classrooms by homeroom teachers who teach children in all subjects except the enrichment classes. In fourth through eighth grades, the departmental system is in place for all subjects.

Homework

Homework is assigned regularly. Assignments include written work as well as reading and studying. The purpose of homework is to:

- Give students opportunities to practice and reinforce skills
- Strengthen school-home link
- Enhance classroom learning
- Help students develop study habits
- Promote positive attitudes toward school
- Communicate to students that learning takes place outside, as well as inside, school

Teachers in grades 3-8 instruct students to record all assignments and due dates in an assignment book which is provided by the school. In addition, teachers post assignments on their Fast Direct website. Parents can help their child by regularly reviewing the assignment notebook and corresponding homework. Parents are encouraged to help their child establish a study routine by providing a quiet place where homework can be given the attention it deserves.

Although homework responsibilities increase with each grade level, students should not be overwhelmed by assignments that are too difficult or time-consuming. If this occurs, parents should contact the teacher to discuss and identify the problem. Homework should never be given as a punishment.

While the student is responsible for making up all homework missed during an absence, teachers will provide reasonable assistance in bringing an absent student up-to-date. Homework will be available for pick-up in the school office from 3:10-3:30 on each full day of school. Homework assignments can also be obtained by visiting the teacher's calendar on Fast Direct.

For homework to be effective, it should be carefully planned, take into account abilities and needs of students, and strengthen the link between home and school.

Grading Scale

| | |
|--------|----|
| 100-99 | A+ |
| 98-95 | A |
| 94-93 | A- |
| 92-91 | B+ |
| 90-87 | B |
| 86-85 | B- |
| 84-83 | C+ |
| 82-79 | C |
| 78-77 | C- |
| 76-75 | D+ |
| 74-71 | D |
| 70-69 | D- |
| 68-0 | F |

Grades/Report Cards

Immaculate Conception School uses a traditional letter grade system to evaluate academic progress. Using Power School, parents can be continually informed of their child's progress. Parents are formally notified of their children's achievement, behavior, and effort through trimester report cards.

Parent Teacher Conferences

Conferences give parents and teachers an opportunity to discuss the student's progress, provide insight about the student, and discuss any matters of concern. Formal Parent-Teacher Conferences are held in October and March. Parent-Teacher conferences may take place via zoom this year. Additional conferences may be arranged at the request of parents or teachers. Please make an appointment through Fast Direct.

Honor Roll

Students in grades five through eight who maintain an average GPA (Grade Point Average) of 3.0 and above are recognized on the Honor Roll.

4.0 I.C. Scholar
3.9-3.6 High Honors
3.5-3.0 Honors

A point system where A=4, B=3, C=2, D=1 is used to calculate academic standing. All graded curriculum areas are considered. Grades of D or F, as well as inappropriate behavior, automatically eliminate a student from the Honor Roll.

Enrichment Program

I.C. has an Enrichment Program for students in grades 1-5. In this program students work at an accelerated pace on Math and Reading activities. Inclusion is based on scores from standardized testing, report card grades & teacher recommendation.

Resource Services

When a child is struggling to learn and/or is consistently unsuccessful at school parents and/or teachers may suspect a problem exists. If hearing, speech, or vision screening does not reveal a problem, it may be advisable to professionally assess a child's learning development. Teacher observations combined with a series of diagnostic testing are valuable in assessing learning development and deficits. Once a learning development issue is professionally identified, Immaculate Conception School may provide onsite educational assistance through our Resource teachers. Classroom teachers may provide instructional accommodations in the regular classroom. If diagnostic testing and recommendations indicate educational support programs beyond the spectrum of the I.C. educational program, then an alternative educational site may be recommended to meet a student's special needs.

Standardized Testing

Three times a year the iReady is administered to students in grades K-8. Subjects covered are Math and Reading. Results are used to address students' learning needs, examine the efficiency of the school's overall academic program and drive the Continuous School Improvement Plan.

Summer School

It is a fact that all subjects build on their previous year. If a child has not "mastered" a core subject, they are not ready to be promoted to the next grade. If a student receives a grade of

“U” in any 2 of the 3 trimesters in the same core subject, he/she must attend summer school. (A high school or college tutor is not acceptable.)

Any student who is required to attend a summer school program will not receive a promotion in June. The report card will state: Student will be promoted upon successful completion of a summer school program. If desired, upon verification of successful completion, the student may return his/her report card to his/her teacher to indicate the promotion.

Retention

The decision to promote or retain a student will generally be cooperative, made by parents, teachers and administrator. Parents will be notified of the possibility of retention no later than mid-year. The decision to retain a student will be made only if there has been adequate documentation indicating that the student would most likely benefit from retention.

Retention in Preschool will only occur upon recommendation of the teacher.

Graduation Requirements

Eighth grade graduation is contingent on certain requirements. In order to graduate from I.C. School, a student must have a passing GPA for the second and third trimesters in 8th grade. Students must have achieved a passing grade on the Illinois and United States Constitution Examinations, adhered to the school's code of conduct, be in good standing with attendance, and returned all school materials. Diplomas will not be awarded until financial obligations are paid in full. This includes tuition, athletic fees, library fees, etc. If tuition is not paid in full, students may be excluded from the graduation ceremony.

Field Trips

Field trips are a valuable source of cultural experiences and enrichment for students. Field trips are offered according to the age level, social needs, and academic follow up for each class. Parent signed permission slips provided by the school must be in the school office before a student may be permitted to attend any trip. A child without permission to attend a field trip remains in school and is not excused from the school day. Field trips normally incur a fee to cover the cost of the activity and the bus. Any parent chaperones must follow procedures listed under “volunteers”.

Library

Students in Kindergarten can check out one book per week.
Students in 1st through 5th Grade can check out two books at their reading level per week.
Students in 6th through 8th Grade can check out four books at their reading level per week.
Reading level will be determined by the teacher.

The lending period is one week. If a student would like to renew a book, the student is required to check it out again. Books can only be renewed if there is not a hold on the book.

