

**Immaculate Conception School**  
**Student Handbook**

Where Faith and Learning Go Hand in Hand

2017-2018

Stephanie Stafford, Principal

# Immaculate Conception School

Where faith and learning go hand in hand.

1901 Madison Street, Clarksville, TN 37043 Phone—931.645.1865

[www.icschooltn.org](http://www.icschooltn.org)

General Administrative Policy:

The administration of Immaculate Conception School reserves the right to amend or suspend any policy if it is deemed necessary to do so in the best interest of a student or of the entire school community.

The official copy of the Student Handbook is housed on the website.

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## Administration, Faculty, and Staff

### Church

Pastor	Father Steve Wolf
Associate Pastor	Father Christiano Nunes
Associate Pastor	Father John Patrick Day
Deacon and School Chaplain	Bob Berberich
Deacon	Dominick Azzara
Deacon	Timothy Winters
Deacon	Manuel Martinez
Deacon and DRE	Juan Garza
Business Manager	Kathy McDonough
Facilities Manager	Bill Young
Safe Environments Coordinator	Linda Steiner

### Faculty & Staff

Principal ICS/ICP	Stephanie Stafford
Dean of Students/ICP Director	Pam Loos
Bookkeeper /Technology Coordinator	Josie Burns
Administrative Assistant	Nancy Moran and Jill Johnson
Kindergarten Teacher	Christie Harper
First Grade Teacher	Kristen Edwards
Second Grade Teacher	Lisa Jasper
Third Grade Teacher	Lynne Bissell
Fourth Grade Teacher	Kathy Kerchief
Fifth Grade Teacher	Anita Tolleson
6th Grade Homeroom Teacher	Beth Reeves
7 <sup>th</sup> Grade Homeroom Teacher	Preston Jackson
8 <sup>th</sup> Grade Homeroom Teacher	Joyce Downey
Middle School Religion Teacher	Sarah Waldorf
Physical Education Teacher	Tamara Houk
Media Specialist/Computer Teacher	Rebecca Dean
Music/Band/Religion Teacher	John Nicolosi
Spanish Teacher	Nancy Moran
Art Teacher	Beth Reeves
Counselor	Amy Sturm
Educational Aide	Dorothy Grimes
Educational Aide	Linda Volkman
Bus Driver	Carri Volk

**Immaculate Conception School Board 2017-2018**

Chair— Lisa Meeks  
Vice Chair— Bob Wieber  
Secretary— Christine Bryant

**Members:**

Irene Buck  
Gary Harmon  
Richard Meeks  
Jamie Schacht  
Terry Teeter

**Ex-Officio Members:**

Father Steve Wolf—Parish Pastor  
Stephanie Stafford—School Principal  
Pam Loos—Pre-School Director  
Nicole Whitfield —HSA President

**Immaculate Conception Home and School Association Officers 2017-2018**

President—Nicole Whitfield  
Vice President – Tabitha Farmer  
Treasurer—Carri Volk  
Secretary—Ashely McIver

## **OUR MISSION**

Immaculate Conception School, a ministry of Immaculate Conception Parish, believes our school is a place where Catholic faith and learning go hand in hand. Jesus is present in the lives of our students, faculty, and community. We respect the dignity of all life. Our words and actions will be kind and honest to show our respect for Jesus. We strive toward academic excellence and value life-long learning.

## **OUR VISION**

Immaculate Conception School teaches knowledge of the world and builds human virtues to prepare students to be faithful citizens.

## **PHILOSOPHY**

Immaculate Conception School expresses the belief that we should live the message of God's love as disciples called to witness the Gospel. We strive to develop a lifetime commitment to the community in response to a changing technological and diverse society. We enable students to take their place as well-rounded Christian citizens in their community, and we establish a foundation in the Teachings of Jesus Christ and the Beliefs of the Catholic Church.

## **BELIEFS**

The beliefs of Immaculate Conception School are based on the premise that God has uniquely created each child with her or his own worth, dignity, integrity, and eternal destiny.

The faculty and staff of Immaculate Conception School endeavor to:

1. Affirm the role of parents or guardians as primary educators.
2. Develop in all students a respect for the dignity and rights of others.
3. Assist students in developing an understanding of Christ and His Church.
4. Teach as Jesus did, proclaiming the Good News and translating this proclamation into action.
5. Present a variety of learning experiences that take into consideration the needs and gifts of all students.
6. Instill in students a love for learning, which allows students to be challenged beyond what they learn in the classroom.

## **SCHOOL PLEDGE**

I believe Immaculate Conception School is a place where Catholic faith and learning go hand in hand.

I believe Jesus is present in my life and in the lives of my classmates, teachers, and community.

I respect others and myself. My words and actions will be kind and honest to show my respect for Jesus.

I will do my best today to work hard, study, and pray.

## **HISTORY OF IMMACULATE CONCEPTION SCHOOL**

A school existed in Immaculate Conception Parish from 1860 – 1968. During this time, it was staffed by the Dominican Sisters and was located at 740 Franklin Street. The old St. Mary School closed due to a decline in enrollment (when Ft. Campbell opened their own schools and would no longer bus their students to the Catholic school).

On June 16, 1999, Fr. Eric Fowlkes purchased our current school site from the Academy for Academic Excellence. The Jubilee Year (2000) marked the return of St. Mary Catholic School after a thirty-two year absence. After considerable renovation, St. Mary Catholic School, included a chapel and gym, the doors were opened on August 15, 2000 serving kindergarten through fourth grades, implementing a grade each year through eighth grade. July 2011, St. Mary officially became Immaculate Conception School, uniting our name with our Parish's. Currently, Immaculate Conception School is a parochial K – 8<sup>th</sup> grade elementary school in Clarksville, TN.

## **STATE OF TENNESSEE APPROVAL**

Immaculate Conception School, a diocesan parochial school, is approved by the Bishop of Nashville, and operates under the supervision of the Superintendent of Catholic Schools for the Diocese of Nashville. Immaculate Conception School has accreditation through the State of Tennessee and AdvancED. The Pastor is the Chief Administrator of the Parish. The Principal of the school is responsible for the administration and instructional programming of the school.

Immaculate Conception School received state approval status (Initial Accreditation) through the Southern Association of Colleges and Schools on April 22, 2004.

## **ADMINISTRATION**

The Pastor, as the superior administrator, is responsible to the Bishop for the administration of the total parish, including the parish school, pursuant to Norms of the Diocese of Nashville. The Principal, as chief administrator, in cooperation with the Pastor and the Diocesan School's Office is responsible for the administration and educational program of the school.

## **SCHOOL BOARD**

The Parish School Board is concerned with Catholic school education in the parish. Its purpose is to formulate policy that will guide Catholic school education.

The specific functions of the School Board are:

1. To recommend goals for the parish school in the area of curriculum, staffing, finance, facilities and development.
2. To propose policy that will guide the principal in implementing the approved goals.
3. To evaluate the effectiveness of School Board policy in achieving goals.
4. To direct the implementation of development goals.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association was formed to be a communications vehicle between the school and the home, to organize service activities (volunteers and fundraising), and to provide adult education. All parents or guardians of children in Immaculate Conception School are members of the Association that meets at least three times a year, and it exists to:

1. Promote school and Parish spirit through its sponsored activities.
2. Provide cultural and educational civic enrichment opportunities for parents or guardians.
3. Support the school staff and students through fund-raising and commitment hours.
4. Maintain good communications between home and school.
5. Provide a vehicle through which parents or guardians can give service to the school.

## **SPIRITUAL LIFE PROGRAM**

**Message:** The school spreads the faith by giving its students the message of the Gospel and the truths of the Catholic faith. The environment reflects a truly Christian spirit of love, forgiveness, oneness, family, and faith-community orientation.

**Community:** The school community mirrors the larger Parish community and joins with it in prayer and social gatherings.

**Worship:** Immaculate Conception School strives to become a worshiping community of faith. To this end, the students participate in weekly Eucharistic liturgies, and seasonal para-liturgical services. In addition, students have opportunities to pray together during each school day.

## **RELIGIOUS AND MORAL INSTRUCTION**

Religious education at Immaculate Conception School seeks to form the student's faith to "become living, conscious, and active through the light of instruction" (To Teach as Jesus Did, CCC 102). The religious education program reflects the content of all sources of the official Church documents. The program seeks to proclaim and teach God's Word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes. We help the students to examine attitudes and values and to develop behavior consistent with what they profess.

## **PARENT COMMITMENT**

The following statements explain the commitment expected when you choose to enroll in Immaculate Conception School.

1. By your registration, you accept the serious obligation to be actively involved in your child's Faith development. For a child to fully benefit from the school's programs, it is essential that parents or guardians actively model the faith, values and principles upon which the school is founded.
2. Parents or guardians should attend church services with their child regularly and model Christian standards of conduct, discipline, policies, and regulations outlined in the school handbook.
3. Parents or guardians should respect and value the teacher's knowledge and expertise and will work to develop and maintain partnerships with teachers.
4. Parents or guardians should provide an environment that supports learning and will work with teachers to understand expectations in and outside of the classroom.
5. Registration is a commitment to the responsibility to pay in full the cost of education and other required fees according to the terms of the registration contract, as well as an agreement to participate in fundraising. Parents or guardians also agree to give time, talent, and financial support to the school.
6. Parents or guardians should communicate high expectations and praise to their children regularly.

## **POLICIES AND REGULATIONS**

Immaculate Conception School reserves the right to change or amend these policies, as it deems appropriate.

### **Registration**

Students in Immaculate Conception School register for the next school year in January. We register new students following the re-registration of Immaculate Conception School students. New students applying for grades one through eight must present official documents to include, but are not limited to, the most recent report card, immunization records, and standardized test scores.

Current students, for whom the academic program does not meet their educational needs or who present chronic discipline problems, may not be invited to re-register at Immaculate Conception School.

### **Admissions**

The Admissions Policy of Immaculate Conception School adheres to the laws of the state of Tennessee and the Policies and Procedures of the Diocese of Nashville. These agencies determine the age of admittance, health, academic, and other pertinent records required for admittance.

Immaculate Conception School does not discriminate based on race, sex, creed, color, religion, or national origin in its education program, activities, or employment. The following information is needed for eligibility for acceptance to Immaculate Conception School:

1. The family must provide evidence that the student is in good standing at the school in which they have enrolled him or her, showing satisfactory achievement in conduct, effort, and academic subjects. It is the responsibility of the Principal to decide the acceptance of applicants.
2. Recommendation from a previous teacher.
3. Entrance interview of parent and student, scheduled with the Principal.
4. Each child must visit and take a placement test.

## **Vaccination Policy**

In compliance with Rule 1200-14-01-.29 from the Tennessee Department of Health regarding Communicable and Environmental Diseases, Immaculate Conception School must obtain proof of adequate immunizations prior to admitting a child. It is the duty of the school to enforce this regulation.

