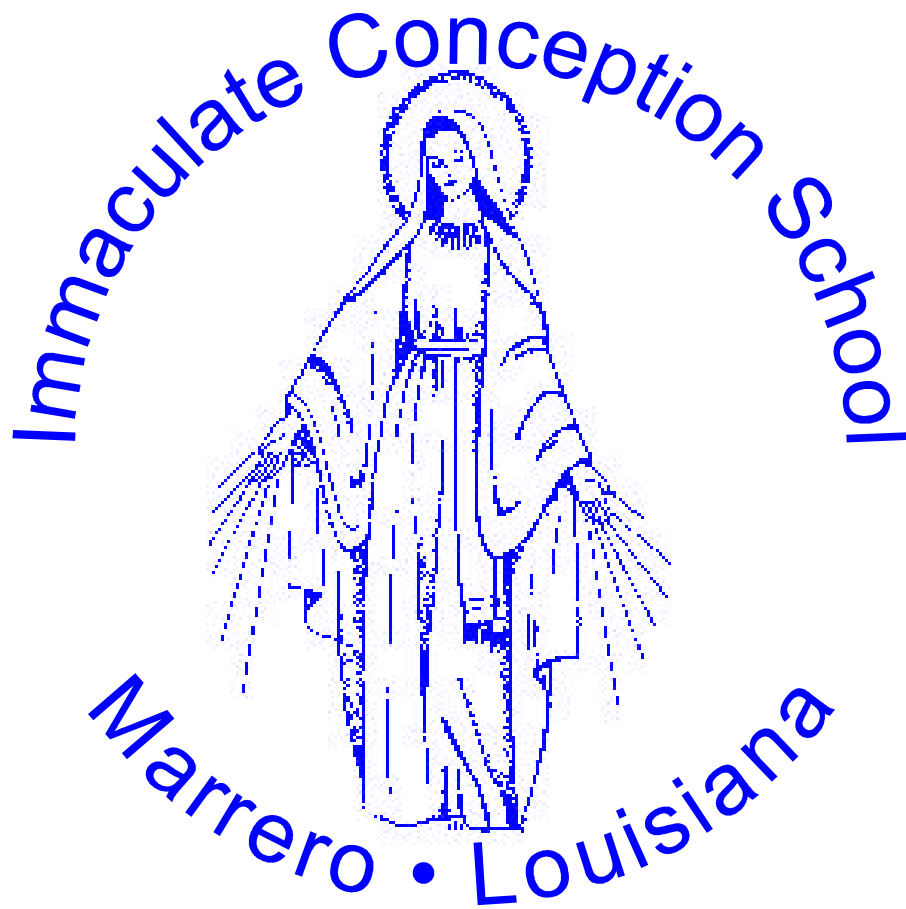


**IMMACULATE CONCEPTION SCHOOL
STUDENT HANDBOOK 2009 – 2010**



Revised 6/2/2009

History

Immaculate Conception School was established in 1924. The first religious order to operate the school was the Sisters of the Blessed Sacrament. Next, from 1939 to 1979, Immaculate Conception School was under the guidance of the School Sisters of Notre Dame. Since 1979, the Salesian Sisters of St. John Bosco have directed Immaculate Conception School. From its establishment, Immaculate Conception School has strived to provide an effective Catholic educational foundation for the children of Marrero and the surrounding areas.

Mission Statement

Immaculate Conception School provides a student-centered, Catholic learning environment with a family atmosphere that embodies the Salesian philosophy of reason, religion, and loving kindness. We challenge our students to develop their potential as good Christians and honest citizens and to commit themselves to academic excellence, faith, leadership, and service.

The parish school is an integral part of the mission of Immaculate Conception Church, which is to teach as Jesus did, to build up the Catholic Community and to sanctify its members.

Its mission is to cooperate with the parents in developing the whole child. We accomplish this by nurturing Christian values in the students and forming them with good spiritual, moral, mental and physical habits. These habits should be in accordance with the message revealed by God, which the church proclaims. This is achieved by developing fellowship in the life of the spirit and forming students who freely render service to both the Christian community and the whole world community (To teach as Jesus Did #14).

