

Immaculate Conception School
Parent / Student Handbook

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IMMACULATE CONCEPTION SCHOOL PHILOSOPHY

Immaculate Conception School is a Catholic elementary school, which forms a closely-knit Christian community encompassing town and parish. Service within and outside the school creates and enhances Immaculate Conception's community of faith. By word and example, we transmit the teachings of Jesus to students. Catholic values and attitudes permeate all that we do.

Immaculate Conception School strives to establish a feeling of self worth within each student. By establishing positive attitudes of care and concern toward each child, Immaculate Conception School promotes the development of individual talents and abilities in an atmosphere of trust. The educational processes develop within a network of good relationships among teachers, students and parents. Immaculate Conception School strives to be a family rooted in Christian charity. While we recognize the parents as primary educators, we strive to meet all of the needs of our students. Our teachers bring academic professionalism to the school and serve as models of faith for our students. Christian charity is evident in the faculty relationships. They support each other both professionally and personally. We believe that our students are aware of the faculty's mutual respect and friendship. This becomes a model for the students in their relationships with each other.

In our religious and educational pursuits, curriculum and policy originate in the Diocese of Erie and are implemented by our school administration. Curriculum development is a continuous activity among the staff in cooperation with a larger diocesan staff. Our close proximity to Clarion University allows its influence to be an available resource to both our teachers and students. Evaluations of the student's skills are a daily, weekly and quarterly process for the purpose of preparing the student for full citizenship in his/her own community and in the larger world community. The teacher's role is evaluated by the administration through written daily plans, observations and continuous communication of values associated with Christian virtues.

The educational process used is one in which the uniqueness of each student is developed. In order to foster the total development of each child, spiritual, intellectual, social and physical goals are defined and implemented. To achieve these goals, a spirit of cooperation among priests, principal, faculty, parents and students is essential, as all are actively involved in the educational process. For these groups to be supportive of each other, a spirit of openness is encouraged. It is through this mutual support that the students of Immaculate Conception School can best be prepared to live in today's world as well as that of the future. This school is an embodiment of unique individuals whose abilities and talents are developed to the fullest in a caring environment.

SCHOOL ADMINISTRATION AND STAFF

SCHOOL COMMITTEE

The members will consist of the Principal, one member of the Parish Finance Council, one Faculty member, one School parent, one School alumni, and one other parishioner with public school experience. The Pastor and Business Manager will be ex officio members of the School Committee. Diocesan policies and requirements regarding the School Committee are followed.

ADMINISTRATION

Direct responsibility for the administration of the school is given to the Principal who is hired on an annual basis by the Pastor in consultation with representatives of the Catholic Schools Office.

The Office Coordinator performs routine office duties. These include typing, filing, completing school records and personnel records, all receptionist duties.

FACULTY

Members of the faculty are interviewed and approved by representatives of the Catholic Schools Office of the Diocese of Erie. The entire Immaculate Conception School faculty is certified by the Commonwealth of Pennsylvania in Elementary Education or Secondary Education. All are employed on an annual basis by the Pastor in consultation with the Principal.

PARENT TEACHER ORGANIZATION

P.T.O. General Meetings will be held at least twice (2) a year. *Attendance is mandatory at meetings*; at least one member from each school family must attend.

The main purpose of this organization is to bring the home and school together for the total education of each child. The membership is involved in fundraising, as well, to enhance and support education.

The Executive Board, Principal, Pastor, faculty and all parents/guardians of children enrolled in Immaculate Conception School are members of the PTO. The Executive Board consists of six (5) officers and three (3) active members (known as Directors). The officer positions, with term limits, are as such; President (1 year), President Elect (2 years), Secretary (1 year), Treasurer (1 year) Treasurer Elect (2 years).

A complete Constitution of the Parent-Teacher Organization is on file in the school office. If you wish to review this document please inquire in the office.

ADMISSIONS POLICIES

REGISTRATION POLICY

Because of limited class size, registrations must necessarily be given preference as follows:

1. Those families who already have children in Immaculate Conception School.
2. Immaculate Conception parishioners.
3. Neighboring supportive parishes.
4. General public.

All students are accepted on a 30-day trial basis; each student's academic performance and disciplinary record will be reviewed at the end of the trial period by the Principal and Pastor; if necessary, recommendations will be made at this time.

There is a **non-refundable registration fee** for all new registrations.