## **Order of Priority of Admission and Class Size**

Immaculate Conception School reserves the right to maintain an Order of Priority for Admission of Students. Immaculate Conception School gives preference to Catholic students of registered and contributing families living within the Immaculate Conception Parish. Class size is determined by the regulations of the state of Tennessee and standards of SACS. If there are more applicants than places in a class, a priority order listing will be used. The order of priority will be as follows:

1. Currently enrolled students who are pre-registered
2. Siblings of children currently enrolled in Immaculate Conception School
3. Children of faculty/staff of Immaculate Conception School
4. Currently enrolled students at Immaculate Conception Preschool
5. Children of registered and contributing members of Immaculate Conception Church
6. Children of registered and contributing members of other Roman Catholic parishes
7. Children of other Catholic and non-Catholic families

It is important for parents or guardians to meet the pre-registration dates. There may be more students wishing to enter Immaculate Conception School than there are available spaces, particularly in the lower grade levels. Therefore, it is especially important that parents or guardians be on time with their registration fee and all subsequent payments.

Failure to meet deadlines for payment of the registration fee or the student fee may result in the loss of a child's space in the school in grade levels for which there is a waiting list. Parents or guardians having already registered their students must give a 30 day notice prior to the start of classes of their intent not to return or forfeit tuition already paid.

Immaculate Conception School's policy also declines readmission to a student whose family owes tuition from the previous year unless previous financial arrangements have been made.

## **Admissions of Students with Disabilities**

Immaculate Conception School has the right to accept or reject students when, in the administration's judgment, the school will be unable to meet these student's special needs because of emotional, behavioral, or educational issues. The school does not have to accept students who have been expelled, suspended, or are on probation at other schools.

Parents or guardians who request admission of a child with disabilities will confer with the principal concerning the extent of the disability and submit evaluation results of educational/psychological tests. The school must make it known that no Special Education teacher is provided. In cases where it is evident the school cannot provide needed educational assistance, the school may refuse to admit the student. If it is determined that the special needs can possibly be met in a regular classroom, the parents or guardians must sign an agreement that it is understood the school may not be adequately equipped to provide satisfactory results.

An IEP (Individual Educational Program) can be set up in some cases after an S-team (Support Team) recommends that classroom modifications be tried. If, after a trial period, it is found that progress is not being

made, the school may request that the student be transferred to a school providing Special Education for students with disabilities.

The school is unable to accept students with severe physical disabilities since the building is not equipped with necessary accommodations.

### **To Enter Kindergarten**

Age Requirement: Five (5) years of age on or before **August 15** of the enrollment year.

### **To Enter First Grade**

The parent or guardian must show evidence that the child has attended and completed a state approved kindergarten program.

### **Needed for Determining Admission to Grades Two through Eight:**

1. Review of the most recent school report/evaluation on the student's academic and disciplinary performance.
2. A scheduled interview between the school Principal, at least one parent, and the student.
3. Testing of reading, math, and writing skills.
4. The presence of siblings in other grades of the school is a consideration for maintaining family unity.

## **ATTENDANCE**

Regular attendance and diligent application to study are essential for scholastic success. Poor schoolwork is often the result of excessive absence. A student should be present every day that school is in session, unless there is a very good reason, such as illness or death in the family. Parents or guardians should send a written note of explanation regarding the absence. If advance notice is not possible, parents or guardians must notify the school office between the hours of 7:30 a.m. and 9:00 a.m. that a student will not be attending school that day. If a parent has not contacted the school office by 9:00, the office will cancel their child's lunch order for the day.

State law requires that parents be notified in writing when a student has missed 5 days of school. These do not have to be five consecutive days.

In accordance with the Compulsory School Attendance Law of the State of Tennessee (49-2-302) a student between the ages of six and seventeen must attend school for 80% of the school year in order to be promoted to the next grade level. In compliance with the Promotion-Retention Policy, an elementary student can miss only 17 days in the fall semester and 19 days in the spring semester.

A student will be given the number of days she/he is absent to make up missed work, (i.e., one day absent, one day to make up work). This includes excused absences from school for a school-related field trip. Work not made up becomes a permanent zero (numerical grading), or points may be deducted as per the classroom management program.

### **Steps to follow when a child is absent or has health-related restrictions:**

1. Parents or guardians should call the school by 9:00 a.m. on the first day the student is absent and send a note to the teacher on the day returning stating the reason for an absence.
2. A doctor's statement may be required for an extended illness.
3. If your child cannot go out for recess or participate in gym, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or gym may require a doctor's statement.
4. Upon return to school, students who have been absent are responsible for making up all missed assignments and tests within a time frame established by the teacher.

We strongly discourage personal vacations during school time. When a child misses school because of family vacations or reasons other than illness or emergency, the parent is responsible for providing instruction in all missed class work. We will not expect teachers to provide advance assignments or make-up tests.

Exclusive of suspension/expulsion as defined by the Student Handbook, it will be the student's responsibility to see the teacher about allowable make-up work upon the day of the student's return to school. During the school year, this work must be completed at the convenience of the teacher within an equal number of days commensurate with the number of consecutive days of the absences.

Verification of an absence requires a written notice from parents or guardians to the homeroom teacher. The school shall receive all explanations of absences not later than the second day after the child returns to school. If there is not an appropriate explanation, then the child's absence will result in the absence or tardiness being classified as unexcused.

**Please Note:** This policy is intended to encourage full-time school attendance. It recognizes that students may be ill, have doctor's appointments that cannot be scheduled outside of school hours or may have other legitimate reasons for missing school.

When requesting homework for your absent son/daughter, please call the school office by 8:30 A.M. The teacher can be notified and will try to prepare make-up work and have it in the school office by 2:00 P.M. Please realize that there are some days that this will not be possible.

### **RECESS/ OUTDOOR ACTIVITY**

Students will go outside during winter months. Students need to be dressed properly and come prepared for outside weather conditions each day. Students who are "well enough" to be in school are "well enough" to go outside for recess and outdoor activities. A child recovering from illness will only be allowed to stay in from recess with a written excuse from the doctor.

Students in Grades K-8 will go out for recess unless the wind chill is below 12° or the heat index is above 100°.

The National Weather Service shall be used to establish temperature.

### **RELEASE FROM SCHOOL**

We discourage appointments of any kind during class time. If appointments must be made during school hours, a written note should be sent to the school office the day before the appointment that gives the reason for requesting the student's release. This request will be kept on file. Please provide a doctor's note when returning to school.

### **Checkout Procedures for Student Release from School:**

1. If a student leaves during the school day, parents or guardians must check him/her out in the front office. The office staff will call the student to the office via the intercom.
2. Parent's may call to let the school know that they are on their way, but students will not be dismissed from class until the parent has arrived and they have come inside the building to sign the child out.
3. Parents or guardians should not go directly to the classroom, as this is disruptive to the learning environment.

### **ROLE OF THE STUDENT**

The student is expected to attend classes regularly, be prompt in arriving each day, and participate in all required activities in an attentive and cooperative manner. Following an absence, the student is responsible, with the assistance of the teacher, to make up all required assignments and tests. Thus, students are encouraged to take responsibility suitable to their age levels for their effort, conduct, and achievement.

### **TARDINESS**

Students are expected to be in school by 7:50 a.m. The school day begins at 8:00 a.m. daily. Students arriving after that time are considered tardy and must report to the front office first. Emergencies causing tardiness should be either be called into the office prior to the student's arrival or explained in a written note.

Repeated and/or unexcused tardiness can affect a student's performance in school; therefore, a student may be required to attend detention after six tardy slips in one grading period, and a conference between the Principal and the parent will be necessary for frequent tardiness. Chronic lateness and/or absence may also jeopardize placement or re-registration in Immaculate Conception School.

#### **Steps to follow when tardy:**

1. A student who arrives after 8:00 a.m. is tardy.
2. Students must report to the office when arriving late to get an admittance slip.
3. A parent must come in to sign the child in after 8:00 a.m.

Medical appointments will be excused tardiness if a note is brought from the doctor or dentist the day of the appointment.

### **RECORDS OF ABSCENCE/TARDINESS/EARLY CHECKOUTS:**

Students must be present 3 ½ hours to be counted for a full day of attendance. Student records will reflect absences, tardiness, and early checkout according to the following:

Tardy	Students who arrive after 8:00 AM, but before 11:30 a.m.
Absence	Students who arrive after 11:30 a.m., or leave before 11:30 a.m.
Early Checkouts	Students who leave early, but after 11:30 a.m.

### **STUDENT RECORDS:**

- A. Tennessee School Entry Medical Examination. Forms are available at your family doctor's office or Public Health Office.
- B. Tennessee Certificate of Immunization (GREEN form).
  1. Five doses of DTP (they must have received one dose after the fourth birthday).
  2. Four doses (five preferred) of Polio.

3. MMR - Two doses required for students entering Kindergarten, 4th, and 8th grades.
4. Three doses of Hepatitis B required for entering Kindergarten and 7th grade.
5. HIB

#### C. Other Official Documents Needed:

1. Completed Application
2. Baptismal Certificate
3. Birth Certificate
4. Child's Health History Checklist
5. School Emergency Information Card
6. Student Profile
7. Immaculate Conception School Parish Subsidy Card
8. Kindergarten Questionnaire, if applicable
9. The child's most recent report card and standardized test results (for transfer students).

### **DIRECTORY INFORMATION**

Directory information refers to that portion of a student's record that may include the student's name, family member's names, address, email address, and phone numbers. Parents or guardians who do not wish to have this information disclosed must notify the school in writing not later than August 31 of each school year. We make the school directory available to all registered school parents or guardians and it is not to be used by anyone for commercial purposes.

### **EDUCATIONAL RECORDS**

When a student transfers to another school, Immaculate Conception School will send all educational records to the receiving school once Immaculate Conception School receives a written request. However, parents or guardians must pay all fees, tuition and any fines due to that date. Immaculate Conception School will keep a record of what school requested the record. We make the records available only to officials, teachers, and specialized personnel in the receiving school who have legitimate educational interest in the records.

### **EMERGENCY INFORMATION CARDS**

A card is kept on file for each student, which contains information as to how to contact a parent or guardian or designated adult during the school day. Throughout the school year parents or guardians must keep this information current and inform the school of any changes.

### **RIGHTS OF THE NON-CUSTODIAL PARENT**

As a school, we recognize that students do not always live with both parents and guardians. It is our position that the non-custodial parent has identical rights and access to his/her child's academic records and to other school-related information regarding the child unless prohibited by court order. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents or guardians. 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 the court order.

Any change of address, phone number, or custody requirements must be sent to the school office immediately in writing. It is the responsibility of the parents or guardians to provide the school with a true and correct copy of the legal document for any student for whom there is a legal custody agreement.

### **Concerning children of divorced or separated parents or guardians:**

The welfare and education of the child is the foundational philosophy for this policy.

Because a student's achievement is furthered by the participation of the parents or guardians in the educational process, all parents or guardians are encouraged to attend and participate in school functions.

1. Without information to the contrary, it is assumed that both parents and guardians have parental and legal rights. If that is not the case, it is the responsibility of a custodial parent to inform the school concerning who has custody of the child.
2. If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing. (No child may be released to relatives or friends without the parent/guardian's written permission.)
3. Academic records, i.e., report cards, progress reports, and standardized tests will be made available to the non-custodial parent upon written request unless the school is notified in writing by the custodial parent that this is prohibited by court order. Non-custodial parents or guardians may pick up copies of records and report cards at the school office, or they may send a self-addressed stamped envelope to receive them by mail.
4. Since custody disputes can disrupt the educational process, school personnel will not become involved in such disputes.