To help students learn responsibility, a fine of 10 cents per school day, per book, is assessed to overdue books. Students in grades K-3 will receive notes home about late books.

Late fines are used to buy and replace books.

No new books will be permitted to be taken out until the overdue books are returned and fines are paid.

If a student is absent on his/her library day they are expected to bring their books back the next day they are in school and no late fees will be charged. However, if they do not return it the next day a late fee will be charged.

If a book is lost, payment for the original cost of the book is due.

Students are expected to treat their books with respect. If a book should come back with excessive damage, then payment for the original cost of the book is due. Discussion on how to treat a book will be discussed on the first scheduled library day.

The Immaculate Conception Library is fully automated and there is an app that students can use to see if a book is owned by I.C. The app is called LibraryTrek and is free on both android and iphone systems.

Extracurricular Activities

Students can participate in a number of extracurricular activities. Some take place during school time and some are held after school. A student's conduct must reflect earning the privilege to participate. Some activities are by invitation only, some require try outs or election and for some you simply sign up. These activities include, but are not limited to:

Altar Servers

Athletics- soccer, football, basketball, volleyball, softball, track, cheerleading

Band

Battle of the Books

Bell Ringers

Choristers

Drama

National Jr. Honor Society

Scouting

After School Groups

Students who are in an after school group are walked to the front hall after school by a teacher or aide. Here they meet their instructor who walks the group to their meeting spot (ex. Parish Center, classroom, etc.) These groups include, but are not limited to:

Dance

Art

Sports & Games

Cooking

Gum

Due to the mess it can create, gum chewing is not allowed in school or outside before school or at recess. There is a \$10 fine for any student caught chewing gum.

Behavior Program

Merit/Demerit System

The Immaculate Conception School Merit and Demerit System is a positive means to ensure the best possible learning environment for all students. Both Merits and Demerits serve as a record for a student's behavior, and a communication tool for when a student does not follow school policy or goes above and beyond their responsibilities as a catholic citizen. It should be pointed out that this system is utilized as only one of many tools in operating our school in the best interest of all involved.

Merits

Students who display consistent, positive behaviors and go above and beyond their normal responsibilities have the chance to earn Merits. Every student has an opportunity to earn these merits, over time. To earn merits, students must exhibit these positive behaviors on a consistent basis.

Merits can be earned for a student who displays these qualities on a consistent basis:

- Trustworthy - able to be relied on by being honest and truthful
- Respect - values other's opinions, property, & privacy, listen to peers & superiors
- Responsibility - always doing what is right, even when no one is watching
- Fairness - be accountable, cooperate, be willing to do what is best for everyone
- Citizenship/Service - is involved in trying to make the community and school a better place
- Caring - displays kindness and concern for others
- Random Merits - school spirit, general & consistent positive behavior

By means of using Merits as a part of our policy, we are trying to reinforce and promote these positive character traits in each individual student. As a result of our faculty and staff

constantly promoting and reinforcing these positive character traits for our students, it will aid in our efforts in developing our students complete growth in their education.

Each individual classroom, grade level, and individual teacher will be responsible for handling how these Merits will be given to the students who have earned them.

Demerits

Demerits will be given for repeated classroom offenses, more severe offenses, and non-classroom offenses. Non-classroom situations include areas such as hallways, lunchroom, common areas, recess grounds, and/or all school grounds. A student can receive a demerit for any disrespectful, defiant, or irresponsible behavior. Demerits are cumulative for each Trimester. Consequences will be given based on the total number of demerits an individual student receives.

Students are responsible to have their Demerit Card on them the entire school day. Their Homeroom/House teacher will give it to them at the beginning of the school day and it must be returned back to their teacher at the end of the day. If a student does not return their Demerit Card, it is turned in severely damaged, or altered in any way, the student will receive a detention.

Demerits will be given for offenses such as:

One Demerit Offenses

- Candy, Gum, Food, and Drink (does not include water)
 - Possession of Gum also warrants a \$10 fine
- Disobedience
- Electronic Misuse (Ex: Games, Phone Use, Online Search, etc.)
- Disorderly Conduct
- Inappropriate Language (not profanity)
- Horseplay/Goofing Around
- Lying to a Teacher
- Inappropriate Contact with another Student
- Presence of a student in unapproved locations
- Repeated Classroom Disturbances
- Teacher's Discretion

Three Demerit Offenses

- A Three Demerit Offense results in an automatic Detention

- Disrespect (Blatant or repeated disrespect)
- Forgery of a Parent/Guardian Signature
- Vulgarity and/or Profanity
- Cheating
- Fighting (Verbal and/or Physical)
- Teacher's Discretion

Five Demerit Offenses

- A Five Demerit Offense results in an automatic In-School Suspension

- Bullying (Verbal and/or Physical)
- Vandalism
- Stealing
- Failure to Serve Detention (without notification)
- Administrator's Discretion

Out of School Suspension

- Any of the following offenses will result in an automatic Out of School Suspension
- Fighting – initiating or participating (Excessive, Malicious)
 - Sexual Harassment (includes Sexting)
 - Verbal Harassment (includes racial or homophobic slurs)
 - Possession of Fireworks, Matches, Lighters, and/or Pocket Knife
 - Possession of Inappropriate Images and/or Videos
 - Possession of Weapon
 - Possession or Distribution of Drugs and/or Paraphernalia
 - Vaping/Smoking
 - Administrator's Discretion

Severe Clause:

In severe behavior situations, the student will be immediately referred to administration. Severe situations could include but are not limited to the following: Drugs, Alcohol, Physical Violence, or Immorality.

Demerit Consequences

| Level (Based on total demerits for each Trimester) | Consequences |
|--|---|
| 1 | - Parent/Guardian will be contacted * |
| 3 | - Detention * |
| 6 | - Second Detention & Administrative Conference with Parent/Guardian |
| 9 | - Third Detention & Probation |
| 10-14 | - In-School Suspension & Administrative Meeting |
| 15 | - Out of School Suspension & Administrative Meeting |
| 15+ | - Administrative Meeting to Discuss Further Consequences |

* - This is for the teacher who issued the Demerit.