Registration for preschool and kindergarten students takes place during the school term preceding the child's entrance into preschool or kindergarten. This takes place on a designated day in March. To be eligible for preschool, children must be four (4) years of age by August 1 of the year of entrance into preschool. To be eligible for kindergarten, children must be five (5) years of age by August 1 of the year of entrance into kindergarten. Preschool and kindergarten registrants must have all the immunizations required by the Pennsylvania Department of Health.

Registrations will be accepted for preschool and kindergarten all year long. Registration for grades one (1) through six (6) will be continually accepted providing enrollment does not exceed the maximum class size. Enrollment for each grade will be limited. The Pastor and Principal will make the final decision on individual class size.

If at any time a student withdraws from Immaculate Conception School and then returns, this is considered a new registration and all fees apply.

FINANCIAL POLICY

A tuition fee is required from all those attending Immaculate Conception School.

Upon acceptance of new registrations, families who are not parishioners of Immaculate Conception Church may be required to pay \$500 towards their yearly tuition. Payment is due by September 30th of the current school year. Final decision is left to the discretion of the Pastor, Principal and Finance Council. This policy take effect August 1, 2016.

SCHOOL RESPONSIBILITY OF STUDENT BODY POLICY

Immaculate Conception School will assume responsibility for its students **ONLY** during the following times/events.

1. During the instructional hours of the school day in school.
2. During the instructional hours of the school day on school property.
3. At school events held before, during or after school that is directly observed and supervised by school staff.

ACADEMIC POLICIES

ATTENDANCE

The Commonwealth of Pennsylvania requires that the school term be a minimum of 180 days or its equivalent of a minimum of 900 hours of instruction.

When a child is absent for any reason, he/she must bring a written excuse from his/her parent/guardian stating the days of absence and the reason for the absence. Failure to bring in a written excuse will result in an unexcused absence. A Doctors excuse is needed after 3 or more consecutive absences and/or after each additional absence beyond twenty (20) accumulated absences; consecutive or non-consecutive.

If your child is absent from school please call the office between the 7:30 AM and 8:30 AM to indicate why the child will not be in school.

TARDINESS

Tardiness is checked each day and a record is kept on permanent file. Tardiness should occur very rarely, if your child is tardy, he/she must bring a written excuse upon arrival to school. Immaculate Conception School follows the truancy policies set by Clarion Area School District, which are as follows;

1-3 tardies within a grading period, a written warning will be mailed home.

4-6 tardies within a grading period, the child/children will be required to attend a 1-hour, after school, detention.

7 tardies within a grading period, the child/children will be required to attend a 4-hour Saturday detention.

8 or more tardies within a grading period will result in a possible suspension from school.

Please note: *In cases of Saturday detention, a teacher will be assigned to monitor the student and the daily fee of this teacher is the responsibility of the parent/s. This fee must be paid for by the day of the detention.*

DEFINITION OF TARDY AND ABSENT

If a child arrives between 8:20 AM and 9:20 AM the child shall be considered tardy. Arrival after 9:20 AM shall be interpreted as an absence for the morning session. If a child leaves prior to 1:00 PM the child shall be considered absent for the afternoon session. If a child leaves the school, returns, but had been gone for more than two hours, the child shall be considered as absent for half a day.

ATTENDANCE CERTIFICATE

An Attendance Certificate will be awarded to any child who has not been tardy in excess of three times and has not been marked as absent.

MEDICAL APPOINTMENTS

A student may be excused, during the school day, for a doctor or dentist appointment if an excuse is presented to the Principal's office. The note should indicate the time of the appointment and who is coming for the child. If possible, appointments should be made outside of school time.

NON-CUSTODIAL PARENT

All divorced parents must furnish the school with a copy of the custodial section of the divorce decree. This is needed for the administration to have a clear understanding of the non-custodial parents' rights.

CHOIR CLASS

Choir is an elective class; a withdrawal from the class will be accepted until mid-term of the first grading period. Withdrawals after this time will result in an incomplete grade for remainder of the current year. Additionally all choir members, both voice and chime choirs, will be expected to participate in extracurricular performances, including but not limited to concerts, special Masses, etc. Participation in these performances *will be* a part of your grade for Choir class.

PHYSICAL EDUCATION CLASS

Please refer to section on Dress Code for proper physical education class attire.

If at any time it is necessary for a student to refrain from physical activities, please send a note stating the reason to the teacher. If a student is excused from gym class, he/she will not be permitted to take part in any after school sports program that day.