### **SCHOOL PROPERTY**

The orderliness and appearance of our school reflects our care, school pride, and spirit. Therefore, all students should take care of the school property provided for their use. This includes desks, furniture, books, walls, playground, technology, and sports equipment.

We require replacement fees equal to the repair or replacement costs for loss or damage to school property resulting from carelessness or negligence. All property that can be taken home should be in backpacks or another waterproof bag to help insure protection from natural elements. It is the student's responsibility to keep library books, textbooks, and other school property in good condition. Accidental damage to school property (such as broken windows) must be reimbursed as part of a student's social responsibility.

Failure to pay for replacement of school property or technology will result in the withholding of the report card and school records.

### **PERSONAL PROPERTY**

Students are not to bring personal possessions (toys, cds, radios, MP3 players, etc.) to school or on fieldtrips unless the child has permission from the teacher and Principal beforehand. These items should be clearly marked, and at no time are students allowed to bring war-like or weapon-like toys to school.

### **ACADEMIC PROGRAM**

#### **Curriculum**

The Catholic Schools Office determines Immaculate Conception School's curriculum while the Administration and faculty at ICS customize it to meet student needs. Immaculate Conception School offers a kindergarten through eighth grade program in Religion, Language Arts (Phonics, Reading/Literature, English Grammar/Composition, and Spelling/Vocabulary), Handwriting, Mathematics (including Pre-Algebra and Algebra I), Science, Social Studies/Geography/History, Safety/Drug Awareness, Spanish, Music, Art, Media, Technology, and Physical Education.

Religion is the distinctive mark of every Catholic school; we provide systematic religious instruction daily to all students. Instruction in the meaning of the Liturgy and liturgical participation is a vital part of the overall religion program. Catholic students are prepared in the second grade to receive the sacrament of Reconciliation and the sacrament of Holy Eucharist. The sacrament of Confirmation is administered to Catholic students in the eighth grade, as scheduled by the Diocese of Nashville. Students have the opportunity to receive the Sacrament of Reconciliation several times a year.

### **Counseling Services**

Through Catholic Charities, ICS provides a counselor to enhance the functioning and coping abilities of students and/or their families who are experiencing an uncomfortable disruption in their personal or family life. The school administrator, faculty, student, or a student's parent can make referrals. A student may be seen once without parents or guardians' permission for urgent reasons. Subsequent sessions require signed parent authorization and involvement in the counseling process is encouraged.

### **Graduations**

Eighth Grade Graduation is a simple ceremony held with Mass, and particular awards are presented then. Kindergarten Graduation is a simple ceremony at the time agreed upon by the pastor and the principal. A small reception will follow.

### **Homework**

Parents or guardians can help a child with his/her homework, not by doing the work for the child, but through encouragement and interest, recognition of success and efforts, by listening and asking questions. Immaculate Conception School believes in the honor system. Therefore, we expect that each student will do his/her own work. Parents or guardians should ensure that all homework assignments are completed. Any child not completing his/her assignments may be kept from recess. Late assignments will not receive full credit. Parents or guardians should contact their child's teacher if a student consistently brings home no homework and assignment book or has consistent difficulty with assignments or greatly exceeds the time guidelines.

The following guidelines will aid parents or guardians in gauging time spent doing homework (actual concentrated working time):

Kindergarten	15 minutes	Grade 4	45 - 60 minutes
Grade 1	20 - 30 minutes	Grade 5	50 - 75 minutes
Grade 2	30 - 40 minutes	Grade 6	55 - 75 minutes
Grade 3	30 - 45 minutes	Grade 7	75 - 90 minutes
		Grade 8	90 - 120 minutes

### **Honor Roll**

Students in grades 1 - 8 receive the following special recognition, based on grades in every subject.

**Principal's List**- requires all A's or E's in all subject areas including conduct.

**Honor Roll**- requires A's and B's/E's or G's in all subject areas including conduct.

### **Grades Evaluation**

Interpretation of Grades: (Kindergarten through 2nd grade)

E Excellent    G Good    S Satisfactory    N Needs Improvement    U Unsatisfactory

Conduct/effort codes (Kindergarten through 2nd grade)

E Excellent    G Good    S Satisfactory    N Needs Improvement    U Unsatisfactory

Interpretation of Grades: (3rd through 8th grade)*Grade Explanation*

A+ 99-100 A 95-98 A- 93-94	Superior knowledge and use of skills and subject matter; Thoroughness in daily work; Worthwhile contribution to class discussions; Ability to arrive at valid conclusions; Consistently high test grades.
B+ 91-92 B 88-90 B- 86-87	Good knowledge and application of skills and subject matter; Thoroughness in required work; Worthwhile contribution to class discussions; Independence in preparing work; Above average test grades.
C+ 84-85 C 79-83 C- 77-78	Adequate knowledge of subject matter; Completion of required work; Participation in class discussions; Ordinary development in attitudes and study habits; Average test grades.
D+ 75-76 D 72-74 D- 70-71	Insufficient knowledge of subject matter; Assignments below standard; Participation in class discussion ONLY when called upon; Low test grades.
F 69-0	Unsatisfactory knowledge of subject matter; Assignments unacceptable; inadequate participation in class; below 69 in test grades

Conduct/effort codes (3rd through 4th grade)

E Excellent    G Good    S Satisfactory    N Needs Improvement    U Unsatisfactory

Conduct/effort codes (5th through 8th grade)

Effort comments    Conduct comments

1. Outstanding Effort	9. Demonstrates reverence in prayer
2. Progressing Well	10. Does not demonstrate reverence in prayer
3. Missing/Incomplete Assignments	11. Demonstrates respect for others
4. Low test/quiz scores	12. Does not demonstrate respect for others
5. Late Assignments	13. Follows rules
6. Unprepared for class	14. Does not follow rules
7. Poor class participation	15. Demonstrates appropriate behavior outside the classroom
8. Performance influenced by absence/tardy	16. Does not demonstrate appropriate behavior outside of classroom

Teachers may ask parents or guardians to sign tests and return them to school the following day. Please be prompt in signing and returning necessary information/papers.

If a student is absent for a just cause, for more than one-half of the class days of a given period it will be up to the discretion of the teacher in consultation with the principal, to decide whether we will issue a report card. In determining the average for the year, we drop the grade for this period; it is not to be counted as a zero nor figured in the final average.

If a student fails a subject for the entire year, it must be made up in an accredited summer school. Evidence (report card with a passing grade) must be given to ICS that the student completed this requirement before entering the next grade.

## **Parental Request for Retention**

A student whose grades in major academic areas meet only minimal standards may be retained by parental request and approval of the Administrator. This kind of retention should be noted on the report card and permanent record card.

## **Promotion and Retention**

We promote students once each year only at the end of the school year. Promotion to the next grade level is based on the student having fulfilled the requirements of the current grade placement. Parents or guardians shall be notified in writing or by documented conference as soon as possible that their child has a possibility of failing the grade.

We may retain students in their current grade placement for the succeeding school year if, in the judgment of the student's teacher(s) and the Principal, and parent consultation, it would be to the child's educational advantage to remain at the current grade level. When there is a possibility that a student may be retained, we will advise the parent of this at the end of the first semester. Once we notify the parent, the student is considered to be on academic probation. Whether the student will be promoted or retained at the end of the year will then be determined by his/her progress in the balance of the year. If the school advises retention and the parent refuses the school's decision, we require a signed statement of refusal of the parent. Each student may only be retained one time before his/her enrollment at ICS is reconsidered.

- Kindergarten:** Promotion shall be based on the progress of the child especially in terms of maturity and readiness for the academic program of the first grade.
- Grades 1 – 3:** The solid foundation in reading is essential for later academic achievement. Therefore, promotion is to be determined mainly by the child's progress in reading.
- Grades 4 – 8:** Promotion is determined by the grade average the student receives in Language Arts, Mathematics, Social Studies, and Science. A student who has received a general average of 70% in these subjects may be promoted provided he/she has not failed both Language Arts (English/Reading) and Math.

## **Standardized Testing**

Each year all Catholic Schools in the Diocese administer the Iowa Assessments to students in grades K– 8. Individual results of the tests are sent home before the fourth quarter report card. Students in grades 3 & 6 also take the Cognitive Abilities Test. Students in grade 8 take the ACT Aspire Test in the fall. Results are sent home with the students in January.

## **Before School Care**

Immaculate Conception Catholic School provides a no cost Before Care for the students at ICS. However, all students must be registered with the program. This is for the safety of all children and staff should a child be involved in an accident prior to 7:45 AM.

Before Care opens at 6:30 AM and dismisses students to their classrooms at 7:45 AM.

## **After School Care**

Immaculate Conception School operates an after school care program to assist working parents and provide quality and supervised care for students. Hours are 3:00 to 5:45 p.m. Hours are subject to change. Fees are charged to operate the program. After Care is open to all students, however, all students must be registered for

After Care. All school rules are to be followed by students while attending the After Care program. Students may be dismissed for improper behavior and/or nonpayment of fees by the parents. All students who stay after school, unless participating in a supervised program, must go to the After Care program.

### **Fees for After Care**

Depending on the frequency of usage, fees vary.

Weekly students or students who are scheduled to attend every day for 2 hours or more the fees are \$50.00.

Drop-in as needed care: \$5.00 hourly fee is incurred.

### **Late Pick up Fee**

From School Dismissal: Any child who is not picked up by 3:05 PM will be sent to After Care and After Care fees will be incurred. (Fees are per child not per family.)

From After Care: Overtime starts at 5:45 pm. All children picked up after 5:45 pm will be charged \$10.00 for the first 15 minutes and \$15.00 per 15 minutes or fraction thereafter.

### **Early Dismissal Days**

Any child who is not picked up within 15 minutes of the announced dismissal time will be sent to After Care and After Care fees will be incurred. (Fees are per child not per family.) In the event there is no After Care, the late pick up fees from After Care will apply. All children picked up late from dismissal will be charged \$10.00 for the first 15 minutes and \$15.00 per 15 minutes or fraction thereafter.

### **Library Usage Policy**

These are the basic guidelines for library usage:

1. Students may checkout books from the library unless they have overdue books. No books may be checked out when the library is unattended.
2. There is a fee for books that are lost. This fee is determined by the librarian so that the book can be replaced and all administrative costs are covered.
3. When checking out a book, a student must use his/her own name and student number.
4. Reference books, such as encyclopedias, dictionaries, etc., should remain in the library.

### **Gym**

Parents or guardians should submit a written note to the office if a child needs to be excused or is limited from physical education activities. If physical limitations are ongoing, a doctor's note should be provided and on file.

Students in middle school must wear the Immaculate Conception School's gym uniform for class. Students who fail to bring their gym uniforms will receive lower grades since they are not prepared for full participation. Students in middle school may have some written tests on athletic rules.

Students using the gym must be accompanied by an adult. Gym rules must be followed at all times.

## **Athletic and Club Participation**

To participate in the Athletic Department Activities or Extracurricular clubs, students must: academically maintain a C in every course, have a current health physical on file (for athletic activities), fill out all necessary paperwork such as registration, and meet all policies regarding the club at ICS and within the Diocese. Students are expected to listen to coaches/sponsors, abide by the established rules of the sport/club and school, and always exude good sportsmanship and Christ-like manner.