- The issuing teacher will contact the parent/guardian of the student received a Demerit
- If difficulty continues and Demerits are still being warranted, the teacher will contact the parent/guardian and set up a meeting

In certain individual cases, the administration will have to look at many different factors before coming to a decision on a consequence. In these individual cases, the decision of an individual student's consequence can be left to an administrator's discretion.

Detention:

When a detention is issued, it will be served on an assigned date, designated by the assistant principal. A detention will last for an hour after school (3:10pm – 4:10pm). The student (and parent/guardian) will be provided at least a twenty-four hours notice to make arrangements to attend the detention as scheduled. Students will be given a written assignment to complete during the detention. The use of cell phones or other electronic devices not allowed, and students will not be permitted to work on homework or other assignments.

Failure to serve a detention without notifying administration will result in serving the detention again and receiving a community service detention as well.

Community Service Detention:

When a community service detention is issued, it will be served on an assigned date, designated by the assistant principal. A community service detention is served before school hours and will last for a half hour (7:30am – 8:00am). The student (and parent/guardian) will be provided at least a twenty-four hours notice to make arrangements to attend the detention as scheduled. A Community Service Detention requires the students to help clean and improve the school and its grounds.

Students Who Are Not Involved In Extra-Curricular Activities:

- Students who are not involved in extra-curricular activities will also lose the following privileges:

- 6 Demerits = Loss of next planned Field Trip, Assembly, House Challenge, Class Party, etc.
- 9 Demerits = Loss of second planned Field Trip, Assembly, House Challenge, Class Party, etc.
- 12 Demerits = Loss of all activities for the Trimester

Extra-Curricular Consequences:

- Participation in extracurricular activities is a privilege. Certain expectations must be met in order to enjoy the full benefits of participation. Any student who does not meet these expectations will receive the following consequences:

All General Extra-Curricular Activities:

- This includes any extra activities that are associated with Immaculate Conception School.

- 6 Demerits = Community Service Detention
- 9 Demerits = Community Service Detention
- 12 Demerits = Removal From Extra-Curricular Activity

Athletics

- 6 Demerits = 1 Game Suspension
- 9 Demerits = 2 Game Suspension
- 12 Demerits = Removal From Team
- A Five Demerit Offense = In-School Suspension, 2 Game Suspension, and Probation

NJHS

- National Junior Honor Society is a part of extracurricular activities but it has different standards for students who are involved. These standards are listed in the NJHS rules and regulations.

Uniform Demerit Policy

Students are required to adhere to the Immaculate Conception School Uniform Policy. If a student is not wearing the proper uniform, they will receive a Uniform Demerit. Uniform Demerits are separate from regular Demerits. If a student is out of uniform, a Uniform Demerit will be marked on the Demerit Card and dated so all teachers know for that day. If a student receives Three Uniform Demerits in a single Trimester, they will receive a Community Service Detention.

If a student receives a Fourth Uniform Demerit in a Trimester, then it will be treated as if a student received three (regular) Demerits. An after school Detention will be given to the student.

Athletic Eligibility Policy

Athletics are an integral part of our school's program. However it is important to keep athletics in proper perspective. To be a student-athlete and involved in athletics, students and their parent/guardians must recognize that participation in athletics is a privilege. Each participating member must remember they are a student first and an athlete second. Certain expectations must be met in order to enjoy the full benefits of participation. A student-athlete must maintain academic standards and conform to the discipline policies of the school.

Eligibility Policy:

Three weeks into the start of the school year and every two weeks thereafter, grades will be pulled by the administration for every student who is involved in athletics. Any student-

athlete who has a grade below a 79% ("C" average, and may not round grades up to achieve the 79%) in any subject will be placed on Academic Probation for two weeks. During the probation, the student-athlete may participate in both practices and games, but is required to raise their grades above a 79%. An Academic Probation Notification will be issued to the student-athlete. This form must be signed by the student, their parent/guardian, and their coach to notify all parties that the student is on Academic Probation for two weeks. Once signed, it must be returned the following day to the assistant principal.

After two weeks, if the student has not raised their grade(s) to a 79%, he/she will be placed on Academic Ineligibility for two weeks. During this time, the student-athlete may not participate in any practices and/or games. They must use this time to make the necessary academic improvements. An Academic Ineligibility Notification will be issued to the student-athlete. This form must be signed by the student, their parent/guardian, and coach to notify all parties that the student is now Ineligible to participate in athletics. Once signed, it must be returned the following day to the assistant principal.

After the two weeks of ineligibility, if the student-athlete has completed the necessary academic improvements to meet all eligibility standards, they may request an Eligibility Note from the Assistant Principal to present their teachers, verifying that eligibility has been achieved. Once all teachers have confirmed the Eligibility Note, the Assistant Principal will notify the Athletic Director and coaches the student-athlete will be allowed to return to full participation.

If the student-athlete has not done the necessary academic improvements, over the four weeks of Probation and Ineligibility, to improve their grade(s) to the set standard (79%), they will be permanently removed from the team.

Students, who are on a documented resource plan and consistently see the resource teacher, will be reviewed on a case-to-case basis when it comes to eligibility.

Search of School Property

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Cigarettes and E-cigarettes/Vaping

Students are prohibited from possessing or smoking cigarettes or using e-cigarettes/vaping anywhere on school property (both inside the school building and out). This includes but is not limited to before, during or after school as well as for any activities

held on school grounds. This will result in a two day suspension (either in-school or at home).

Drugs and Alcohol

Students are prohibited from using or being under the influence of alcohol or drugs while at school or any school-related function. Included within the prohibitions set forth in this policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on school premises or with respect to school-related activities.
- Storing in a locker, desk, or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia or alcohol.
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the investigation.
- Conference with the principal, parent/guardian, student, pastor, and other appropriate persons.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to, continued suspension and/or expulsion.

The administration of Immaculate Conception School will report instances of drug violations to the local law enforcement officials as required by the School Reporting of Drugs Violation Act. (105 ILCS 127) The administration shall also notify the Illinois State Police through the School Incident Reporting System (SIRS).