EDUCATIONAL/VACATION TRIPS AND MAKE-UP WORK-ABSENT FROM SCHOOL

1. An application for approval of an educational/vacation trip must be obtained from the school office and completed and returned to the office at least ten (10) school days prior to the beginning of the trip.
2. **Educational/vacation trips must be limited to ONE per school term.**
3. Students must be doing passing work in all subject areas.
4. Students must be regular in attendance.
5. No work in any subject area should be incomplete at the time of the request.
6. Every effort must be made to work ahead in all subject areas before leaving on the trip.
7. Any work missed during the approved trip must be made up in full. It is the responsibility of the student (and parent/guardian of primary students) to meet with the teachers to acquire missed assignments. Even though the child will be enriched through his/her travel experiences, class time cannot be fully compensated for by completing missed assignments due to the nature of hands-on activities, class discussions, and demonstrations.
8. If work is not completed after return of the trip, within a reasonable amount of time that work will be considered a failure. No incomplete grades will be given.

Example: Make-up work, when absent, should be completed as follows:

1 day absent = 2 days to complete make-up work

2 days absent = 4 days to complete make-up work

Etc.

GRADING

Report cards are presented to grades 1 through 6 at the end of each nine-week period. Kindergarten is on a trimester grading period (every twelve weeks). Mid-term grades are sent home halfway between each of the four grading periods and each of the three trimesters. Students are graded by two systems. The first, indicated by a letter, ranks the child with regard to his/her work in each subject area. The second, indicated by a number, specifies the progress of the student in each subject with regard to his/her expected performance. Grades awarded in each of our special subjects (i.e. Physical Education, Art, Computer and Music) are of the number system only.

A - 93-100	<u>Grades 1:</u>	<u>Grades 2-6:</u>
B - 85-92	3= Proficient-consistently meets standard	4=Advanced-consistently above standard
C - 76-84	2=Basic-making progress toward standard	3=Proficient-consistently meets standards
D - 69-75	1=Experiencing difficulty with standard	2=Basic-making progress toward standard
E - 68-Below	NA=Not Assessed	1=Experiencing difficulty with standard
		NA=Not Assessed

RECOGNITION OF ACADEMIC ACHIEVEMENT

Achievement Awards are given to any student in grades one through three who does not receive any 3's (Needs Improvement) on his/her report card. In grades four through six, any student earning all A's and no 1's receives First Honors; student's earning all A's and B's and no 1's receives Second Honors; and any student earning A's, B's and C's with no D's or 1's receives an Achievement Award.

PARENT/TEACHER CONFERENCES

A conference between the homeroom teacher and the parents/guardians will be scheduled once or twice a year, for grades one through six. A spring conference is scheduled for Kindergarten. Both parents/guardians are encouraged to attend. Either the parent/guardian or teacher may initiate additional conferences at any time during the school term. Many times the student is positively influenced when they realize the parents/guardians and teachers are taking the time to discuss his/her strengths and weaknesses. Cooperation often brings success and encouragement to parents/guardians, teachers, and most importantly, to the student.

HOMEWORK

Homework assignments are necessary to reinforce each day's schoolwork and to help children develop habits of work and study. Parents/guardians give valuable assistance to the school when they insist that a definite study time, in a quiet atmosphere, is a regular and normal part of the child's evening schedule. Completion of homework will be strictly enforced. Students not complying with homework regulations will be disciplined in a manner deemed most suitable, by the teacher, for the age of the student and the degree of infraction.

The following guidelines assist the teacher and student in planning and completing homework assignments:

Grades One and Two:	30 minutes
Grades Three and Four:	40 minutes
Grades Five and Six:	60 minutes

WRITTEN PAPERS

In grades K through four, students complete their assignments in pencil. Student assignments for grades five through six may be done in pencil, ink or by computer printer (subject to approval by teacher). Assignment headings: name, subject, date, etc. are left to the discretion of the assigning teacher.

RETENTION

Retention of a child will be determined by conference between parents/guardians, teacher(s) and Principal. Because the total development of each child is essential, emotional, psychological, and social growth will be considered as well as academic achievement.

RECORDS

Although law does not require the schools under the Diocese of Erie to obey the Family Educational Rights and Privacy Act of 1974, the Diocese has adopted similar guidelines in order to protect the rights of students. The Principal supervises the records of the students and will assist you if you have any questions.