Philosophy

Immaculate Conception School provides educational opportunities, within a family environment, for each student. Emphasis is placed upon spiritual, intellectual, cultural, social, and physical development. A curriculum that integrates these attributes into every phase of the program is provided within budgetary possibilities. The encouragement of Catholic ideals and the practice of Christ's moral and ethical code cultivate spiritual growth.

Every effort is made to nurture in each student a sense of self-esteem, personal responsibility, service to others and patriotism. The faculty members accomplish this task by implementing the educational system of St. John Bosco, a system based entirely upon reason, religion and loving-kindness.

Goals

Immaculate Conception School strives to develop the whole person-spiritually, morally, academically, socially, emotionally and physically.

As a value-oriented school, Immaculate Conception School aims to educate each student for Catholic living in present-day society, as evidenced by service to God, to neighbor and to country.

Students are led to be accountable for their actions during the school year through a wholesome school discipline policy. In this way, students gradually internalize and develop healthy self-discipline.

School Colors

Our school colors are navy-blue and white.

School Song

By the shores of Old Man River lie the Halls of I.C.S. Our dear ALMA MATER you will always be the place our hearts love best. All our days we fondly will remember you wherever our path may lead. And the Holy Spirit will remain in us, for you have sown the seed. There are Angels all around us even as we play. Mother Mary watches on, She Guides us on our way. Love and kindness, you have taught us well, Loyal and True we'll be; Dear Ole Alma Mater we call I.C.S., Our Hearts belong to thee.

Accreditation

Immaculate Conception School is accredited through the Southern Association of Colleges and Schools (SACS), the Louisiana State Department of Education and by the Archdiocese of New Orleans. The school maintains membership in the National Catholic Education Association, the National Middle School Association, the Louisiana Middle School Association, National Association of Early Childhood Educators (NAEYC), Archdiocesan Association of Early Childhood Educators (AAECE), Louisiana Federation of Citizens for Educational Freedom (CEF), National Science Teachers Association (NSTA) and the Association for Supervision and Curriculum Development (ASCD)

Administration

The Pastor, Principal, and two (2) Assistant Principals administer the School. The Principal reserves the right to amend the handbook.

Admissions

Immaculate Conception School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration or educational policies, admissions policies, scholarships, loan programs, athletic and other school-administered programs.

A. Age of Admissions

A child must be three years of age by September 30th of the current year in order to enter the Three-Year-Old Program. A child must be four years of age by September 30th of the current year in order to enter Pre-Kindergarten; and five years of age before September 30th to enter Kindergarten. No exceptions will be made.

B. Admission Records

New students must present the following: Birth Certificate, Baptismal Certificate, Communion Certificate, Immunization Record, Social Security Card, Current Report Card, Previous Report Cards, Standardized Test Scores, and educational evaluations if applicable.

C. Acceptance

Students' acceptance will be dependent on standardized test scores, previous academic status, conduct grades, and educational evaluations, if applicable. Students may also be accepted on probation with terms as determined by the administration.

D. Immaculate Conception Tuition Assistance

Immaculate Conception Parish offers tuition assistance to parishioners in need of financial assistance for tuition. This assistance is only available if the following criteria have been met:

1. The applicants are registered members of Immaculate Conception Parish and have used the envelopes for one year, contributing a minimum of \$325 prior to applying for tuition assistance.
2. The applicants' children must be accepted and registered at Immaculate Conception School before receiving and completing the Tuition Assistance Application.

Tuition Assistance is not available under the following circumstances:

1. It is not available for Pre-K3 or Pre-K4 at Immaculate Conception School. Anyone requiring assistance for Pre-K3 or Pre-K4 must contact the Child Care Assistance Office.
2. It is not available for 8th grade at Academy of Our Lady.

Please note that while only parishioners of Immaculate Conception Parish may apply, only those with the greatest financial need will be approved. Applying for assistance does not guarantee acceptance and applications for tuition assistance must be reapplied for each year your child(ren) are enrolled in Immaculate Conception School.

Academic Policies

A. Curriculum

Curriculum development is in conjunction with the State Comprehensive Curriculum.

B. Curriculum Goal

The primary goal of the curriculum is to provide those learning experiences most conducive to inculcating in the students the virtue, knowledge, understanding and skills necessary for the

students' spiritual, intellectual, social, cultural and physical development in keeping with the stated philosophy of Immaculate Conception School.