If a student's grade drops below a C in any subject, they will be on probation and will not be allowed to participate. The student will have two weeks, 10 school days, to raise the grade to a C or above, or they will no longer be allowed to participate.

Additional Fees may apply to athletic and club activities.

## **Technology**

Each classroom is equipped with at least two computers that are networked and on-line. Various educational programs are available for use in the classrooms. Educational skills and concepts taught in the academic subjects are enhanced by the practice of educational computer programs. Keyboarding, PowerPoint, Excel, Internet research, design making, word processing, and other computer skills are taught according to grade level.

The lab is used regularly for computer classes and as needed by the classroom teachers. Students can use the lab to take Accelerated Reader tests, STAR Math and STAR Reading tests.

Internet access offers your child the potential to interact with worldwide educational resources. While it offers fascinating opportunities for children to access information, gain knowledge, and expand their horizons, it can also be a threat to your child's well-being and security. Though the school's Internet is protected by a filter, it is still essential that students use technology with care. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

## **COMMUNICATION OF CONCERNS**

Any issue involving a concern of a student in the classroom should first be brought to the attention of the teacher. We do ask that parents or guardians respect the personal privacy of the school staff by not contacting them at home unless it was specifically made an option. If a parent or guardian still has concerns after meeting with the teacher, an appointment should be made with the Principal. If the matter is still unresolved, a conference may be held with the parent, principal, and teacher. The mission of the school is always to reach mutual reconciliation in the best interest of the child.

If a parent/guardian has a concern regarding the school overall, they should first make an appointment with the Principal. If the concern is not reconciled, the Parish Pastor should then be contacted. If the issue is still unresolved the Superintendent at the Nashville Diocese Catholic Schools Office should be contacted, and then the Bishop.

## **Calendar**

We give a yearly calendar to the parents or guardians in August. This official school calendar is kept current and is available on the school website. The calendar is in compliance with the Diocesan school calendar. Check the website, school newsletters, or weekly teacher newsletters for changes.

## Conferences

We schedule Parent-Teacher Conferences in the fall. Parents/guardians or teachers may request other conferences when deemed necessary. Parents/guardians wishing to set up a conference with a teacher or to discuss a matter via the phone should call the office during the school day. Parent requests are forwarded to the appropriate teacher(s).

## Educational Trips

Educational trips are an important part of the Immaculate Conception School curriculum. These trips are academically oriented with well-planned preparation and follow-up. Field trips are important learning experiences. Occasionally there is a small cost for field trips.

Ordinarily the school uniform is to be worn on all field trips. Teachers will notify parents or guardians of any exceptions.

To attend an educational field trip, the student will bring home a permission form stating the educational purpose, destination, date, and cost. Each student will need to return the permission slip signed by their parent/guardian prior to the trip, which would take your child off school grounds. The original form must be completed, signed, and returned to the school prior to the scheduled departure for the activity. A personal note from home, even though signed by the parent DOES NOT constitute permission for your child to participate in the activity, only the official form may be used. Also, permission will NOT be granted over the phone or by someone who does not have legal custodial care of the student.

Field trips are an extension of the school day and the same disciplinary rules apply. Good behavior and good manners are expected. The students must remember that they represent their school in public. Also, for safety reasons, it is essential that students listen and follow the directions of all teachers, chaperones, and tour guides.

Before EITHER parent (or any family relation) may drive on a field trip (or volunteer in the school in any manner), they must have completed a Personnel Profile Form, viewed the Abuse PowerPoint presentation, completed the Sexual Harassment Form, and completed a Kroll Background check. These forms must be completed and turned into the office. This is a diocesan policy and there are no exceptions to this policy. These forms are placed in the Family Folder at the beginning of each year or parents/guardians can obtain these forms from the office. In addition, a completed form for Diocesan School Vehicle Safety Policy for Privately Owned Vehicles must be on file for all parents or guardians who drive on field trips. Parents or guardians must have sufficient liability, medical and uninsured motorist insurance coverage (\$100,000/\$300,000).

Parents/guardians who accompany students on field trips should enforce the behavioral policy of the school and any additional rules that may be required as part of the trip. As during the regular school day, only G-rated movies, shows, or music may be played during field trips or in the cars unless special permission is given by the teacher and the principal for specific academic reasons.

Younger siblings cannot attend field trips, as the first duty of the adult chaperone is the supervision of the students. Parent chaperones should not stop for treats or snacks with their students, or leave assigned students at the destination. Immaculate Conception School also asks that parents or guardians not drop off students at school until they have ascertained that the teacher has arrived and is present.

## **Tennessee's Child Restraint Law**

This law requires children ages 4 through 8 who are under 5 feet tall be secured in an approved belt-positioning booster seat system in the rear seat. Children taller than 5 feet or between the ages 9-12 or 13-15 must be secured using a seat belt that meets federal motor safety standards. If a child required by law to have a belt positioning booster seat but does not bring one on the day of a field trip, he/she will remain at school. Students in grades K-8 (older students, dependent upon weight and height) should ride in the back seat of cars with air bags.

The driver of the car is responsible for making sure that children under age 16 are properly restrained and may be charged and fined \$50.00 for violation of the law. If the child's parent or legal guardian is present in the car but not driving, he/she is responsible for making sure that the child is properly transported and may be fined for non-compliance. Of course, smoking and the drinking of alcoholic beverages are not allowed during (or in the case of alcohol, prior to) the field trip.

Provision is made for the transportation of children in medically prescribed modified child restraints. A copy of the doctor's prescription is to be carried in the vehicle utilizing the modified child restraint at all times.

## **Lost and Found**

All personal items of a student (clothing, lunch boxes, books, book bags, etc.) should be clearly marked with the student's name (first and last). This facilitates the return of lost items. Unmarked articles are placed in the wooden cabinet in the hall near the Seventh Grade Classroom. At the end of each nine weeks unclaimed articles are removed.

## **Messages and Deliveries**

Deliveries from home must be left in the school office with the child's name written on the item. Parents or guardians are not to go directly to the child's classroom. Students will generally not be allowed to call home for forgotten homework or other items. The office staff will deliver messages to the students.

## **Newsletters**

Newsletters are sent electronically each week. The school newsletter, ICS News, is sent through OptionC most Tuesdays. Classroom teachers send a weekly newsletter via school email. We ask that you read the newsletters to be aware of school happenings.

## **Parties and Invitations**

The school policy concerning private parties given by students is as follows:

1. While we fully endorse students to invite friends of their choice to such functions, we want them to be sensitive to the feelings of all their classmates. We ask, therefore, that unless the private party has been planned for all classmates, invitations be sent privately, through the U.S. mail or any other acceptable vehicle outside the school. We do not permit students at any grade level to distribute invitations in the classroom, or anywhere else on campus, social invitations to select friends.
2. Birthday parties are not allowed; however, students may bring a small birthday treat to school to be distributed by the teacher at lunch or snack time.
3. Classroom parties are held on Halloween, Valentine's Day, the last day before Christmas vacation, and at the end of the year. Easter treats are discouraged until after Easter so students can observe Holy Week. The week after Easter is a very appropriate time to celebrate the Resurrection with special treats.

## HEALTH POLICIES AND PROCEDURES

### Health Office

The function of the Health Office is to provide emergency first aid or sick care until the students are in their parent/guardian's care. To carry out this function the office must have current and accurate information.

Students who have been ill with fever, cold, sore throat, skin rash, skin eruption, or other possible contagious condition **MUST BE FREE OF AILMENTS AND/OR FEVER FREE FOR TWENTY-FOUR (24) HOURS BEFORE RETURNING TO SCHOOL.** This is state law. A child should not be sent to school with a stomachache, headache, or other ailment. If a child is not well enough to stay in class, we will call a parent to come take him/her home. A child suffering from any ailment that does not require the medical attention of a doctor shall be readmitted upon receipt of a parent's written verification of recovery or wellness to attend school. The Principal may request verification from a doctor if there are continued absences.

### Communication of Health Concerns

When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable disease is reported, **we will call the parent immediately to come take the child home.** Students may be subject to inspection for head lice when warranted. We will notify parents or guardians should a case be diagnosed in their children's homeroom.

A child suffering from any communicable disease and in need of special medical attention, will be excluded from attendance and readmitted upon receipt of a **doctor's written verification** of recovery or wellness to attend school.

### Injury/Accidents

The school office will notify the parent/guardians giving details of the accident or injury of an injured student as soon as it is reasonably possible, taking into consideration the apparent severity of the accident/injury and the priority of providing assistance to the student. If the school cannot reach the parents or guardians the school will follow the guidelines of the medical release on the Emergency Card.

### Medication

**No child may administer his or her own medication, either prescription or non-prescription.** The parent must deliver medications to the office in the original containers, labeled with the child's name, name of medication, name of physician, date, and directions for administration. We will give all medication to the student through the office/infirmery. A physician and parental consent form with specific information has to be kept on file in the front office. We require a form for both prescription and non-prescription medications and cannot keep more than a twenty-day supply of medications. Parents or guardians must give the first dose of any new prescription or over the counter medication, except emergency medications, such as Epi pen.

### Child Abuse/Sexual Harassment

Any person who has reason to believe that a child has been physically or sexually abused under any circumstance must make a report to civil authorities and Diocesan authorities.

Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

Immaculate Conception School affirms that sexual harassment or abuse in any form is not tolerated. The school is committed to providing its employees and students with an environment that is free from sexual harassment and abuse. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

## **PARENT INVOLVEMENT**

Volunteers are an integral part of the school, and are welcomed, needed, and appreciated. Parental involvement at school helps keep tuition rates as low as possible and promotes the mission of the school. The Home and School Association is often the vehicle the school uses to communicate who volunteers and what they are needed for. Volunteers are often needed in the school office, library, cafeteria, computer lab, and gardens, and for special events.

Volunteers coming in or going out of the building need to stop by the school office and sign in and out. Parents or guardians who are scheduled at school for a volunteer time are asked to notify the school office as soon as possible if you are unable to make it at your scheduled time. The school staff counts on faithful volunteers and plans accordingly. If a person was expected and does not show up, it often makes for a difficult situation. In addition, parents or guardians who work as teacher aides in the classroom need to keep in mind that observations of children's behavior and academic performance are of a confidential nature. It is inappropriate and unethical for volunteers to share this information with anyone other than the teacher.

Diocesan policy requires background checks for staff and volunteers who work with students. This policy applies to all paid employees of the school and all volunteers with regular and ongoing contact with students; including, but not limited to, coaches, scout leaders, religious education instructors, overnight chaperones, counselors, and youth leaders. The school will provide volunteers with the necessary paperwork in the fall of each year. Volunteers must also attend a diocesan child safety workshop and read and sign the Diocesan Code of Conduct before working with children.

### **Room Parents**

Room parents/guardians work closely with classroom teachers in the preparation of special events and needs of the class. Room parents or guardians, in cooperation with the teacher, organize class parties and call other class parents or guardians for additional help. The teacher determines how many room parents are needed and when. Room parents or guardians assist with field trip drivers, special events, and teacher appreciation luncheons. Because room parents or guardians are so important, and so many parents or guardians wish to become involved, the school tries to change room parents or guardians each year to give others the chance.