Possession of Weapons/Firearms

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks, and any other object that can cause bodily harm.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapons violations to the local police. The weapon is turned over to the local police jurisdiction.

The administration of Immaculate Conception School will immediately notify the local law enforcement officials of firearm incidents at school. The principal will also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

Threatening to Use a Weapon

We will take any suggestive language regarding use of a weapon seriously. In order to protect our students and faculty/staff, we must err on the side of caution. This will include, but is not limited to:

- talking to student/s
- meeting with parents
- calling police
- informing Archdiocese and Pastor
- requesting a letter from a health care professional that the student is not a threat to himself or others

The student will be suspended while the investigation is ongoing. If it is determined that there is a credible threat, the student will be expelled.

Gangs and Gang Related Activities

I.C. School is a gang free environment. Gangs include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the school's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a school setting. Their presence interferes with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of all students.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm to others
- Symbols that may be gang related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps, or other clothing.
- Displays of sign/symbols on paper, notebooks, textbooks, and other possessions that may be gang related.
- Conduct on or off premises that may be gang related.

Parents will be notified if their children are either suspected of being involved in gang related activities or are a victim of gang related activities.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to report suspected gang activity to local law enforcement.

Sexual Harassment

The Archdiocese of Chicago and I.C. School are committed to maintaining a school environment free of sexual harassment. Physical contact of a sexual nature, lewd or suggestive remarks and such conduct that serves to create an intimidating, hostile, or offensive learning environment may be considered sexual harassment on the part of adults or children. If any individual believes that he or she has been subjected to conduct which may constitute sexual harassment, that individual is to immediately report the offensive conduct to the pastor or principal. Sexual harassment of any form, (verbal, touching, etc.), may result in detentions, suspension or expulsion.

Bullying

As Catholics we believe in the dignity of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional or sexual) including communications made in writing or electronically. It can occur on school grounds or off school grounds during non-school time.

Bullying is directed toward another student and has, or can be reasonably predicted to:

- place the student in reasonable fear of harm to their person or property
- cause a substantially detrimental effect on the student's physical or mental health
- interfere substantially with the student's academic performance
- interfere substantially with the student's ability to participate in, or benefit from, the services, activities or privileges provided by the school

Bullying can take many forms including: physical, verbal, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool. These tools include: sending or posting inappropriate or derogatory

email messages, instant messages, chats, snap chats, text messages, digital pictures or images or website postings (including blogs). The effect may be:

- physically, emotionally or mentally harming a student.
- placing a student in reasonable fear of physical, emotional or mental harm.
- placing a student in reasonable fear of damage to, or loss of, personal property.
- creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Immaculate Conception School expects students to conduct themselves in keeping with the existing school rules and with a proper regard for the rights and welfare of other students and school staff.

In cases of reported bullying, the Principal or Assistant Principal may interview all students involved (aggressor, victim and bystanders) as appropriate. This investigation may include interviews with students, parents and school staff and review of school records. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others will depend on the results of the investigation and may include:

- counseling
- parent conference
- detention
- suspension
- expulsion

Depending on the severity of the incident(s), the Principal may also report incidents of bullying to law enforcement if appropriate.

Bullying/Harassment Cycle

Step One-Interview/Investigation Phase

Incidents may be reported by teachers, staff, students or parents. Once the report takes place, the incident will be investigated through interviews with all students who were involved in the incident. Once the investigation is complete, a Bullying/Harassment School Incident Reporting Form will be completed and sent home with each student to make parents aware of the details and findings of the incident. Disciplinary or restorative action may be taken which is not limited to detention, suspension, probation as a result of the findings of the investigation.

Step Two- Parent Conference

Continual violation of bullying will result in disciplinary action as well as a conference between administrative staff, student who is bullying and his/her parents. This conference will involve the parents and administrative staff creating an action plan that will prevent bullying/harassment going forward. An in-person or phone call conference may be called between the administrative staff, student/s being bullied and parents.

Step Three- Action Plan Report

A student who completes an Action Plan will no longer be on an action plan and/or probation for the rest of the school year unless another violation occurs. If a violation does occur after the Action Plan is completed, student will be on probation for specific amount of time with no opportunity for violations. If a violation occurs during the Action Plan, disciplinary action will be taken which is not limited to suspension or expulsion from the school.

Bullying/Harassment Policies and Procedures

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Bullying acts may be

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communication;
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliation, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolation, ostracizing and peer pressure;
- Sexual which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.)

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school busses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the **Bullying/Harassment School Incident Reporting Form A** from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete **Form A** within a day and give the form directly to the principal, keeping a copy for her/his personal records.

STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

1. **INTERVENTION:** The inappropriate/unacceptable conduct should be stopped immediately.
2. **INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.
3. **Determination:** Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.
4. **Response:** Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

Archdiocese of Chicago Office of Catholic Schools
BULLYING/HARASSMENT SCHOOL INCIDENT REPORTING (FORM A)

This form is used to report a possible incident of bullying or harassment. The staff person who observes the conduct or receives the complaint should complete this form. A copy of this form should be given directly to the principal upon completion by the appropriate staff person.

School _____ Date of Report _____
 Name of Student with Bullying Behavior _____ ☐M ☐F Grade__Room__
 Name of Student being Bullied _____ ☐M ☐F Grade__Room__
 Person Reporting: _____ Position _____
 This incident was: ☐witnessed by the teacher or school staff person ☐reported by _____

LOCATION OF INCIDENT:

☐Classroom ☐Bathroom ☐Lunchroom ☐Gym ☐Hallway ☐Playground ☐Recess ☐Other__

Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged bullying student solely on the basis of an anonymous report.