C. Curriculum Objectives

The distinctive purpose of the Catholic schools is to proclaim the Gospel message, to build community, and to educate the students. Within the school community the faculty, sisters, priests, parents and students experience together what it means to live a life of prayer, community and personal responsibility and freedom reflective of the Gospel values manifesting peace, acceptance, love, patience, and respect for life.

To achieve these ends, the Catholic school organizes its curriculum, its staff and its physical facilities:

- to make known to all students the person and message of Jesus Christ and to help students develop a spirit of prayer and worship;
- to assist the students in developing an understanding of the Catholic Church, its community growth and its world dimensions;
- to help develop in all students a respect for the rights of others, both as individuals and as groups, with moral and spiritual values, ethical standards of conduct, and basic integrity;
- To provide, with the means available, educational opportunities and experiences related to the students' heritage, their American citizenship, their responsibilities to their family, the local community, and the world;
- to enable students to acquire required skills, especially in the area of communication, in critical thinking, and in the sciences;
- to help students develop the power to think constructively, to solve problems, to reason logically, to accept responsibility for self-evaluation, self-instruction and self discipline.
- to make available to all students experiences to develop a sense of respect and an appreciation for beauty and culture as their knowledge expands.

D. Extra Curricular Activities

The students at Immaculate Conception School are enriched by other curricular subjects such as art, computer, library, music, physical education, health, and foreign language.

The students of Immaculate Conception School have an opportunity to participate in after school activities. These include: Academic Society, Altar Servers, Basketball, Builders Club, Choir, Music, Cheerleading/Dance Team, Cross Country, Flag Football, Indoorball, Student Government Association (SGA), Volleyball, and Yearbook. Participation in a game or club activity requires a student to be in attendance at school all day. Suspended students forfeit participation on suspension days.

In cases of academic problems, participation in Extra Curricular Activities is left to the discretion of administrators in consultation with the parents. Students placed on disciplinary probation forfeit participation in extra curricular activities.

E. Field Trips

Field trips are part of the learning process and have an educational value. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Students are expected to attend their class field trips, including plays presented by Academy of Our Lady. To attend, the children must have the schools written request form signed by a parent/guardian. Telephone calls will not be accepted for permission to attend. All students must use school provided transportation to and from the field trip. Applicable fees must also be paid by the assigned due date, NOT the actual field trip day. There are no refunds. Chaperones will be invited as space permits. Chaperones must be at least 21 years old and may not bring other family members or friends. Chaperones are responsible for supervision of students assigned by the teachers and must remain with the group the entire time.

F. Grading

The following grading system is in effect:

A/ 94-100, B/ 86-93, C/ 78-85, D/ 70-77, U or F/ 69 and below

O-Outstanding, G-Good, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory

G. Graduation

At the completion of eighth grade, students who have fulfilled all requirements prescribed by the Archdiocese of New Orleans will be awarded a diploma. Participation in graduation exercises is a privilege that is earned. Students who fail three major subjects and/or have exhibited a consistent unwillingness to comply with the school's discipline policy in the eighth grade may

not take part in graduation exercises. All financial debts must be paid in full at least one week before graduation day.

H. Homework

Homework is a necessary part of our students' education. In addition to work done in class, homework (written and/or study) is given. Students are to write each day's homework assignment in the agenda notebook. Parents may also consult teacher's website; however these are not primary sources for information. Parents are encouraged to check assignments daily and initial them. Homework counts as a portion of the grade for each term. The purpose of homework assignments is to supplement schoolwork, foster good study habits, reinforce learning, and prepare for the next day's class. The following time schedule is offered as a guide:

Kindergarten: 15-30 minutes	1st grade: 30 minutes
2nd grade: 45 minutes	3 rd & 4th grade: 45 - 60 minutes
5th through 6th grade: 60 - 75 minutes	7th through 8th grade: 75 - 90 minutes

Homework is not regularly assigned on weekends in primary grades.

I. Honor Roll

At the end of each marking period, Alpha Honors are awarded to students earning no grade lower than "A" or "G" in all subjects and conduct. Beta Honors are awarded to students earning no grade lower than "B" or "G" in all subjects and conduct. The Principal's Awards are awarded to 7th and 8th grade honor students earning no grade lower than "A".