### **Guidelines for Volunteers at School**

Catholic education is the responsibility of all the members of the Immaculate Conception School community. The Immaculate Conception School staff has prepared these guidelines so that your volunteer experience can be most effective and most advantageous to all children.

1. Volunteer time must be scheduled ahead of time. It is important that the teacher expects you are coming so that he/she can be prepared to use your help in an effective way. Please do not bring preschool child with you when you are volunteering.
2. You may be asked to work in the classroom on special projects or directly with students. If there is a substitute teacher the day you are scheduled to help in the classroom, you need to ask the substitute if you should stay or come back another day to volunteer.

3. When volunteering in the classroom please help your own child understand that you are there to assist the teacher, not to give special privileges or extra attention to him/her. You are a helper for the teacher, not a personal tutor or guide for your own child.
4. In the course of your volunteer work, you may learn confidential information about students or staff. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.
5. Every teacher will conduct his/her classroom differently. In preparation for your volunteering in the classroom, ask the teacher to make it clear to you what specific ways you can be most helpful.
6. Whether we realize it or not, when we are in the presence of children, we are always teaching. Please help us maintain a good example for a working environment. When you are a volunteer in a classroom, keep distracting conversations to a minimum, work quietly with the students, and refrain from conferencing with the teacher.
7. The parent volunteer should be aware of the discipline guidelines and classroom rules. It is fully the teacher's responsibility to make discipline decisions. If behavior problems arise during your volunteer time, refer them to the teacher promptly.
8. Comparing and/or judging children (your own or others) is not a helpful or valid thing to do. Please refrain from labeling or comparing children as this can be very destructive and often creates a more serious problem.
9. Always do your best to affirm the children. Be sure to encourage and recognize positive behavior. Show real interest with eye contact and brief positive comments. Allow the students to solve problems on their own as much as possible.
10. Teachers should not be asked to discuss any student's learning needs, behavioral issues, or personal information. It is unchristian, unprofessional and unethical to do so.
11. Although at times the reason for what you see happening in the classroom might not be apparent to you or even make much sense, please trust that we are professionals and that we have a plan, a purpose, and a method. If you have any questions or concerns, please talk directly with the teacher or Principal at an appropriate time.

## **PICTURES**

Group and individual pictures are taken each school year for purchase by the family. The dates are noted on the school calendar. All students are required to have their pictures taken for purposes of the confidential permanent records. However, purchase of pictures by parents or guardians is optional. Occasionally pictures taken during the school year may be used for a school publication. Parents or guardians are to complete the Video and Picture Policy Form yearly.

## **SAFETY REGULATIONS**

### **PARKING LOT PROCEDURES**

#### **Morning Arrivals**

Students who are arriving prior to 7:45 AM are required to enter the school through the GYM doors. Parents are welcome to wait with their children in the GYM. Drivers are expected to follow the directions of the staff members on duty and to model to the teacher respectful, cooperative behaviors.

Drivers should also be considerate and respectful of one another. If a child has projects or things to get out of the car trunk, the parent needs to park the car and walk the child to the school doors.

Students are not to be dropped off on the side or back of the building. The side of the building between the house and the school is a Fire Lane and cars are not to park by the building. Carpool drivers are expected to follow carpool rules and set a good example for the children. Parents or guardians are asked to not get out of their cars to talk with other parents or guardians during morning arrival or afternoon dismissal.

### **Afternoon Departures**

Cooperation is needed from every driver to make the carpool procedure run smoothly and safely. We expect every driver picking up children to observe the school plan. A good example is not set for the children if a driver chooses to pick up-drop off on the side or back of the building. Please be patient and cooperative.

Please note: If you come in to pick up your child/ren while we are dismissing students you will need to wait. The drivers have First Priority. Also, if you come into the building, please refrain from talking to other students, parents or guardians, or teachers as they are trying to listen for names to be called for car drivers. It is important that cars move in and out of the car pool area as quickly and safely as possible. Do not leave cars parked in the carpool area to go into the building or visit with others. These spaces need to be vacated to make room for other cars.

### **Please observe the following:**

1. Pull in the drive on the right side of the building.
2. The first car should pull forward and stop.
3. Start making three lines at the curved line. This will allow cars to pull off Madison Street.
4. Always drive slowly.
5. As soon as children come to your car, get them quickly into the car and exit the area.
6. Parents or guardians are asked not to visit in the parking area. It is essential that once children have arrived at the car, the car must exit the area to make room for other incoming cars.

### **VISITORS**

If parents or guardians have business to take care of in the school building, they need to park in the spaces in front of the school or beside the left side of the school building. Parking is not allowed in the carpool area or between the house and the school. Please refrain from parking in the fire lane or between the house and the school building during the school hours. All who enter the school need to stop by the school office to sign-in and receive a visitor badge and sign out when they are ready to exit the building. All requests for visits from parents or guardians, guests, or guest speakers must have the approval of the Principal prior to the date. Parents or guardians are welcome to come to any school Mass and are invited to have lunch with their child in the cafeteria.

### **EMERGENCY CLOSINGS**

We announce information regarding late openings, early dismissals, or no school due to inclement weather over the local news channels and through the OptionC parent alerts. Immaculate Conception School generally follows the decision of the Clarksville-Montgomery County's public school system on the first day of an event. We will put an announcement on the local television channels once we have received information from the school system. At times, we may have a delayed opening when the Clarksville System is closed.

### **EMERGENCY DRILLS**

The school holds regular drills to teach the students to respond calmly in the event of an emergency. Fire drills are conducted once each month and tornado drills are conducted in the fall and spring of each year. During fire drills, each class is directed to an outside area a safe distance from the building. During tornado drills students

go to a designated area within the building. They will crouch down and cover their head with their hands. Students are expected to remain silent during drills in order to hear directions.

The school has a detailed crisis management plan, which is reviewed and updated by the faculty and staff on a regular basis. The school consults with the police department in the design of crisis plans.

## **PLAYGROUND PROCEDURES**

Teachers, parents or guardians, and staff will supervise children. We post playground rules in every classroom. Students must obey the directives of the playground supervisors. Pushing, hitting and any other actions that endanger the safety of fellow students are prohibited. Students must remain within eye-contact of playground supervisors, and should respect off-limits restrictions of certain areas of the playground. We ask parents or guardians to be alert to strangers on the playground. When it rains, parents or guardians supervise in the classrooms instead of on the playground.

Should a problem arise, students should deal with the problem appropriately:

1. Tell the person to stop the behavior causing the problem.
2. If ineffective, they move away.
3. If still ineffective, they get adult help.

## **Playground Rules**

1. Playground equipment must be used properly.
2. No balls hit, thrown, or kicked against the building.
3. No fighting- play type or otherwise.
4. No handling of rocks, sticks, etc.
5. 1st Whistle- stop and freeze.
6. No student is allowed in the building without permission.

## **Lunchroom Rules**

1. Prayers before lunch are said as a school shortly after entering the cafeteria.
2. Students enter the lunchroom in a quiet, single-file line.
3. Students are to arrive and leave on time.
4. Students should use respectful table manners. Chew with mouths closed. Keep elbows off the table. Use inside voices.
5. Keep hands, feet, objects, and unkind remarks to yourself.
6. Students are not allowed to share food due to allergy issues that may not be known to all.
7. Stay seated until you have been dismissed. If you require assistance, raise your hand.
8. Students are to clean their individual eating area. Designated students will clean tables.
9. Students in grades 6-8 may use the microwave to heat their lunch after they have asked for permission from an adult in the lunchroom. Due to possible burns from steam and hot food, students may only use the microwave if supervised. (2-3 minutes per student)
10. When any adult speaks (volunteer, teacher, etc.), stop, freeze, look at the person speaking, and listen for instruction.

## **SCHOOL OFFICE**

The School Office is open for business from 7:45 a.m. to 3:30 p.m. All school business should be transacted during these hours. The office phone is used for school-related matters by teachers, staff, and administration.

## **SCHOOL FUNDRAISING AND DEVELOPMENT**

Fundraising is an integral part of private school operation. Major fundraisers are intended to raise major funds that support the school budget. The money raised is used in a variety of ways that directly benefit and enhance your child's educational experience.

All families must be actively supportive of our fundraising projects. Only with parental involvement will the fundraisers be successful. To indicate the areas you are interested in volunteering, complete the Family Volunteer Form.

All school fundraising must receive the permission of the Principal and Pastor in accordance with Diocesan Policy. Anyone with a fundraising idea should follow these guidelines:

1. First, approach the Principal and the Development Committee Chair for the School Board for guidance on how to seek approval or move forward with planning.
2. The Principal and the Development Committee Chair for the School Board should also be consulted if there are any questions about liability, tax issues, benefactor relations, etc.
3. All funds collected will be directed toward ICS' strategic needs, determined by the Principal and Pastor in accordance with Diocesan Policy.
4. The strategic needs are available for anyone to view. Go to [www.icschoolTN.org](http://www.icschoolTN.org) to view ICS' Strategic Needs per our Short and Long Term growth plans and the Annual Funds Campaign.

### **Seeking Sponsorship/Benefactor Relations:**

If you are involved in a fundraiser and seeking sponsorships or engaging with school benefactors, you should first consult the Principal and the Development Committee Chair for the School Board regarding the anticipated outreach. The Principal must approve the use of the school's shield, name, and all letters to and contact with benefactors and media. If funds are collected for an ICS fundraiser, the monies should be documented and turned into the ICS Bookkeeper within 24 hours. It is important that all funds are coded by the Bookkeeper and deposited into specified school accounts as soon as possible.

### **Event Considerations/Planning:**

Occasionally a fundraising committee may have questions about a common issue that may include issues such as: liquor licenses, city permits, liability concerns, frequency of benefactor contact, tax disclosures, etc. The Development Director can help provide guidance for any of these concerns.

## **PERSONAL APPEARANCE/UNIFORMS**

The Immaculate Conception School uniform represents personal pride in our school. In the community, the uniform identifies the students as ambassadors for Immaculate Conception School and Immaculate Conception Parish. In an educational environment the purpose of this dress code is to minimize distractions so that an atmosphere conducive to learning is fostered. The Immaculate Conception School uniform must be worn at all times throughout the school year, unless it is permitted otherwise. All students must wear a complete uniform beginning the first day of school.

All uniform components must be purchased from Land's End.

[www.landsend.com](http://www.landsend.com) School ID: 900132390

## Out-of-Uniform Days

Out-of-Uniform days are an occasional privilege. Like all privileges, their beneficial effects can be forfeited because of the irresponsibility of a few. Out-of-Uniform days are times to enjoy a change of pace or a reward for a job well done. Out-of-Uniform means a relaxed attitude toward dress which does not result in extremes or sloppiness. Students must ask permission from the homeroom teacher PRIOR to using any Out-of-Uniform passes.

Clothes worn on Out-of-Uniform days must be modest in all circumstances and free of holes and tears. Inappropriate advertisement-shirts, tank tops, net tops, spaghetti straps, off the shoulder, low cut, halter tops or midriffs, or any such fashion are not to be worn. Straps on shirts must be three inches wide. Any straps that are more narrow must be covered with a shirt, jacket, or sweater all day.

The length of shorts, skirts, and dresses must be below mid-thigh. No leggings or tight-fitting bottoms are allowed unless covered to below mid-thigh.

Both boys and girls should wear shoes and socks or close-toed sandals. No flip-flops or open backed shoes are allowed.