Witness/Witnesses:

Check the Behaviors that Apply✓

| VERBAL | SOCIAL/RELATIONAL | PHYSICAL |
|---|--|---|
| <p>Saying/writing mean things</p> <p><input type="checkbox"/>teasing/taunting</p> <p><input type="checkbox"/>threatening to hurt</p> <p><input type="checkbox"/>sexting</p> <p><input type="checkbox"/>defacing or falsifying school work about someone</p> <p><input type="checkbox"/>cyber bullying</p> <p>Other: _____</p> | <p>Hurts someone's reputation</p> <p><input type="checkbox"/>spreading rumors</p> <p><input type="checkbox"/>exclusion</p> <p><input type="checkbox"/>playing hurtful "tricks"</p> <p><input type="checkbox"/>public embarrassment</p> <p><input type="checkbox"/>telling others not to be friends</p> <p><input type="checkbox"/>threatening someone to keep silent</p> <p><input type="checkbox"/>leaving someone out on purpose</p> <p>Other: _____</p> | <p>Hurts someone/harms their property</p> <p><input type="checkbox"/>pushing or shoving</p> <p><input type="checkbox"/>blocking or cornering</p> <p><input type="checkbox"/>tripping</p> <p><input type="checkbox"/>kicking</p> <p><input type="checkbox"/>slapping</p> <p><input type="checkbox"/>spitting</p> <p><input type="checkbox"/>assault</p> <p><input type="checkbox"/>destroying property</p> <p><input type="checkbox"/>stealing</p> <p>Other: _____</p> |

Description of the Incident:

(Continue on the back if necessary.)

To my knowledge, this incident of bullying is the: ☐1st, ☐2nd, ☐3rd, or ☐4th.

Report sent to the principal at _____time on _____date.

All original forms are to be kept in a secure location at the school site by the administrator.

Archdiocese of Chicago Office of Catholic Schools
BULLYING/HARASSMENT SCHOOL INCIDENT REPORTING (FORM B)
(A separate interview sheet should be completed for each person interviewed)

Interview information is documented on this form by the principal or the principal's designee who conduct the interview.

Reporting Person Information

Name: _____ Position: _____

- ☐ Staff Member
- ☐ Alleged Offender
- ☐ Alleged Victim
- ☐ Witness
- ☐ Bystander
- ☐ Parent/Guardian/Relative

Date of Interview: _____ Time: _____ Interviewer: _____ Position: _____

INCIDENT DETAILS - Description of the incident that you witnessed or were involved in:

School: _____ Location of Incident: _____

Date of the Incident _____ Time of the Day Incident took Place: _____

Describe the incident you witnessed or were involved in:

Please describe how you responded to the incident:

All original forms are to be kept in a secure location at the school site by the administrator.

Suspension

Suspension is the isolation of the student from some or all school activities.

Thus, the student may be required to report to school during normal school hours, but be separated from his/her ordinary classes and be expected to continue schoolwork on an independent basis.

In-school suspensions do not normally involve suspension from co-curricular activities because they are administered for a variety of disciplinary actions.

In some instances, the student may be placed on an out-of-school suspension, thereby serving the suspension at home. Out-of-school suspension includes suspension from all co-curricular activities. Except in unusual cases, the suspension shall not exceed one week. Out-of-school suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected student in overcoming a disciplinary problem. A student who has been suspended from school will not be re-admitted to school without a parent conference and the completion of a viable, feasible contract on the part of the student for good behavior in the future. Days of out-of-school suspension are indicated on the student's permanent attendance records.

Expulsion

Expulsion from a Catholic School in the Archdiocese of Chicago is the most serious sanction that can be imposed on a student. An expulsion is defined as any time a student is asked to leave the school for any reason: poor academics; inappropriate/unacceptable behaviors; lack of improvement during a probationary period; substance abuses; bullying; lack of respect for school authorities; serious damage to school or student property; theft; physical harm to student/staff; and any other harmful misconduct to individuals in the school/parish community. Students may also be mandated to withdraw due to his/her parent's/guardian's failure to pay tuition or other school fees, lack of parental cooperation with school policies, or chronic unacceptable conduct with staff and/or students.

Except in appropriate cases, expulsion will be imposed after a period of suspension.

Battery of Personnel

The principal of Immaculate Conception School will immediately notify the local law enforcement officials of written complaints from school personnel concerning incidents of battery committed against school personnel at the school. The principal shall also notify the Illinois State Police within three days of each incident through the School Incident Reporting System (SIRS).

School Incident Reporting System (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported. In order to satisfy the reporting of incidents to the ISP (Illinois State Police) requirement, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which does not satisfy the requirement to report incidents to local law enforcement authorities.

Technology Acceptable Use Policy

The goal in providing technology resources is to promote education. The use of these resources is a privilege, not a right. All devices are School property and are provided to the student for school use.

Appropriate behavior, as it relates to the use of computers, iPads, chrome books and other forms of technology, is no different from the behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the available technology in a responsible and ethical manner.

The undersigned must comply with and agree to all the following:

- The Student and the Undersigned are expected to protect school technology equipment from damage at all times.
- The Undersigned will be monetarily responsible for any hardware or software damage that may occur.
 - Chrome book \$250
 - Chrome book charger \$30
 - iPad \$325
 - Pad Charger/cable \$25
- The Student and Undersigned are reminded that the equipment may have camera capabilities. Storing personal photos, videos, and documents on the equipment is prohibited. The use of the camera should be limited to curriculum related tasks, classroom meetings, etc.
- Equipment should not be used near water, food, or any liquid

Use of technology resources that are prohibited include, but are not limited to:

- Violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information
- Attempting any unauthorized access, including hacking of any computer system
- Downloading unacceptable materials
- Re-posting personal communication without the author's prior consent
- Violating copyright laws

- Using school technology resources for financial gain, credit card fraud, electronic forgery, or other illegal activity
- Downloading, installing or storing software on a school computer without the approval of appropriate school personnel
- Changing or attempting to alter any configuration, program or password on a computer or system
- Using a school computer or device without knowledge or approval of school personnel responsible for the computer
- Using inappropriate language, pictures or gestures in any form on the Internet
- Using the Internet for unauthorized purchases
- Student-owned computers/iPads/chrome books when used in school, must follow the same procedures as school owned equipment. Student-owned computers and other electronic devices cannot be used on school premises without the expressed consent of the principal

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

Violations

Violation of the Acceptable Use Policy rules shall be subject to consequences including but not limited to loss of system privileges and referral to law enforcement authorities or other legal action as deemed appropriate.