In the elementary schools of the Diocese of Erie, the following procedures are followed: (Category A, Category B, and Category C)

A. Collection and Maintenance

1. As long as the child is in the school, statistical information as seen on the registration form, and academic records as seen on report cards and standardized tests will be kept in the child's file. Should any Category C information be obtained about a child, (potential or temporarily useful information such as legal or clinical findings, discipline memos, and other similar data) it will be filed separately evaluated periodically and destroyed if its usefulness is no longer apparent.
2. When a child leaves the school, only the permanent folder which contains the minimum statistics and standardized achievement scores, with the academic records, are maintained in the inactive file.
3. Each year, students are evaluated not only through the testing programs by the teachers, but also through a Diocesan Testing program which uses standardized tests. Parents/guardians receive copies of the results of these evaluations through report cards, conferences, and computer printouts.

B. Dissemination of Records

1. Parents/guardians have the right of access to all educational records. Should the need arise this right can be exercised by appointment at a time mutually convenient to the parties concerned.
2. If a child transfers to another school (public or private), the records will be forwarded to the new school when that school requests them. Parents/guardians may receive a copy for a nominal fee if they so wish, but they must make the request.
3. The records of a student will not be sent to a third party unless the parent/guardian signs a release form and all accounts are paid in full.
4. Directory information, which includes such information as the student's name, address, telephone number, birthday, dates of attendance, and awards, will be released to third parties (news releases, honor rolls, athletic programs) without the signed release form unless a parent/guardian stipulates otherwise.

C. Conference

Should parents/guardians not understand a procedure or question the records for their child, they should schedule an appointment with the Principal of the school to discuss their questions/concerns. If further action is necessary the procedures, as stated, in the Diocesan School Policies and Administrative Procedures for Elementary Schools should be followed.

SCHOOL REGULATIONS

MEDICATION

If a parent/guardian wishes a child to take prescription medicine during the school day an explanatory note, indicating dosage and the time of administration, must accompany the medication. If at all possible the medication should be in the original container. Any such medication will be dispensed from the office. A note must also be sent if you wish your child to use over-the-counter medications during the school day and shall include appropriate instructions for administration.

CELL PHONES, PSP, DS, I-POD & MP3 PLAYERS The use of cell phones or electronic devices during school hours (8:20 AM-3:00 PM) is strictly prohibited. Defiance of this regulation will result in immediate confiscation of said cell phone or electronic device.

CARE OF TEXTBOOKS

Students are responsible for the condition of books assigned to them. The student must pay for books lost or damaged. **All hard backed textbooks loaned by the school must be covered.** Students should be encouraged to have some type of book bag for carrying books, especially during inclement weather.

CHANGE OF ADDRESS OR PHONE NUMBER

It is very important that the school records be up-to-date and accurate. Any emergency could necessitate an immediate call to the home. Please notify the school promptly of any change of telephone number or address.

Each year the school revises its emergency list stating where parents can be reached. In addition, the list contains the name of a person to be contacted in case of an emergency when parents/guardians cannot be reached. This too, must be accurate. If there is any change, please notify the school immediately. Also please add your cell phone number, if you possess one, to this form.

If parents/guardians are to be absent from their residence for an extended period of time, it would be helpful for you to notify the school of any special arrangements, made in case of emergencies.

EMERGENCY CLOSINGS

Because the school is located within the Clarion Area School District, we comply with Clarion Area's decision to amend the daily schedule due to inclement weather. In the case of an **emergency closing, delay or early dismissal** all families will be notified by phone, at the phone number/numbers provided at the start of school; every family has the opportunity to provide up to 2 numbers. Clarion Area School Districts Parental Information Network provides this service to *every* Immaculate Conception School family. Additionally, an announcement will be aired on one or all of the following radio stations: **KDKA 1020 AM (Pittsburgh), WWCH 1300 AM, WWCR C-93 (Clarion), WMKX FM Magic 96 (Brookville), WOWQ 102 FM (Dubois) and WKQW 1120 AM (Oil City)**. Closing announcements caused by severe weather conditions will be made no later than **7:00 AM**, whenever possible. If at any time the school is in session, and you believe the weather conditions to be detrimental to your child's safety, use your discretion as to whether to send your child to school. Please refer to the school's calendar for the list of snow make-up days. *If Clarion Area School District is on a two-hour delay, Immaculate Conception Schools AM Preschool will be canceled for that day. No make-up day(s) will be scheduled.*

TELEPHONE

Use of the telephone by students is restricted to emergency calls. The **students must have the permission of the Principal or the secretary before using the telephone. No student is permitted to arrange for their own pick-up in the event of illness or injury.** If your child/children call to report such an incident, it is the parent/guardian's responsibility to contact the school's office to obtain information and make arrangements regarding their child/children's condition. All calls to teachers should be made after school, if possible. If a parent/guardian must call a child during the school day, he/she should give the message to the person answering the phone.