Violators will be sent home to change and will lose the privilege of being Out-of-Uniform for the next Out-of-Uniform day.

Note: The Principal reserves the right to determine what is appropriate for the Out-of-Uniform Days.

## Uniform Infractions

Students who are not in full uniform will receive a written infraction notice, and parents/guardians will receive a copy.

- First Infraction – Verbal Warning
- Second Infraction – Written Warning
- Third Infraction – Loss of one out-of-uniform privilege
- Fourth Infraction – Loss of two out-of-uniform privileges. Parents/Guardians may be asked to come to school and correct the uniform infraction
- Fifth Infraction - Detention

## **Uniform Boys Grades Kindergarten – 5<sup>th</sup>**

ALL school logo uniform components must be purchased from Lands' End. [www.landsend.com](http://www.landsend.com) School Id. 900132390

### **Mass Day Uniform** (Mass Days & Holy Days of Obligation)

Shirt: Solid blue dress shirt (Oxford or No-Iron Pinpoint), short or long sleeve, with ICS Crest Logo, NO POLOS

Pants: Chino pants, navy, plain or pleated front, straight leg, no cuffs or elastic ankle hems

Shorts: Chino shorts, navy, plain or pleated front (may be worn beginning Daylight Savings Time and ending Daylight Savings Time)

Belt: Solid in color, black, brown, or navy, must be worn inside of belt loops. All students must wear a belt with shorts or pants.

Shoes: Solid white, leather tennis shoe (shoelaces must be white) or dress oxford/loafer style in black, brown, tan, or dark blue

(NO sparkles, lights or Converse style will be permitted). Students cannot wear sandals, clogs, or crocks.

Socks: White or navy, must be visible above ankle bone, must be worn at all times

Hair: Clean and well groomed, no extreme styles or color; hair should not fall below shirt collar, over ears, or in eyes.

Jewelry: One religious necklace, no rings or bracelets

**Non Mass Day Uniform**

Shirt: Solid blue polo (Mesh or Interlock), short or long sleeve, with ICS Crest Logo OR

Solid blue dress shirt (Oxford or No-Iron Pinpoint), short or long sleeve with ICS Crest Logo

Pants: Chino pants, navy, plain or pleated front, straight leg, no cuffs or elastic ankle hems

Shorts: Chino shorts, navy, plain or pleated front (may be worn beginning Daylight Savings Time and ending Daylight Savings Time)

Belt: Solid in color, black, brown, or navy, must be worn inside of belt loops. All students must wear a belt with shorts or pants.

Shoes: Solid white, leather tennis shoe (shoelaces must be white) or dress oxford/loafer style in black, brown, tan, or dark blue

(NO sparkles, lights or Converse style will be permitted). Students cannot wear sandals, clogs, or crocks.

Socks: White or navy, must be visible above ankle bone, must be worn at all times

Hair: Clean and well groomed, no extreme styles or color; hair should not fall below shirt collar, over ears, or in eyes.

Jewelry: One religious necklace, no rings or bracelets

**Optional Wear – May be worn on Mass and Non Mass days**

A white turtleneck may be worn under a long sleeved ICS Crest Logo shirt.

V-Neck Sweater: Fine Gauge V-Neck Sweater, navy, with ICS Crest Logo

Outerwear worn in the school building: Fleece Jacket, navy, with ICS Crest Logo

**Uniform Boys Middle School Grades 6<sup>th</sup> - 8<sup>th</sup>**

ALL school logo uniform components must be purchased from Lands' End. [www.landsend.com](http://www.landsend.com) School Id. 900132390

**Mass Day Uniform** (Mass Days & Holy Days of Obligation)

Shirt: Solid blue dress shirt (Oxford or No-Iron Pinpoint), short or long sleeve, with ICS Crest Logo, NO POLOS

Tie: Solid navy; bowties are acceptable but must be solid navy

Pants: Chino pants, navy, plain or pleated front, straight leg, no cuffs or elastic ankle hems, NO SHORTS

Belt: Solid in color, black, brown, or navy, must be worn inside of belt loops. All students must wear a belt with shorts or pants.

Shoes: Dress oxford/loafer style in black, brown, tan or dark blue. Students cannot wear tennis shoes, sandals, clogs, or crocks.

Socks: White or navy, must be visible above ankle bone, must be worn at all times

Hair: Clean and well groomed, no extreme styles or color; hair should not fall below shirt collar, over ears, or in eyes.

Jewelry: One religious necklace and a watch, no rings or bracelets

**Non Mass Day Uniform**

Shirt: Solid blue polo (Mesh or Interlock), short or long sleeve, with ICS Crest Logo OR

Solid blue dress shirt (Oxford or No-Iron Pinpoint), short or long sleeve, with ICS Crest Logo

Pants: Chino pants, navy, plain or pleated front, straight leg, no cuffs or elastic ankle hems

Shorts: Chino shorts, navy, plain or pleated front (may be worn beginning Daylight Savings Time and ending Daylight Savings Time)

Belt: Solid in color, black, brown, or navy, must be worn inside of belt loops. All students must wear a belt with shorts or pants.

Shoes: Solid white, leather tennis shoe (shoelaces must be white) or dress oxford/loafer style in black, brown, tan

(NO sparkles, lights or Converse style will be permitted). Students cannot wear sandals, clogs, or crocks.

Socks: White or navy, must be visible above ankle bone, must be worn at all times

Hair: Clean and well groomed, no extreme styles or color; hair should not fall below shirt collar, over ears, or in eyes.

Jewelry: One religious necklace and a watch, no rings or bracelets

**Optional Wear –May be worn on Mass and Non Mass days**

A white turtleneck may be worn under a long sleeved ICS Crest Logo shirt  
 V-Neck Sweater: Fine Gauge V-Neck Sweater, navy, with ICS Crest Logo  
 Outerwear worn in the school building: Fleece Jacket, navy, with ICS Crest Logo

**Gym Uniform**

The required gym shirt and shorts are available for purchase in Book Keeper's Office.  
 Shoes: Athletic shoes  
 Socks: White or navy, above the anklebone, must be worn

**Uniform Girls Grades Kindergarten – 5th**

ALL school logo uniform components must be purchased from Lands' End. [www.landsend.com](http://www.landsend.com) School Id. 900132390

**Mass Day Uniform** (Mass Days & Holy Days of Obligation)

Plaid Jumper: School plaid, shorts must be worn underneath and should not be visible or extend past length of jumper

*with Shirt:* White Peter Pan collar blouse, long or short sleeve OR solid white turtle neck top, long sleeve, NO POLOS

Plaid Side-Pleat Skort: School plaid

*with Shirt:* Blue Oxford, long or short sleeve, ICS Crest Logo, NO POLOS

Shoes: Solid white, leather tennis shoe (shoelaces must be white) or dress oxford/loafer style in black, brown, tan or dark blue

(NO sparkles, lights or Converse style will be permitted). Students cannot wear sandals, clogs, or corks.  
 Socks: White or navy, cuffed ankle socks, knee socks, leggings with socks, or tights; socks must be visible above the anklebone.

Hair: Clean and well groomed with no extreme styles or color. All hair accessories must be white, blue, navy, or ICS plaid.

Jewelry: One religious necklace and stud earrings, no rings or bracelets

Nails: Clear polish ONLY

**Non Mass Day Uniform**

Plaid Jumper: School plaid, shorts must be worn underneath and should not be visible or extend past length of jumper

*with Shirt:* White Peter Pan collar blouse, long or short sleeve OR solid white turtle neck top, long sleeve, NO POLOS

Plaid Side-Pleat Skort: School plaid

*with Shirt:* Blue Oxford, long or short sleeve, ICS Crest Logo, NO POLOS

Pants: Classic chino, navy, plain front, straight leg, no cuffs or elastic ankle hems

*with Shirt:* Solid blue polo (Mesh or Interlock), short or long sleeve, ICS Crest Logo

Shorts: Classic chino, navy, plain front (may be worn beginning Daylight Savings Time and ending Daylight Savings Time)

*with Shirt:* Solid blue polo (Mesh or Interlock), short or long sleeve, ICS Crest Logo

Belt: School plaid or solid in color, black, brown, or navy, must be worn inside of belt loops. All students must wear a belt with shorts or pants.

Shoes: Solid white, leather tennis shoe (shoelaces must be white) or dress oxford/loafer style in black, brown, tan or dark blue

(NO sparkles, lights or Converse style will be permitted). Students cannot wear sandals, clogs, or corks.  
 Socks: White or navy, cuffed ankle socks, knee socks, leggings with socks, or tights; socks must be visible above the anklebone.

Hair: Clean and well groomed with no extreme styles or color; All hair accessories must be white, blue, navy, or ICS plaid.

Jewelry: One religious necklace and stud earrings, no rings or bracelets

Nails: Clear polish ONLY

**Optional Wear – May be worn on Mass and Non Mass days**

A white turtleneck may be worn under a long sleeved, ICS Crest Logo shirt or jumper

Cardigan: Fine Gauge, Zip-front, or Button Front Cardigan, navy, with ICS Crest Logo

Outerwear worn in the school building: Fleece Pea-coat Cardigan or Fleece Jacket, navy, with ICS Crest Logo

**Uniform    Girls Middle School Grades 6<sup>th</sup> – 8<sup>th</sup>**

ALL school logo uniform components must be purchased from Lands' End. [www.landsend.com](http://www.landsend.com) School Id. 900132390

**Mass Day Uniform (Mass Days & Holy Days of Obligation)**

Skirt/Skort: School plaid A-line skirt, pleated skirt, or pleated skort (shorts must be worn underneath and should not be visible or extend past length of skirt)

*with Shirt:* Blue (Oxford or No Iron Pinpoint), short or long sleeve, with ICS Crest Logo, NO POLOS

Shoes: Dress shoe or oxford/loafer style in black, brown, tan or dark blue (NO sparkles, lights or Converse style will be permitted). Students cannot wear tennis shoes, sandals, clogs, or crocks.

Socks: White or navy, cuffed ankle socks, knee socks, leggings with socks, or tights; socks must be visible above the anklebone.

Hair: Clean and well groomed with no extreme styles or color. All hair accessories must be white, blue, navy, or ICS plaid.

Jewelry: One religious necklace, stud earrings, one religious ring, one religious bracelet

Nails: Clear polish ONLY    NO make-up    NO purses

**Non Mass Day Uniform**

Skirt/Skort: School plaid A-line skirt, pleated skirt, or pleated skort (shorts must be worn underneath and should not be visible or extend past length of skirt)

*with Shirt:* Blue (Oxford or No Iron Pinpoint), short or long sleeve, with ICS Crest Logo, NO POLOS

Pants: Chino, navy, plain or pleated front, straight leg, no cuffs or elastic ankle hems

*with Shirt:* Solid blue polo (Mesh or Interlock), short or long sleeve, ICS Crest Logo OR Blue (Oxford or No Iron Pinpoint), short or long sleeve, with ICS Crest Logo

Shorts: Chino, navy, plain or pleated front (may be worn beginning Daylight Savings Time and ending Daylight Savings Time)

*with Shirt:* Solid blue polo (Mesh or Interlock), short or long sleeve, ICS Crest Logo

Belt: School plaid or solid in color, black, brown, or navy, must be worn inside of belt loops. All students must wear a belt with shorts or pants.