Technology Materials

Technology materials, (iPads, Chrome books, MacBook Air, cords, etc.), are considered “rented”. If a student loses or damages any of these items, he/she must pay for the repair or replacement.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action from school. Inappropriate use of technology may include, but is not limited to: harassment of others, use of the school name, remarks directed to or about teachers or staff, offensive communications including texts, videos/ photographs, threats, and sexting (consensual or not).

Cell Phones/Smart Watches/Personal Electronic Devices

- Any cell phone, smart watch or other personal electronic devices brought to school must be powered OFF and turned into the teacher.

- Cell phones or smart watches may not be used during school hours. This includes the hours that a class may be on a field trip, unless specific directions are given by a teacher.
- If cell phones are used before or after school hours, calls must be made outside of the school building.
- If a cell phone or any electronic communication device is confiscated for misuse, the device must be picked up in the school office by a parent/guardian.
- If a cell phone is not turned in, the student will be subject to consequences including but not limited to loss of phone privileges, referral to law enforcement authorities or detention or suspension from school.
- I.C. School is not responsible for damage to or loss of any electronic devices that are brought to school.

Laser Pointers

Laser pointers of any type are not allowed on school grounds. If your child has one in their possession, it will be taken away and never returned. This will result in a detention.

Social Media and Student Passwords

Sec. 15. Notification. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. Notification under this Section must be published in the elementary or secondary school's disciplinary rules, policies, or handbook or communicated by similar means.

Standards for Immaculate Conception School Student Athletes

Representing Immaculate Conception School on an athletic team is both a privilege and a responsibility. Each student athlete is expected to maintain a good academic and behavior record in school. Appropriate behavior is expected during practices and competitions. Failure to fulfill any of these expectations may result in the student athlete's

suspension/removal from the team. Absence from school on a given day excludes an athlete from participating in a school athletic activity.

Immunizations and School Physicals

In accordance with Illinois State Law all students entering school for the first time at the preschool or kindergarten level and sixth grade students shall present proof of having had a physical examination and received such immunizations against communicable diseases required by the Department of Public Health. These records are to be presented to the school before the first day of school.

Any students not in compliance by Oct 1 must be excluded from school until the child presents proof of having had the physical examination and required immunizations.

Dental Examinations

All children in kindergarten, second, and sixth grades must have a dental examination by a licensed dentist. He/she must sign and date the proof of examination form.

Vision Examinations

Diagnosing eye and vision problems and providing timely treatment helps ensure that students maximize their academic performance. All students enrolling in kindergarten and any student enrolling for the first time in Illinois, whether in private or public school, must have an eye examination. The eye exam must be performed by a licensed optometrist or medical doctor who performs eye exams.

Medical Treatments

In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the Medical Authorization Form on file with the school, the school shall attempt to contact the student's parent/guardian utilizing the information provided. If the student's parent/guardian cannot be contacted, the school shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact. Therefore, it is important to have school emergency forms filled out completely and to be updated throughout the year as needed. The Principal or other certified school personnel may call local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of

school related supervision of the student, the student's illness, injury, or need for immediate medical attention is perceived to be in need of emergency medical care.

Illness and Injury

A student should remain at home when ill or injured and must not return to school until completely recovered. Children who return to school too early frequently experience a relapse or spread illness to others. Parents should follow the criteria below when deciding whether or not to keep a child home from school:

- The child should be fever free for 24 hours without the aid of a fever-reducing medicine (ex: Tylenol)
- The child should be symptom free from vomiting or diarrhea for 24 hours.
- If there has been a serious injury such as a sprain, bump on the head, or cut that required stitching, the child should not attend school the following day.

A doctor's note is required for a child to return to school after hospitalization or absence due to a serious illness. Parents are notified of exposure to a contagious disease in school, such as strep throat. Students, who are sent home due to illness, are not allowed to return that evening to participate in athletic or extra-curricular activities.

Lice

Head lice is not a disease, but is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly, head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on the infested person or clothing. Exclusion from school: those who have become infested with head lice are to be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or through over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the child/ren have been treated. Students are re-checked for head lice before readmission to the classroom.

Administration of Medication

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. No school personnel shall administer any prescription or

non-prescription medicine unless a completed Medication Authorization Form (provided by the school) has been received by the school Principal or her designee.

The school retains the right to deny requests to administer medication to the students provided that such a denial is indicated on the Medication Authorization Form. If the school denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

Students who suffer from asthma or allergies that require the immediate use of medication (ex. Epipen or inhaler) shall be permitted to carry such medication and to self-administer such medication only if a completed Medication Authorization Form and Physician Request for Self-Administration Form has been completed and has been received by the school Principal or her designee. Every student must have on file in the school office the medical form "Medical Information & Emergency Form" which is sent home during the first week of school each year.

The school and school personnel shall incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector or an opioid antagonist.

Administration of Medication

Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the school Principal and her designees.

Appropriate Medication Containers

It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or manufacturer-labeled for non-prescription over-the-counter medication.

Pictures of students with dietary restrictions or allergies are posted in the kitchen.

The school and school personnel shall incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector or an opioid antagonist.

Medical Cannabis

Students are not permitted to use or possess cannabis in our schools except accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Guidelines for Students with Food Allergies

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Allergies

If a child has a known allergy that requires the use of epinephrine (epi-pen), parents must complete a Food Allergy Action Plan. This plan will be kept on file in the school office and in each individual student's classroom. Two epi-pens must be sent to the school for emergency use as well as any additional medication that is needed. It is important for parents to discuss this plan with the teacher at the start of every school year.