J. Make Up Work

It is the responsibility of the student, upon returning from an absence, to meet with the teacher(s) to obtain a list of work to be made up. A grade of "Zero" or "F" will be given for any work not made up in the time designated by the teacher. Parents of students in grades PreK through 3rd who would like to request homework / classwork must call the school office before 9:00 a.m., to give all teachers sufficient time to gather homework / classwork assigned. Students who are in grades 4th through 8th need to get assignments from a study buddy. Requested homework may be picked up from the school office any time after 2:00 p.m. The website may also be checked for assignments.

K. Probation

Students who have not shown satisfactory academic progress may be placed on academic probation. Conditions of probation will be determined by administration in consultation with the parents and teachers.

L. Progress Reports

Progress reports are ordinarily issued at the midpoint of the marking period. Interim reports may be issued by teachers as the need arises. The school copy **must** be signed and returned to the teacher within three days. Progress report issue dates are listed in the monthly calendars and parent bulletin.

M. Promotions

Students must pass all major subjects for promotion: Religion, Mathematics, Language Arts, Reading, Social Studies, and Science. No more than two subjects may be taken in summer school for promotion. Students in grades 2nd – 8th must attend a state approved summer school program. The Principal's permission is required to attend a summer program elsewhere. Kindergarten students must pass the exit exam to be promoted to First grade. First grade students must pass Reading for promotion. First grade students receiving a "D" as a final average in Reading and/or Math must attend 20 hours of documented tutoring from a certified instructor to be promoted to 2nd grade

N. Religious Instruction

Religious instruction is of great importance at Immaculate Conception School and is mandatory for all students. Active participation in the religious activities is a must for both students and their families. Families should give special attention to attendance at Sunday Mass and to living their faith as true Christians. Students are prepared for the reception of the Sacraments of Reconciliation and First Communion. Parental cooperation is essential for the preparation, the reception, and the living out of the sacramental life.

O. Report Cards

Report cards are issued quarterly in kindergarten through eighth grade. Pre-kindergarten 3 & 4 report cards are issued twice a year, at the end of first and second semesters. Middle School report card envelopes are to be signed and returned to school within three days. Primary grades return signed report cards.

P. Standardized Testing Program

In addition to the regular tests given by teachers, standardized tests are administered to the students in grades 3rd -7th. High School Placement Tests are administered by each high school for 9th grade attendance.

Standardized test scores are used as an aid in curriculum design, to monitor individual student progress, and for placement in middle school. They are also used by high schools in making acceptance decisions. They become a part of the student's permanent record.

Q. Textbooks

Students are required to have book covers on all books at all times. No contact paper should be used on hard cover books. Students who lose or damage a book are responsible for paying the replacement cost. Students are required to have a book bag to transport books and material to and from school. Luggage carriers are not allowed. Wheeled backpacks are allowed in grades 2-8, but are not to be rolled up and down the stairs or when walking in a class line.

Cafeteria

All students are required to eat lunch. If they do not bring a lunch from home, they must purchase a lunch from the cafeteria.

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. If a parent wishes to apply for free or reduced lunch, the forms must be obtained from the Cafeteria Manager. Students are assigned a computerized account number. School Food & Nutrition Services' accounting system requires funds in your child's lunch account on the first feeding day. No one is allowed to charge on his/her lunch account. Notices will be provided via the Tuesday envelope when lunch accounts need more funds. Online payments are now available, call the cafeteria for more information 341-1158.

As of August 2009 the cost for lunch will be \$1.25 per day for grades pre-kindergarten three, pre-kindergarten four and kindergarten, and \$1.50 per day for grades 1-8. Reduced lunch will cost .40¢. Bottled water, juice, and extra milk may be purchased separately. You will be notified of any change in the cost of lunch.

Students are to enter the cafeteria with their homeroom class. Students are asked to keep the cafeteria neat and clean by: depositing all lunch litter in wastebaskets, returning all trays and utensils, and leaving the table and floor in a clean condition for others. Parents should also impress on their children that food should not be wasted. Students are expected to comply with the rules of good manners and courtesy.

Those choosing to bring lunch are to eat what parents send and are not allowed to trade food. No sodas are allowed with bag lunches, only 100% fruit juice or water. Students who bring their lunch are allowed to buy water, juice or milk. Any types of fast food lunches are **NOT** allowed.

Students with food allergies or dietary restrictions must provide the cafeteria manager with a doctor's note in order to request special menus.