Shoes: Solid white, leather tennis shoe (shoelaces must be white) or dress oxford/loafer style in black, brown, tan or dark blue (NO sparkles, lights or Converse style will be permitted). Students cannot wear sandals, clogs, or crocks.

Socks: White or navy, cuffed ankle socks, knee socks, leggings with socks, or tights; socks must be visible above the anklebone.

Hair: Clean and well groomed with no extreme styles or color. All hair accessories must be white, blue, navy, or ICS plaid.

Jewelry: One religious necklace, stud earrings, one religious ring, one religious bracelet

Nails: Clear polish ONLY    NO make-up

**Optional Wear – May be worn on Mass or Non Mass days**

A white turtleneck may be worn under a long sleeved, ICS Crest Logo shirt.

Cardigan: Fine Gauge, Zip-front, or Button Front Cardigan, navy, with ICS Crest Logo

Outerwear worn in the school building: Fleece Pea-coat Cardigan or Fleece Jacket, navy, with ICS Crest Logo

**Gym Uniform**

The required gym shirt and shorts are available for purchase in Book Keeper's Office.

Shoes: Athletic shoes

Socks: White or navy, above the anklebone, must be worn

**SELF DISCIPLINE AND STUDENT CONDUCT**

In guiding the child's growth in habits of virtue and Christian attitudes, it is well to emphasize the positive rather than the negative. We expect students to show obedience and respect to each teacher in the school, not just to their own teachers. In turn, each student is to be treated with dignity and respect by teachers and peers. We expect Immaculate Conception School students to be students of fine character, loyal and spiritual, learning to assume responsibility. To create and foster a positive learning atmosphere, we expect all Immaculate Conception School students to demonstrate increasing maturity as they develop in three important areas of respect, spirituality, and responsibility.

**Physical Violence**

Immaculate Conception School takes a serious stand against physical violence. Any student who willfully strikes, kicks, bites, or assaults another student will be removed from the situation and sent to the principal's office. Parents will be notified, and suspension may result. Any student found provoking a student to the point of a physical attack will also be removed from the situation and the same discipline actions may be followed.

**BULLYING: DEFINITION, COMPLAINT, INVESTIGATIVE PROCEDURES (8/2012)**

Bullying is defined as overt, repeated acts or gestures, including:

1. Verbal, non-verbal, or written communications
2. physical acts committed; or
3. any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, embarrass or harm another student.

Bullying may include but is not limited to:

1. **verbal** (name calling, mocking, making fun of others, rumors, threatening, intimidating, etc.)
2. **social** (excluding others, alienation, gestures etc.)
3. **physical** (poking, grabbing, pushing, shoving, kicking, tripping, taking property, destroying property, etc.)
4. **sexual harassment/racial** (both physical and verbal)
5. **cyber bullying** (any of the above transmitted by cell phone, internet, or social networks)

Inappropriate behavior defined as possible bullying or otherwise, is subject to a written warning. Three written warnings that fall under the definition of bullying, as listed above, will result in consequences and intervention to prevent further incidences.

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity

(on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel, e.g., the principal, a teacher, or a coach.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, 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 Bullying**

1. First indicator—Parent will be contacted and notified in writing.
2. First verified instance—Parents will be contacted and a meeting held with parents, student and administration.
3. Second verified instance—Parents notified and student placed in detention.
4. Third verified instance—Parents notified, in-school suspension, behavioral contract and referral to school counselor.
5. Fourth verified instance—Parents, pastor and administration meet to consider if expulsion is warranted. Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement, if appropriate.

### **Values that we need to live by at Immaculate Conception School**

1. Respect others and our self
2. Words and actions will be kind and honest to show respect for Jesus
3. Do our best to work hard, study, and pray

### **Expectations of Students**

We expect all students to maintain a high standard of conduct. We remind students and parents or guardians that the student is a representative of Immaculate Conception School always. Accordingly, we expect students to conduct themselves as representatives of Immaculate Conception School, **both on and off campus.**

### **Discipline Plan for Responsibility**

Immaculate Conception School will apply a Plan for Responsibility as the school wide discipline plan. Our philosophies include:

1. Treat all people, children, parents, staff, and other stakeholders with dignity and respect.
2. Effective teaching reduces discipline problems.
3. Students need a limited say in what happens in the classroom. (If you give them some power by giving them choices, they will surprise you with the products they can come up with.)
4. Most discipline problems result from how we teach and treat children.
5. Bored students become discipline problems. Employ active teaching strategies. Meet each student where they are and bring them to where they need to be via respect, love, and active learning.
6. Children usually act out for one of the following reasons “attention, revenge, power, and/or avoidance of failure”. All of these reasons encompass a lack of self-esteem.
7. Success builds success. Build self-esteem through authentic efforts. Not everyone wins every time, but sometimes just completing an activity is winning.

### **Things that are important**

1. **Respect.** Teachers and students must show respect for each other, for the learning process, and for the classroom or space where learning is occurring.
2. **Friendliness.** Students have to feel comfortable coming to teachers. Teachers must be willing to speak with students and parents, after class, during planned appointments, via e-mail, or by phone.
3. **Open communication.** Teachers must be honest in what they do and say. There needs to be consistency between what teacher says and what they do. Before you make a threat be sure it is something that you are willing to follow through with. Don't say things in anger without thinking about what you are saying.
4. **Compassionate.** Teachers must care about students; they must see and respond to them as individuals. They also need to care about learning and show that they want students to learn the material.
5. **Positive attitude.** Teachers should have a sense of humor and be open to points of view other than their own. This can sometimes be difficult, but give the children in your life the opportunity to show you what they know even if you don't understand what they are doing at that moment. As long as they are not hurting anyone, experimentation with

### **Acknowledging Student Growth**

We offer positive incentives for the practice of good self-discipline at Immaculate Conception School in the form of the following: extra recess or free time, movie treats, positive notes home, special privileges in the classroom or school, awards, and “fun” fieldtrips.

### **Serious Disciplinary Action Clause:**

Unfortunately, there are times when students choose to violate the guidelines of Christian behavior in a serious manner. Due to the fact that all possible serious actions cannot be itemized, ICS reserves the right to make decisions regarding serious disciplinary actions and their subsequent consequences. Just cause for disciplinary action (in-school suspension, out-of-school suspension, or expulsion) will include, but not limited to, any of the following serious violations:

- Fighting
- Repeated academic dishonesty including cheating, forgery, or plagiarism
- Belligerent or disruptive behavior to school staff, teachers, students, or volunteers
- Possession of narcotics, drugs, drug paraphernalia, or alcohol at any school related function
- Smoking or carrying of cigarettes or tobacco products
- Habitual and willful use of crude and profane language
- Obscene conduct, dialogue, sexual acts, or possession of obscene literature or materials
- Theft of school, staff, or other student's property
- Deliberate damage to school property, furnishings, books, and equipment
- Possession of knives, firearms, weapons, fireworks, etc.
- Leaving school grounds without proper permission
- Written, verbal, or electronic threats

### **Actions Taken In Case of Serious Infraction:**

The student will be immediately removed from the classroom or the company of his/her peers and sent to the principal's office. The parents will be notified and the student may be sent home for the remainder of the school day. The principal will determine subsequent consequences.

## **Search and Seizure**

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community. The school has the right to protect the health, welfare, and safety of the students against physically or morally dangerous materials and against dishonest behavior. Lockers and desks are school property and may be searched or inspected at any time. Search of a student's person (pockets) and/or personal property (backpacks, etc.) on school property or at school activities, may be conducted by the school Principal or other designated officials for reasonable cause. Searches of students or student property should only be conducted with the consent of the Principal.

## **SUPPLIES**

A supply fee is collected in each homeroom. Fees are due within the first week of school to ensure teachers are able to gather all the necessary supplies to begin the school year.

We require every student in the school to have a backpack and lunchbox. School clothing and supplies should be labeled with the child's name. Book covers are required in grades 3-8.

Every student in grades 3 - 5 will receive a homework agenda to use daily. The homework agenda and all supplies that are issued are the responsibility of each student to care for. If any items are lost or destroyed, it is up to the student's family to replace or purchase from the school.

## **TELEPHONE**

The school telephone is not available for students to make personal calls. Permission will be granted only in an emergency. Because we expect students to be responsible citizens, use of the phone will not be permitted for forgotten homework, lunch, money, PE clothes, and fieldtrip permission forms or to make arrangements to go to another student's house after school. However, if a sports practice or other school event is canceled, calls will be permitted to arrange rides home.

## **TUITION**

The Pastor in consultation with the School Advisory Board and the Parish Finance Council sets the tuition yearly. Tuition may be paid annually or on a monthly basis. Payments for each year begin in July and end in April or May.

The school reserves the right to cancel the registration of any student whose family fails to meet tuition and fee payments during the preceding semester or in such cases to require full tuition payment in advance of registration acceptance.

The school reserves the right to withhold re-registration and to deny readmission unless all delinquent fees are paid. Tuition and fees are published yearly in early spring. See Statement of Tuition Prices for the current school year.

Report cards will not be issued if a family's account is delinquent. Immaculate Conception School will not release student records or test scores until all obligations to Immaculate Conception School have been fulfilled.

## **Immaculate Conception Church and School Technology Acceptable Use Policy**

Immaculate Conception Church and School Acceptable Use Policy is indicated below. It is extremely important that faculty, staff, parents, and students read, discuss, and understand the following policies listed concerning the use of technology and internet access at church and school.

**Definitions:** This Acceptable Use Policy (AUP) is a contract between you and Immaculate Conception Church and School to ensure you are fully trained in the use of technology and the Internet and understands and respects the benefit as well as the potential danger inherent therein. Immaculate Conception Church and School sees this as protecting you and your children rather than forbidding access to technology and the Internet. Anyone using the church's or school's technology is required to sign an AUP statement in advance.

**Mission:** Immaculate Conception School's mission, in cooperation with the parents, is to develop the spiritual, intellectual, physical, and social growth of each individual child by providing a quality educational experience that reflects the presence of Christ on Earth. In this Christian atmosphere, the faculty strives to help each child develop to his or her fullest potential. The students experience an educational program designed to respect the dignity of all students, to recognize individual differences, and to promote social justice and other Gospel values as integral elements of Christian living.

**Introduction:** To ensure that all students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of Immaculate Conception Church and School to assist in providing students and employees with access to a variety of technology resources.

Immaculate Conception Church, School, and Benefactors have made a very large investment in technology for our students. We consider the use of technology at Immaculate Conception Church and School and access to the Internet through this technology to be a privilege. We expect that all Immaculate Conception Church and School staff, faculty, and students to respect this privilege and understand the value of this resource to their education.

Thus, it is the intention of Immaculate Conception Church and School that all technology resources will be used in accordance with any and all policies of the Nashville Diocesan School System as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of Immaculate Conception Church and School will use the provided technology resources so as not to waste, abuse, or interfere with or cause harm to other individuals, intuitions, or companies.

Students use technology and software to build skills in all areas of education. Students are introduced to keyboarding early and continue to build their skills each year to ensure technology mastery in later grades.