LIBRARY

Immaculate Conception School has small classroom libraries for the students' use. In addition, students use the facilities of the Clarion Free Library. Parents/guardians are asked to encourage students to take care of borrowed books and not to lose or mutilate them in any way. Specific library regulations concerning length of time a book may be out, over-due fines, damage to a book, and other similar infractions are applicable for each library. Students may be obliged to pay for damaged and/or lost books signed out in their name and/or their library card according to the regulations of the loaning library.

LUNCH

Daily hot lunch is not an option for students, therefore they must bring a sack lunch. Lunch milk and snack milk are available for purchase. ***Milk purchases must be made for the month and payment is to be received at the beginning of each month.*** Checks are to be made out to Immaculate Conception School.

SENDING MONEY TO SCHOOL

All checks/money sent to school should be enclosed in an envelope marked with your child's name, grade and reason for the payment. Please keep tuition and milk separate from PTO related purchases (lunches, scrip, etc.) as they are different accounts. Please make checks payable to Immaculate Conception School or Immaculate Conception PTO as applicable.

ARRIVAL AND DISMISSAL

No student is to arrive before 8:00 AM. Students MUST be dropped off at the back cafeteria doors and upon arrival ALL students are to report to the cafeteria. All students must be out of the building by 3:00 PM unless a teacher or tutor supervises them. All walkers and car riders should leave promptly at the dismissal time of 3:00PM. Parents are **NOT PERMITTED** to come into the school at or before dismissal time to escort their child/children from the building. All parents must wait for their children in one of the school parking lots. NO ONE is permitted to play in the gym unless supervised by a teacher, coach, or designated parent. Students who participate in extracurricular sports activities must remain in the area of the gym.

Time after school is to be used for extra help from teachers or to give assistance to a teacher. If clubs or other meetings are held after school, there must be an adult present.

PLAYGROUND

The playground is a supervised area of play for students. A teacher will be on the playground or in the gym during recess time. All students are to be in these areas unless permission to be elsewhere is obtained from the supervising teacher. The fenced in playground area will be open M-F from 8:30AM to 2:30PM

FIRE AND WIND DRILLS

Fire drills are conducted according to state regulations and at times decided upon by the administration. All students will be given specific instructions for the fire and wind drills. Students are to leave the building quickly and quietly, even in inclement weather, for fire drills. Students should become familiar with proper procedure for these drills.

BUS TRANSPORTATION

Parents/guardians of students who are eligible to be bused to Immaculate Conception School are to **contact the superintendent of the school in their respective district concerning bus routes and times.** Bus students are to obey the regulations established by the respective school districts and those set by the drivers. It is a PRIVILEGE to ride a school bus; it is not a RIGHT.

If your child's/children's normal mode of transportation is a school district bus **A NOTE MUST BE PROVIDED, IN ADVANCE, TO CHANGE TRANSPORTATION METHOD; NO PHONE CHANGES WILL BE ACCEPTED AT ANY TIME DURING THE DAY.** If we do not have a note in advance of the change your child/children will be required to ride their bus home, **NO EXCEPTIONS AND NO GRACE PERIOD.**

AUTOMOBILE

Parents/guardians who drive their child/children to school **MUST** use the **back parish parking lot when dropping off.** For **pick-up,** at dismissal time, **both parish parking lots** should be utilized. Children should NOT be picked up or left off in front of the school building on Main Street. *This is a request of the Borough Police.*

Occasionally, friends or relatives will call at dismissal time to pick up children and, at times, students ask to go home with a friend on a different bus. In order to protect your child, it is necessary that a note from the parent/guardian be sent to school before permission will be given for a child to leave the building or school grounds in any but the usual way.

If a parent/guardian is to pick up a student who normally rides a bus, the child will be dismissed with the walking students at 3:00 PM

If a child is to ride a bus, which he/she normally does not ride, a note must be written to both the Principal and the bus driver stating this information.

It is the responsibility of the parents/guardians to ensure permission from the school district of residence for their child to ride a bus other than the bus that is normally ridden. If a school bus has assigned seats at the rated capacity of the bus your child may not be permitted to ride an alternative bus.

VISITORS

Visitors are welcome to come to Immaculate Conception School, but will be subject to security clearance and permission from the Principal to be in the school. This is for your child's safety. A parent/guardian will be permitted to enter the school to pick up their child/children for any/all doctor/dentist appointments and any/all early dismissals due to illness, family emergency or upon prior arrangement and presentation of an excuse to the child/children's teacher no later than the morning of said early dismissal.