Discipline Policy

Immaculate Conception School believes in a positive approach to discipline according to St. John Bosco's educational system, entirely based on REASON, RELIGION AND LOVING-KINDNESS. Our educators undertake this commitment with a warm, optimistic, and joyful approach to our youth, "our greatest hope". This system leads students to take responsibility for their actions. As in all matters concerning your child, the parents should always work closely with the teacher(s). Contact should be made with the teacher(s) before intervention of the administration is sought.

A. Discipline Contract

At the beginning of the school year, each student will be given a discipline contract in addition to the student handbook. The contract is to be signed by both student and parent and returned to school within five (5) school days. Students are always to conduct themselves as Immaculate Conception's students and to exhibit the behavior expected of such students. Conduct, whether inside or outside school that is detrimental to the reputation of the school will not be tolerated.

B. General Student Expectations

Each teacher will inform students of the expected standards and procedures in the classroom. However, the following are general school rules with which students are expected to comply:

- Classroom behavior must reflect a Christian attitude and respect for the teacher and other class members. Disruptive behavior or behavior that impedes the learning process will not be tolerated.
- Students must refrain from the use of vulgar or obscene language, whether written or oral.
- The dress code must be followed at all times and until the last day of the school year, unless the Administration has given specific permission otherwise.
- All students are responsible for the care of the school environment. Desks shall be kept in order and classroom aisles shall be kept clear.
- Defacing walls, desks, chairs, benches, books, uniforms, or any item is not allowed. Parents will be held financially responsible for any damages.
- Writing on books, bookcovers, bookbags, notebooks, or bodies, etc. is not allowed.
- Students must respect the property of others at all times.
- Gum chewing is not allowed on the school grounds at any time.
- Students may not bring to school any items other than regulation school supplies, unless the teacher(s) or administration gives specific permission.

C. Conduct Referrals

A formal notice will be sent home for violation of school rules. Parents must sign and return the school copy of the referral within two school days.

D. Infractions

❖ **Level I – Infractions (Demerits)**

- Chewing gum anywhere on campus.
- Pushing or shoving others
- Eating in the classroom without permission.
- Improper uniform (anything not officially part of the school uniform being worn, improperly worn uniform or omission of any part of the required uniform, including the PE uniform).
- Wearing makeup, including nail polish and artificial nails for girls in PK-3 – 7th grade.
- Coming to class unprepared.
- Talking during a time of silence (i.e. announcements, while a teacher is speaking, while food is being served in the cafeteria, etc.)
- Unsigned test papers, folders, or Tuesday envelope portfolios.
- Minor inappropriate misbehavior on campus.
- Misbehaving in church/cafeteria/classroom/recess
- Bringing toys, games, cards, etc. to class
- Other (to be left to the discretion of the teacher/administration).

❖ **Level II – Infractions (Detentions)**

- Use of obscene language, gestures, drawings, writings, or actions.
- Inappropriate behavior
- Inappropriate behavior during testing.
- Misbehaving during fire drills.
- Copying another student's homework.
- Taking an object without permission.
- Use of vending machine without permission.
- Missed Wednesday Detention.
- Forging the signature of a parent or a guardian on school documents, test papers, or altering grades.
- Failure to have reports, demerits, or detentions signed.
- Misconduct of any kind at an extracurricular activity or field trip, or in route.
- Accumulation of five (5) demerits.
- Defacing walls, desks, benches, books, book bags, etc.
- Roaming around school without a pass and going into buildings or classrooms without permission.
- Name calling, teasing or bullying.
- Going to Hebert Hall unescorted by school personnel.
- Use of the office phone without permission.
- Repeated offenses for which demerits have been issued.
- Other (to be left to the discretion of the teacher/administration).