### **Responsibility of Immaculate Conception Church:**

**Computer and Internet Access Policy:** Immaculate Conception Catholic Church (ICCC), Immaculate Conception School (ICS), and Immaculate Conception Preschool (ICP) of the Diocese of Nashville provide computer equipment and access to internal and external electronic networks for church and school purposes. Employees are expected to use all systems and equipment in the performance of assigned duties and are expected to treat equipment and electronic media access in a professional and reasonable manner. Employees issued

equipment or access to the ICCC, ICS, and ICP computers and electronic networks are responsible for computer equipment and access to systems under their control. Each employee is responsible for understanding and abiding by this policy and any updates that may be necessary in the future. The “Computer and Internet Access Policy” covers all employees of ICCC, ICS, and ICP of the Diocese of Nashville.

**Passwords:** Each employee needing computer access is assigned a personal network User Name protected by a unique password. The unique User Name identifies individual users to the security software that manages the ICCC, ICS, and ICP networks. The password serves as a “personal key” to the computer and network, and the security software allows individual users access to their authorized areas.

Each employee is responsible for selecting a password and protecting the confidentiality of that password. Because each employee is responsible for all activities performed under his/her network user identification, the password should be viewed as extremely confidential information and should be shared with no one else. It should be changed immediately if someone else learns your password. Having your own password protects you.

If you suspect that someone else has learned your password, please immediately contact one of the Network Administrators and inform your supervisor so that you may be assigned a new password. At termination of employment, employees must report their existing passwords as part of the exiting process.

**Software:** Employees will not violate copyright laws governing the use of software or knowingly introduce unlicensed software into any Parish computer system. The Parish and Schools and our employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U.S. Code) and all proprietary software license agreements. Noncompliance can expose the Parish and Schools and the responsible employee(s) to civil and/or criminal penalties. Each computer must have its own original licensed copy for all software programs or be covered by the Parish’s or school’s comprehensive site license. Failure to observe copyright or license agreements may result in disciplinary action and/or legal action by the copyright owner and or the Parish.

Employees will not copy software. Employees may not install software on any ICCC, ICS or ICP computer without the expressed permission of their department head and the Network Administrator. The Network Administrator will maintain a written record of the installation, and is responsible for assuring that copyright restrictions are observed, and that software will not interfere with the operation of the ICCC, ICS or ICP computer networks.

**Confidentiality of Records:** All computers, networks, and contents of files stored on hard drives or network servers are the property of Immaculate Conception Catholic Church. Employees will not disclose any information relating to employees, parishes, schools, institutions or programs of the Diocese of Nashville without obtaining prior authorization from the applicable employee’s supervisor, parish pastor or institution or program director. ICCC reserves the right to review, modify or delete the contents of any file without the approval of the employee assigned to a specific computer or file area. The Parish also reserves the right to monitor all internet usage including, but not limited to logging all web sites visited by individual computer users. All computer work should be maintained on the server and not individual users’ hard drives. Software to block access to offensive or inappropriate web sites, as well as monitor individual specific usage may be used as part of the ICCC computer security measures. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

**Inappropriate Use of Systems:** The ICCC, ICS and ICP of the Diocese of Nashville provide computers, e-mail, Internet and Intranet access and other software for church purposes. The following uses of the diocese’s networks and computer systems are inappropriate and prohibited:

- Using the ICCC, ICS or ICP systems for any illegal activities. ICCC and the Diocese reserve the right to cooperate with legal authorities in investigation of any suspected criminal or civil wrongdoing.

- Sending e-mail messages where the message contains material that a reasonable person could construe as derogatory or offensive. If derogatory or offensive e-mail is received, the employee should notify his/her supervisor.
- Accessing or playing online games by way of ICCC, ICS or ICP internet access.
- Accessing or participating in chat rooms other than ICCC, ICS or ICP related activities and use of Instant Messenger mail because of security concerns.
- Accessing pornographic or morally offensive web sites by way of ICCC, ICS or ICP computers.
- Creating or forwarding chain letters or pyramid schemes using ICCC, ICS or ICP systems.
- Attempting to use other employees' accounts or files that reside in areas that the employee has not been given authorized access.
- Knowingly distributing viruses within the church or schools' computer systems or to other computer systems through the church or schools' internet access.
- Conducting personal business or other non-working activities during working hours.
- Using ICCC, ICS or ICP computer equipment, networks, mail lists or other resources for political activity in support of or opposition to a candidate or issue.
- Bypassing ICCC, ICS or ICP internet access and security procedures by the use of a dial-up modem or any other process because of the technical exposure it presents.

Employees who are aware of any violation of this policy are obligated to report it to their supervisor who is obligated to report it the appropriate authority, i.e. Pastor, Network Administrator, Director of Diocesan Communication or Moderator of the Curia.

Violation of the ICCC, ICS and ICP Computer and Internet Access Policy is subject to appropriate disciplinary action including but not limited to financial responsibility and termination of employment.

Effective January 1, 2010

### **Responsibility of Immaculate Conception School:**

The primary goal of Immaculate Conception School is to provide technology and Internet access for students for the support of educational and instructional purposes.

General Information:

Computers are not private.

Computers and systems are for school use only.

Passwords are used and are to be kept private.

We promise to make every effort to enlighten and protect your child by teaching him/her proper use of technology and the Internet. This shall include but not be limited to:

- The potential danger involved in sharing his/her name, address, phone number, etc. or anyone else's personal information over the Internet,
- Rights of all students to equal access to Internet and technology,
- Understanding of the existence of and reason for copyright laws,
- Documentation of research sources found on the Internet (NO PLAGIARISM), or
- Identification of appropriate Internet sites.

Individuals may use only accounts, files, software, and technology resources that are assigned to them under his/her account. Individuals may not attempt to access another users account, files, or data using their password.

Individuals must take reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usages within and outside Immaculate Conception School.

Duplication of any copyrighted software is prohibited unless allowed for in the license agreement. Employees are expected to be aware of copyright laws at all times and abide by them. Original software CD's, DVD's, Access Codes and CD keys will be housed in the School Technology Coordinator's office.

All software in use on the local area network and/or individual workstations within Immaculate Conception School must be installed by the Technology Coordinator. Students and staff are not authorized to install software, unless specifically instructed to do so by the Technology Coordinator.

Individuals are not allowed to make copies of software or data without permission of the Technology Coordinator.

Any use of technology that reduces the efficiency of use for others will be considered a violation of this policy. Users must not attempt to disrupt any computer services and/or data by any means or by spreading viruses.

All users at Immaculate Conception School, faculty, staff, students or parent volunteers must not attempt to modify technology resources, utilities, configurations, or change restrictions associated with any account. Any attempt to breach any technology resource or security system either with or without malicious intent will be considered a violation of the Acceptable Use Policy (AUP).

The Principal and the Technology Coordinator will be responsible for establishing specific practices to enforce this policy.

All use of technology and of the Internet at Immaculate Conception School will be under the guidance and supervision of Immaculate Conception School faculty, or staff. Other use of technology and the Internet at ICS not sanctioned by an ICS appointed supervisor will be prohibited.

Cyber-bullying is defined as using technology and other forms of digital communications to cause deliberate and malicious continuity of harm for a purpose. Cyber-bullying can cause an individual to feel terrorized, frightened, intimidated, threatened, harassed or molested. Under no uncertain terms on campus or off campus will cyber-bullying be tolerated of a student, faculty or staff member.

Internet filtering enables Immaculate Conception School to manage the type of Internet content that users can access.

Immaculate Conception School provides electronic mail to the employees. That access is for his/her use in any educational and instructional business that they may need to conduct. Personal use of electronic mail by employees is not prohibited as long as it does not violate Immaculate Conception School's policy and/or adversely affects others.

Any questions regarding this policy will be directed to the School Principal and/or the Technology Coordinator.

### **Responsibility of Parents:**

- Support the school's policy regarding use of technology and convey this support to their children.
- Let your child know exactly what you consider to be inappropriate regarding the use of technology and the Internet.
- Continue to instill in your child the importance of the values you have taught him/her.

- Help your child realize the cost, value, effort and time that has gone into our technology program and the value of this investment in their education.

Cyber-bullying is defined as using technology and other forms of digital communications to cause deliberate and malicious continuity of harm for a purpose. Cyber-bullying can cause an individual to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Under no uncertain terms on campus or off campus will cyber-bullying be tolerated of a student, faculty, or staff member.

### **Responsibilities of Students:**

Follow all the rules of Immaculate Conception School's instruction as to the appropriate use of technology and the Internet.

Immediately tell if an inappropriate site is accessed accidentally, Internet use will be monitored, so failure to report will be assumed to indicate intentional access.

Respect the rights of other students and faculty.

Understand the use of a password and how it is private personal property. Passwords are not shared.

Use of the Internet is for education purposes ONLY, other activities are a violation of this policy.

Use your name, address, phone number or any other information about yourself ONLY with permission and guidance from your parents or your teacher. Without permission you NEVER give your our your personal information while on the Internet. NEVER give out another person's information while on the Internet. This rule applies within the network at Immaculate Conception School or outside the realm of the school.

Cyber-bullying is defined as using technology and other forms of digital communications to cause deliberate and malicious continuity of harm for a purpose. Cyber-bullying can cause an individual to feel terrorized, frightened, intimidated, threatened, harassed or molested. Under no uncertain terms on campus or off campus will cyber-bullying be tolerated of a student, faculty, or staff member.

### **Unacceptable Uses and Restrictions:**

The following rules are strictly forbidden at Immaculate Conception School; no one is ever allowed to hurt people by violating their rights via the Internet or Immaculate Conception School's Technology program.

1. Deliberate damage to any of our school's technology equipment.
2. Malicious modification to any of the computers or software at ICS. This does include viruses, worms, prank programs or malware.
3. Deliberately turning off security, antivirus or content filtering software.
4. Attempting to access inappropriate websites and/or those unrelated to educational learning or unassigned educational purposes.
5. Deliberately accessing another user's personal files, the school's administration, and/or grading programs.
6. Sending spam or junk mail using the school's system.
7. Copying any of Immaculate Conception School's software.
8. Downloading or installing any software onto any computer or the network without the permission of the technology coordinator or the principal.
9. Deliberately using another person's password or impersonating another person via the internet.
10. Any violation of copyright laws.

11. Posting any false or damaging information about other people, the church, the school or other organizations.
12. Use of technology to create illegal materials.
13. No uses of peer-to-peer file sharing.
14. Students may not access personal email accounts unless they are under the supervision of a faculty or staff member.
15. You are never allowed to use other people's work, their ideas, or plagiarize.

The use of technology devices either on campus or off campus to post/send inappropriate material, text or images damaging, insulting or demeaning to another person, student, teacher or to the church/school's image or reputation will not be tolerated. This includes but is not limited to text messaging, blogging, posting on social networking sites and other forms of digital communications. Appropriate punishment, including possible legal action, will be determined by the Church and/or School's Administration.

Immaculate Conception School is responsible for the students during school hours, and the parents have the responsibility for their children outside of these hours. If the school learns of off campus behavior that is private in nature and harmful to the health or safety of the students, the school will notify the parents immediately so that they may handle the matter as they see appropriately.

Students who violate the acceptable use policy can be expelled. Lesser violations can result in loss of computer privileges. Teachers and staff members can be fired for violating the acceptable use policy. Other violators can lose their access to the school and parish facilities.