NO PARENT OR GUEST *will be permitted to visit a classroom during class time* without permission from the classroom teacher and Principal; this includes, but is not limited to, observing your child/children's class in progress from the hallway.

All visitors and parents/guardians must enter via the Main Street entrance, be subject to security clearance and immediately report to the office. If a parent feels it is necessary to escort a child to a classroom, excluding preschool through first grade, they must report to the office first. Forgotten items should be dropped off at the office for delivery to the student by the office staff.

From 8:20 AM to 3:00 PM teachers are responsible for the students in their rooms.

Appointments should be made with your sons/daughters teacher, prior to or after the regular school day, to discuss classroom matters

UNIFORM DRESS CODE (Please refer to brochure)

SCHOOL SERVICES

HEALTH SERVICES

The school nurse works at Immaculate Conception School on an *as needed basis*. The services are available through Clarion Area School District when the nurse is not present at Immaculate Conception School.

The school nurse provides the following services:

1. Immunization check of all students new to the school.
2. Vision, height, and weight check of all students.
3. Set-up for and assist the school doctor with medical and dental exams.

4. Hearing screening in grades 1, 2, 3 and new students. Any students with a hearing loss can be recommended for this test, even though he/she is not in the grade being tested.
5. Follow up; vision, hearing defects, dental corrections and medical conditions.
6. Maintains health and dental records for all students.
7. Contacts parents for further treatment.
8. Tuberculin testing, as necessary.
9. Appraisal of classes as needed when an infectious disease is suspected.
10. Screens for scoliosis in grades 6.

PLEASE NOTE: If your child contacts a communicable disease, do not permit him/her to return to school until our school nurse or your physician gives you permission to do so.

PSYCHOLOGICAL TESTING AND COUNSELING

These services are available through your school district of residence and Riverview Intermediate Unit. Parental permission is required for all testing. A conference with the psychologist to discuss test results will be held at the request of the parents.

REMEDICATION/ENRICHMENT

Students who have need of remediation may be served through federally funded programs administered by the public school district of the students' residence, and by Pennsylvania Act 89 which is a state funded program administered by the Riverview Intermediate Unit. This program is federally funded through Title I and is contracted through Catapult Learning, Private and Religious School Services. Remediation and enrichment aid is provided to those students who meet the criteria for placement in a gifted program. A student, who has missed a regular class for a remediation/enrichment class, is responsible to approach his/her teacher concerning missed work.

SPEECH THERAPIST

Students from Immaculate Conception School have the service of a speech therapist provided by the Commonwealth of Pennsylvania through the Riverview Intermediate Unit. Students are screened in September, and those students who need remediation in speech and/or language development are scheduled to meet with the speech therapist on a weekly basis or as needed.

TESTING

A program of mental ability, achievement and diagnostic testing is followed through the grades in accordance with the Diocesan Testing Schedule. Results of these tests are made known to parents/guardians.

CODE OF CONDUCT

The essence of Christian discipline is self-control. Developing self-control is a life-long process and students are guided through growth in habits of virtue and Christian attitudes. Emphasis is placed on the positive rather than the negative as the proper and right kinds of behavior are focused on rather than punishment. It is expected that every child will act in a courteous, cooperative and honest manner in all associations with other students and teachers. Compliance with school regulations is required.

Chronic and incorrigible misbehavior, which undermines classroom discipline and impedes academic progress of the entire class, or misbehavior, which threatens the safety of schoolmates, may result in an in-school or out-of-school suspension or permanent expulsion. If the pupil has received an in-school or out-of-school suspension a mandatory conference between the parent/guardian, teacher and Principal will be scheduled to determine if the pupil may return to class.

The Principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Children are free to choose one behavior over another but must accept the consequence of their choice. Children are not in school because they are perfect, but to learn, to grow and to mature properly with love and guidance.

Any item not specifically addressed in this "Code of Conduct" section or in any other section of this "Student Handbook" will be handled accordingly, by administrative decision.

RULES OF CONDUCT

- 1. Follow classroom rules established by the teacher.**
- 2. Respect others.**
- 3. Respect yourself.**
- 4. Respect your environment.**
- 5. Respect school policies.**

SCHOOL INELIGIBILITY

Should any middle school student's grade fall below a "C" average in any one of his/her major subjects or be remiss in any/all major outstanding assignments the student would become ineligible to participate in any school sponsored co-curricular activity. A student shall remain ineligible until his/her grade average is raised to the required "C" level in any/all subjects of ineligibility and upon completion of any/all major outstanding assignments.