❖ **Level III – Infractions (Suspensions/Expulsions)**

- Excessive detentions.
- Failure to show up for a Saturday detention
- Theft- taking property without the permission of the owner.
- Fighting- two or more students involved in exchange of blows and assault cannot be determined.
- Assault- unprovoked physical attack or threat of physical attack (written, oral or by computer) on one student by another.
- Harassment- intimidation of a student or students (written, oral or by computer) by one or more students. Threats made against other students, teachers or any school personnel (written, oral or by computer).
- Use of tobacco, alcohol or any other form of substance abuse.
- Possession/distribution of alcohol, drugs, drug paraphernalia, weapons or other instrumentality.
- Leaving school grounds without permission, including Academy of Our Lady and Immaculate Conception Church/Rectory.
- Disrespectful attitude toward school personnel.
- Behavior, which the administration believes warrants suspension or expulsion.
- Possession of a cell phone on school property, school bus, or school related activities.
- Insubordination.
- Graffiti style writing on books, bookbags, notebooks, etc. considered as gang related.
- Truancy
- Unauthorized or inappropriate use of Internet from any computer, including inappropriately utilizing home computer.
- Other (to be left to the discretion of the administration).

E. Disciplinary Action

Students committing Level I, II or III infractions are subject to one of the following disciplinary actions:

- **Demerits:** Students may receive demerits for Level I infractions. The parent copy must be signed and returned on the following school day. Failure to return a signed demerit within 2 days will result in a detention. After 5 demerits, a student is subject to a Wednesday detention.
- **Detention:** Students may be required to serve a detention for Level II infractions of the above-mentioned rules. Wednesday detentions are held from 7:00 a.m. to 7:45 a.m. Signed Parental copy must be presented for admission. In some cases, students will be required to attend Saturday detentions (complete school uniform is to be worn). Parents will be notified at least one day in advance before the student is detained. However, this does not exclude detention on the same day for serious offenses. Students are required to attend assigned detentions regardless of commitments to extracurricular or outside of school activities. Detentions on Saturday are held from 8:00 a.m. to 10:00 a.m. for a fine of \$2.00. An additional dollar will be paid for each additional detention. Parents must sign the student out of detention in order for the student to be released. Students not picked up on time will be charged \$5.00 for every 15 minutes past dismissal time.
- **Suspensions:** Students who commit Level III infractions are subject to suspension. Suspension may be in school or out of school. **STUDENTS WHO ARE SUSPENDED WILL BE RESPONSIBLE FOR MAKING UP ALL CLASS WORK, TESTS, ETC. MISSED DURING THEIR ABSENCES.** After excessive suspensions, a student is subject to disciplinary probation or expulsion.
- **Expulsions:** After three suspensions, a student may be expelled. Unacceptable behavior of a parent will not be tolerated. Abusive language, threats or insults to an administrator, teacher, staff member, or student are not compatible with Christian philosophy. Such action may result in expulsion of the student. Administrative options are always open to take the action felt necessary for the safety and protection of teachers and students.
- **Probation:** Students who have consistently shown disregard for school or classroom rules may be placed on Behavioral Probation for a period of time as determined by the Administration. During probation, sufficient improvement in behavior must be

demonstrated. If this is not accomplished, the parents may be asked to remove their child from the school.

- **Restraint:** When situations call for the use of physical force (restraint) to prevent harm to a student or to others threatened by the student, teachers and administrators have a duty to protect students from harming themselves and others.

Extended Care Program

The school provides a before and after school program for a fee to families requiring such service. Students enrolled in the program may be at school as early as 6:45 a.m. and must be picked up no later than 6:00 p.m. The after school hours include homework/study hall, snack and supervised play. Additional information and the fee schedule may be obtained from the school office. Students enrolled in the Extended Care Program are subject to the School Discipline Policies and Procedures. A student may register as a Drop-in if after care is needed one or two times weekly until 5:00 p.m.

A tutoring program is also offered for a fee. The tutoring program is staffed by school personnel and offered daily from 3:15 p.m. until 4:30 p.m.

General School Policies

Attendance

Absences

- Parents must call the school office between 7:30 a.m. and 9:00 a.m. if their child will be absent. Request for homework assignments for grades 1st – 3rd must be made at this time in order for teachers to be notified to gather work. This is a courtesy provided when possible. Getting missed homework assignments is the responsibility of the student.
- Prompt and regular attendance at school is essential for successful schoolwork. Absence causes a child to lag behind in the work completed by other members of the class. According to Louisiana state guidelines, students may not be absent for more than seventeen (17) unexcused days in a school year to be eligible for promotion.
- Following any absence, a student must present a note from a parent/guardian explaining the reason for the absence. An absence of five (5) or more consecutive days and/or recovery from a contagious illness requires a doctor's note for the student to be readmitted to school.
- If a student has a reoccurrence of head lice, a doctor's note must be submitted in order for the student to be admitted into school.
- An excused absence consists of a Doctor's note received immediately upon the student's return or attendance at a funeral.
- If a student is checked out before 11:30 a.m. he/she will be marked absent for that day.
- Students with excessive unexcused absences will be reported to the proper authorities.