Family's Responsibility

- Educate the child in the self-management of his/her food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels.
- Notify the school of the child's allergies and provide medical documentation.
- Work with the school to develop a plan that accommodates the child's needs throughout the school, including in the classroom, the lunchroom and after-care programs.
- Work with the child's physician to develop a Food Allergy Action Plan. Submit the plan to school.
- Complete necessary written medical documentation as required by the Archdiocese. These forms include: Medication Authorization Form/ Parent/Guardian Permission and Authorization Form, and Medical Information and Emergency Notification Form. (found under LINKS in Fast Direct)

- Replace medications after use or upon expiration.
- Review policy/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide the child with a safe snack to be eaten at snack time.
- Provide a plastic ziplock bag (labeled with the child's name) containing the Food Allergy Action Plan sheet, and Epi-Pen (auto-injector) or Benadryl (if necessary). The individual bag will be kept in the black emergency bag maintained in each classroom that follows each class.
- Agree to have 911 called at the discretion on school staff.

School's Responsibility

- Review health records submitted by parents and physicians.
- Assure all staff who interact with the student on a regular basis understand the food allergy.
- Provide a separate table in the lunchroom/classroom for those students with food allergies to reduce the possibility of accidental exposure. This table should be appropriately cleaned prior to each use.
- Ensure that all medications are appropriately stored.
- Notify all faculty and staff of those students who have food allergies.
- Designate school personnel who are properly trained and authorized to administer medications in accordance with Archdiocese policies, State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Discuss field trip with the family of the food-allergic student to decide appropriate strategies for managing the food allergy.
- Ensure that substituted teachers understand the food allergy, can recognize its symptoms, and know what to do in an emergency.
- Maintain black emergency bag in each classroom equipped with students' Epi-Pens/medications and other emergency documentation. The bag accompanies the class to specials, recess, lunch, and other areas the class may visit, including field trips.
- Call 911 if necessary.

Students' Responsibility

- Should not trade food with others.
- Should not eat anything that is not safe for them. Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should make sure the black emergency bag is travelling with the class.

Responding to Anaphylaxis

- A. Student-specific orders that are on file should be followed for students with known life-threatening allergies and/or anaphylaxis. Know when to act. Follow school procedures and the individual's Emergency Action Plan to respond to suspected anaphylactic reaction for a student with a known allergy.
- B. If there is a suspected case of anaphylaxis, instruct someone to call 911 immediately.
 - a. Stay with the person until EMS arrives.
 - b. Monitor the person's airway and breathing
 - c. Implement local emergency notification to active trained personnel to respond, Call school nurse/front office school personnel immediately and advise of situation.
 - d. Direct someone to call parent/guardian.
 - e. Administer CPR, if needed
 - f. EMS transports individual to the emergency room. Document individual's name, date, time of symptoms, and possible allergen.

Traffic Safety Program

To protect the safety and welfare of each child, a Traffic Safety Program is in effect every school day. It is every adult's responsibility to follow the drop-off and pick-up directions and rules listed below:

- No Parking is allowed on the East lot during student drop off from 7:45 A.M.-8:05 A.M. but parents may park their cars in the West lot and walk their children to the East lot
- All vehicles will enter the East Entrance of the East lot (this is the entrance between Oconto and the Church portico)
- Vehicles will proceed forward to the drop-off zones
- Students should NOT exit the vehicle until they are in a drop zone
- Once the student exits, the vehicle will continue behind the school to the West lot and exit at Odell Avenue
- Parking is available on the East and West lot at dismissal. Enter the West lot via Talcott Avenue. Drivers must be parked in a space ten minutes prior to the dismissal bell. This will insure that no cars are in motion when the children walk onto the lots. No cars are allowed to move until the parking lot supervisor gives the OK!

Bicycles

There are many potential traffic hazards in the vicinity of Immaculate Conception School. Parents should exercise great caution in allowing their children to ride bicycles to and from school. The school assumes no responsibility for mishaps to bicycles. Bicycles must be walked on the parking lots and locked on the appropriate bike racks (one on East lot and one by Parish Center). Bikes are never to be left in piles causing safety issues for others.

Wellness Policy

I.C. School supports and promotes wellness, good nutrition and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

- Students in grades P-1 will break mid-morning for a nutritious snack
- To keep hydrated, students must bring a reusable water bottle which can be refilled at our bottle filling stations. Our drinking fountains are not turned on.
- All students shall participate in regularly scheduled physical education classes
- When the weather is appropriate (when the air temperature and/or wind chill is above 15°F), students enjoy a supervised recess period outside. Students should be dressed appropriately for the weather.
- Students in grades 6-8 participate in the TLC Program – Teaching, Learning and Communicating program, which teaches students how to better handle conflict and make wise choices
- Health curriculum- Students in grades 6-8 participate in Health classes during their PE classes. Topics covered include:
 - Grade 6: Health and Wellness, Personal Hygiene
 - Grade 7: Mental and Emotional Health
 - Grade 8: Alcohol and Drug Use and Abuse, Prevention and Spread of AIDS

Health and Safety

The school notifies paramedics when any serious accident requiring medical attention occurs. Following a serious accident, parents or responsible adults, listed on emergency cards are notified.

School Lunch Program

- School meals may be purchased through Marla's lunch.
- Students eat in the cafeteria, which is supervised
- Students have an adequate amount of time to eat lunch
- No soft drinks are available in school
- Access to any area involved in storage, preparation, or service of food shall be limited to authorized personnel

Ordinarily, we cannot provide supervision in the building for students during lunch/recess when their classmates are outside. If a child is too ill to be outside for the short recess, the child should be kept home. On certain occasions, parents may request that their children remain indoors during recess. Each request will be handled individually.

Reporting Child Abuse

By law, the state of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse.

Dogs

An animal's behavior may be unpredictable when placed in a confusing or frightening situation. Because of the inherent activity of hundreds of children and adults around the school buildings at arrival and dismissal times, dogs are not permitted on school property.

Excuses from Physical Education for Medical Reasons

If a student needs to be excused from participation in physical education class for medical or safety reasons, a written note from a doctor stating the reason and duration must be presented to the homeroom teacher who will inform the physical education teacher. The notice will be filed in the child's medical folder.