COURSES OF CODE OF CONDUCT ACTION

Following is the list, in order, of the fifth and sixth grade Code of Conduct actions that will be followed as need arises.

DEMERITS

Failure to comply with the classroom rules established by the teacher will result in a demerit. After each demerit notification will be mailed home for a parent/guardian to sign. The notification form must be signed and returned immediately.

DETENTION

After three (3) demerits have been accumulated within a grading period a detention will follow the next infraction. Notice of detention will be sent home, containing the infraction(s) and date the detention is to be served. This form *needs to be signed and returned the following school day*. In some cases, a certain action on the part of a student will merit an immediate detention and will be so noted on the detention form. Demerits are not carried over from one grading

period into the next. Detentions are to be served from 3:00PM to 4:00PM in a designated schoolroom (under the supervision of an appointed teacher).

During detention students work on improving behavior and attitude in the classroom and learn how to become more responsible for their actions. Parents are responsible for transportation if their child receives detention. Students should be picked up promptly at 4:00PM. The Principal will make the final decision whether a detention should be served after conferring with the teacher.

IN-SCHOOL SUSPENSION

After 3 detentions have been served the issuance, at the next infraction, will be a one-day in-school suspension for fifth (5th) and sixth (6th) graders.

****For a serious transgression an automatic in-school suspension may be issued. This is left to the discretion of the Principal and Pastor.***

Please note: *If your child has received an in-school suspension a notice will be sent home to be signed and returned. The suspension will be served on the date stated on the form. A substitute teacher will be assigned to monitor the student and the daily fee of this teacher is the responsibility of the parent/s. This fee must be paid for by the day of the suspension. At that time the student will serve his/her suspension in a room designated within the school. He/she will be given extra work to complete; he/she is responsible for the work they have missed in their classes and will be completed outside of the school day. He/she will be required to eat their lunch within the confines of the school office.*

CAFETERIA RULES

1. You must remain seated at all times. You may only leave your seat to throw your lunch trash away or go to the restroom.
2. You may only converse with those students sitting at your table. Talking must be done in a voice that cannot be heard at the next table.
3. You may not leave the cafeteria for any reason unless you have permission to use the **restroom** and have signed out. Fifth and sixth grade students must use the breezeway restrooms.
4. No passing or throwing any food items or paper products.
5. You are responsible for your own area. Any spills must be taken care of immediately. When you are finished eating, please make sure the table and floor in your area are spotless.
6. When the lights go out, it is a signal for total silence. You are to remain silent until prayers are said and you are dismissed.
7. When dismissed, there is to be no running or pushing ahead.
8. The monitor will check to make sure tables and floors are clean.

SNOWBALLING

Throwing snowballs on the school grounds or on the way to and from school is forbidden. These regulations are necessary as a safety precaution. The parents must assume the responsibility for an injury sustained through such activities.

GUM-CHEWING

Gum chewing is forbidden at all times within the school building and grounds.

EXTRA CURRICULAR ACTIVITIES

Students have the opportunity to be involved in various after school activities. These change each year as clubs, classes and sports are organized to meet the interests of the students at Immaculate Conception School. These activities are designed to promote cooperation and good sportsmanship among students, teachers, and parents.

If your child/children have been absent from school due to an illness or a case of head lice they are not permitted to participate/attend any extracurricular activities sponsored by the school until the school nurse or the child's/children's physician has permitted them to return to school.

Each teacher will generate a list of students from his/her class who are ineligible for the two (2) week period based on, but not limited to, the criteria listed above. All extracurricular activities scheduled for that week will be prohibited for all students on the ineligible list.

Classroom teachers and all teachers of specials, as well as coaches and advisors are permitted to contribute to the enforcement of this policy when determining a student's ineligibility.

Having an excused absence merely means that make-up work is temporarily excused. However it is up to the individual teacher to determine if work is overdue, thus resulting in a lower grade, which might render a student ineligible.

COMMUNICATION

Parents/guardians are encouraged to confer with their child's teacher when problems or questions arise that may cause worry or misunderstanding. A **phone call** or **appointment** can be made **before 8:20 AM or after 3:00 PM** at the school. Teachers, likewise, may call or arrange a conference. If the parent/guardian or teacher feels it is necessary, the Principal will be present at the conference.

When scheduling an appointment with your child's teacher before school, it is imperative that the scheduling process take place before the above mentioned time; as **all parents and guardians must vacate the school's classrooms and hallways no later than 8:20 AM** with exception to the preschool classroom and hallway.

FIELD TRIPS

Field trips are a privilege. Students CAN BE DENIED participation if they fail to meet academic or behavioral standards. Tuition payment and other fees must be current for student/s to be eligible for participation.

Students who fail to submit a proper permission form will not be allowed to participate in the field trip. A telephone call will not be accepted in lieu of a proper form.

Volunteer Drivers (when a bus is not utilized)

Volunteer drivers must be 21 years of age and hold a valid driver's license. A Volunteer Driver Information Sheet and a current Certificate of Insurance, showing minimum liability coverage of \$100,000.00, must be on file in the office prior to the date of the field trip.

All carloads are to follow the same route and planned itinerary. **Field trips are limited to the students within the attending grade(s) and their chaperones.** *The participating classroom teachers will determine how many chaperones are needed, if any. Remember, this is a field trip for the students not the parents.*

OVERNIGHT FIELD TRIP POLICY

The school reserves the right to send home, at the expense of the child/children's parents/guardians, any/all students who break the law, go against school policy or become a discipline problem during any/all field trips.

The destination of the trip is to be determined by Immaculate Conception School; parental input is welcomed. **Immaculate Conception School reserves the right to final approval on all aspects of the field trip, i.e. fundraising, destination, itinerary, use of funds, chaperones and all other aspects, as deemed necessary, by the Principal and Pastor.**

Fundraising shall commence on or about the second semester of the sixth grade year; parents/guardians are to assume all fundraising responsibilities. Each fundraising venture **MUST** be submitted in writing to the school's office one year prior to the planned event. **ABSOLUTELY** no soliciting or fundraising will occur without advanced approval. All materials needed for each fundraising venture will be the responsibility of the fundraising class.

All fundraising monies will be managed by the parish accountant, Business Manager.

DRUG/ALCOHOL POLICY

A student in possession of, in the use of, or under the influence of drugs or alcohol will be immediately taken to the office. An administrator and a witness will search the student, his/her locker, his/her desk and other possessions. Any substance found will be confiscated. Parents/guardians and the authorities will be notified immediately. A meeting between the parents/guardians, administrator and Pastor will be arranged and an appropriate course of

action will be determined. Course of action includes, but is not limited to, mandatory counseling, detention, suspension or expulsion.

WEAPONS POLICY

The Immaculate Conception School Board in conjunction with the Diocese of Erie Catholic Schools Office are concerned with the safety and welfare of pupils, employees and visitors on school property and at school sponsored events. To ensure this safety, dangerous weapons and replicas of weapons are forbidden on school premises. If a weapon(s) of any sort were found the Principal would intervene to remove the weapon(s), discipline the pupil(s) and prosecute the individual(s) responsible for handling or possessing the weapon(s).

Weapons are defined as, but not limited to, knives, ice picks, clubs, any implement designed to throw to cause injury, explosives, arrows, darts, machetes, firearms, air guns, irritating or poisonous gasses, poison, manufactured or improvised ammunition, or other substances which could harm students, staff and visitors. The term “weapon” will include look-a-like or replica weapons which could harm or intimidate students, staff and visitors.

A written request to the Principal will be required before any form of a weapon can be brought to school for a school related activity. The Principal will respond with a written reply. The request and the response will be kept on file. The weapon will be brought to school by the parent, guardian or teacher and will be stored in the Principal’s office until required. The parent/guardian or teacher must return at the end of the day to retrieve the weapon. Weapons under control of a law enforcement officer are permitted.

Any student, staff member or visitor who violates this policy shall be subject to appropriate disciplinary actions by school and civil authorities. Any student violating this policy may be suspended or expelled. The Principal will handle violations on a case-by-case basis.

AMENDMENTS

The Principal/Pastor retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

PARENT/GUARDIAN AND STUDENT AGREEMENT

I/We have read and agree to be governed by *The Immaculate Conception School Parent/Student Handbook*, which is available to view on the school’s website www.icclarion.org/school. If you desire a printed copy, you may request your first copy from the school office. Additional copies are available for \$3.00 each.

Please sign this form and return it to the school office by August 30th of the present school year.

_____ Parent/guardian signature	_____ Date
_____ Parent/guardian signature	_____ Date
_____ Student #1 signature	_____ Date
_____ Student #2 signature	_____ Date
_____ Student #3 signature	_____ Date
_____ Student #4 signature	_____ Date