Volunteers

A private school depends on volunteers. Examples include: field trip chaperones, room parents, library helpers, etc. Volunteers should sign in at the office and wear a visitor's pass. It is necessary for adults who volunteer with children to:

- Set up an account and register at Virtus.org – be sure to select IC SCHOOL TALCOTT as your primary location.
- Once your account is set up- you will be instructed to complete the following
 - CBC: Criminal background check run through Virtus online as part of the Virtus registration process. Rechecked every three years through Virtus
 - CANTS 689: Yearly check of the central registry of Department of Children and Family Services. (Policy 603.5) English CANTS 689 Form. Please return to the School
 - PGC: Virtus's Protecting God's Children training session. Register and attend within 15 days of beginning work or volunteering
 - MRT: Mandated Reporter Training from State of IL training website. Recertified every three years including resigning the Acknowledgement Form (CANTS 22 or CANTS 22A for clergy). Certificates and signed forms are to be kept on file.
 - ASB: Archdiocesan Standards of Behavior for Church Personnel Working with Minors and Vulnerable Adults (formerly Code of Conduct). Read and signed

Parent Involvement Opportunities

Athletic Committee
Parents Club (social and fundraising)
School Board
Room Parents

Emergency School Closings

If conditions warrant a decision to close school on a regularly scheduled school day (excessive snow, broken water pipe, etc.), parents are notified through two systems of communication:

- The School Messenger Communication System will contact parents using the phone numbers submitted by parents to the school
- Information can be found on Fast Direct

School may be open at times when the weather is inclement. Student's safety should govern the parent's decision regarding attendance on these days.

Please do not call the rectory for school closure information.

Safety

Student safety is very important at I.C. The following safeguards are in place:

- All outside doors to gain entry to IC are locked.
- Students are instructed to never open the outside doors for anyone.
- Any parent, visitor, etc. has to go to the front doors and ring the bell.
- The office has a monitor (2 views) to see who is at the door before being buzzed into the school.
- There is a working camera at every outside door which records 24 hours a day.
- We have volunteer, off-duty police officers working security.
- The security guards have access to all the camera views.

Emergency Drills and Evacuations

Fire drills (evacuation) are regularly held in compliance with Chicago Fire Department directives. Tornado drills (shelter-in-place) are held in the spring. Lock Down drills are held throughout the school year. One is practiced with the Police Department and others with our Security Officers. School bus safety and evacuation drills are held in the fall to provide students with preparedness in the event of a bus accident or emergency while on a field trip. In the event of a true emergency where our school building

is not safe to re-enter, students will gather in the church. If this location is not safe, we will walk to Resurrection High School.

Federal Asbestos Program

In accordance with the U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) Immaculate Conception School has been inspected and some asbestos containing material has been identified. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Copies of the inspection report and management plan are on file in the school office and may be examined during school hours.

Addressing Parent Concerns

Parents sometimes have concerns about a teacher's decision, a child's grade, or a school-related incident. If a conflict arises from such a concern, it should be rectified in a manner consistent with the values of a Christian Educational Community. In this way, parents and teachers provide children with a positive model for conflict resolution. When addressing a concern, I.C. School recommends:

- Communicate with the child. When a child is involved, reassure him/her that the teacher and parents will work together to address the concern. To spare a child confusion or anxiety, refrain from disagreement or criticism of a teacher in the child's presence. Instead, provide appropriate information to assist in a resolution.
- Communicate with the teacher. Rather than talking with others who may not have all the information, promptly arrange for a meeting with the teacher directly involved. Most concerns can be quickly resolved when the parent and teacher have a clear and complete understanding of the situation.
- Communicate with the Principal or Assistant Principal. If a resolution with the teacher is not attainable, contact the administration. Parents who contact the administration before conferring with the teacher are redirected to communicate with the teacher first.

Familygram

An electronic weekly newsletter, called the Familygram, is sent to all families via Fast Direct. The newsletter offers more details regarding special events as well as new information and updates on the week ahead.

Calendar of School Events

Each new school year, families receive a magnetic school calendar. Parents are encouraged to integrate their personal and school calendars to stay informed about upcoming events. Parents are encouraged to review the calendar posted on the principal's site on fast direct

Directory of School Families

The Fast Direct program provides an e-mail directory for all parents and teachers. Parents can communicate with each other using the Fast Direct program.

Emergency Cards

In the event of emergency, injury or illness, it may become necessary to immediately locate parents or a responsible adult. At the start of each year, the school requests that parents/guardians complete and return one emergency card **per family** and one, emergency release form **per child**. Parents are strongly encouraged to update the school regarding changes in emergency contact information.

Press Releases

On occasion, Immaculate Conception School uses photos and/or academic work of students in school to share information about the school. School publications include, but are not limited to: the website, school yearbook, school Facebook page, advertisements, annual reports, posters, parish bulletins, and other public relations material. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events. If any parent objects to having their child's photo used for promotional purposes, please let the principal know in writing.

Phone Calls

The office phone will be available to students in an emergency or when conveying messages from school personnel. Students should be made aware of their afterschool plans before arriving at school. During the school day, any unexpected information should be given to the secretary who will pass it on to the student.

Calls to the teachers can be placed through the school office since teachers do not have a direct number. The secretary will relay the message to the teacher, who will return the call at her/his earliest convenience. Neither teachers nor students will be called out of class to receive phone calls.

Forgotten Items

Once the school day begins (8:10 A.M.), instructional time will be protected from unnecessary interruptions. It is the student's responsibility to be prepared for each school day with homework, projects, materials/supplies, lunches, gym attire, band instruments, etc. Ordinarily, students are not permitted to call home for forgotten items during the school day. Unavoidable deliveries of forgotten items are to be dropped off in the school office, not to the child's classroom. "Fast Food" forgotten lunches are not to be brought to school as they are not nutritious nor are they fair to other students. As always, parental cooperation in minimizing unnecessary interruptions to the academic day is greatly appreciated.

Right to Amend

Statements in this handbook are subject to amendment with or without notice and serve as a guide. The school will attempt to keep you informed of all changes, additions, or deletions as soon as practical. Some changes might be made immediately due to unforeseen circumstances. Situations can be handled on a case by case basis and the pastor and administration can determine the outcome.