Tardies

Tardies are disruptive to the instructional program and may have an adverse effect on educational progress of your child and others. Students who arrive at school between 8:05 a.m. and 8:15 a.m. are tardy and will be marked tardy by their teachers. After 8:15 a.m. tardy students must be accompanied to the office by a parent or guardian to be admitted. Tardiness becomes a permanent part of the student's record. Five tardies will result in a one day unexcused absence. Students who arrive at school after 11:30 a.m. will be marked absent for ½ a day. A student with excessive unexcused tardies will be reported to the proper authorities.

Check Out

Doctor and dental appointments should be restricted to after school hours. When it is absolutely necessary to have an appointment during school hours, the student must bring a note to school stating the time they will be checked out. Students are not permitted to check out for the day unless a designated adult listed on the emergency card signs the student checkout book in the office. Students may not be checked out after 2:20 p.m. unless it is an emergency. Students with excessive unexcused checkouts will be reported to the proper authorities.

Truancy

The following forms of absences are classified as truanancies:

- Absences from school without the knowledge and consent of the parents.

- Leaving the school grounds during the day without permission including going to Msgr. Hebert Hall, Academy of Our Lady, Immaculate Conception Church or Rectory.
- Staying out of class without permission.
- Being absent without a parent calling in.
- Truancies will be a cause for expulsion.
- Absences exceeding seventeen (17) days for which a written excuse has not been received.

Calendar and Tuesday Envelope

Every Tuesday, an envelope will be sent home with the oldest or only child with important notices and correspondence. This information can be found on the school website: **www.icschargers.org**. Please read and retain these notices to be informed of special school events. At the end of every month, a calendar for the following month will be included in the envelope. The envelope must be signed and dated by the parent and returned to school by the following day. **Please refer to these notices before calling the school office for information that may be in the bulletin or posted on our website.**

Child Abuse Policy

The Law: Obligations under the law and how to report (Summary of La. Law: 14:403). Any persons or agencies who are responsible for the care of children, such as physicians, nurses, hospital staff, teachers, principals, and counselors, who suspect that a child's physical or mental health or welfare is or has been abused are REQUIRED to report in accordance with La. Law 14:403. Abuse can be reported anonymously. Persons who report in good faith are granted immunity from court action.

Conferences

Parent/Teacher Conferences are held during the year. Check school calendars and Parent Bulletin for the dates. However, parents may request a conference with a child's teacher by calling the school office. If consultation with the teacher does not prove satisfactory, a conference may be requested with the Administration. Parents must speak with the teacher before addressing the Administration. This is also done through the school office. UNDER NO CIRCUMSTANCES should a parent go directly to a classroom without first going to the office, where a Visitor Pass will be issued.

Dress Code

Every student must wear the prescribed uniform every day unless notified otherwise. Uniforms must be properly fitted and appropriate size. Please label all clothing. J&L Uniforms sells the proper uniforms. The administration shall be the final interpreter of the dress code.

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|--------------------------------|-----------|--|
| PreK 3 | Girls: | Light blue and white cord smock dress and matching bloomers. Dresses are not to be shortened after purchase. |
| | Boys: | Khaki pull-on long or short pants with navy embroidered heavy weight shirt. |
| | Shoes: | Solid black soft sole tennis shoe with Velcro. (New Balance or Stride Rite, Millie T-Strap-Girls Only) |
| | Sweaters: | Only regulation school sweaters, or embroidered fleece-lined heavy jackets may be worn in cold weather. PreK-3 boys only may wear the regulation sweatshirt. |
| | | |
| PreK 4 – 4 th grade | | |
| | Girls: | Plaid jumper with white pointed collar blouse. Plaid shorts may be worn during the 1 st & 4 th nine weeks. Long navy pants may be worn during 2 nd & 3 rd nine weeks (during winter months). |
| | Boys: | Navy long pants with embroidered light blue jersey shirt. Navy shorts may be worn during the 1 st & 4 th nine weeks. |
| | Sweaters: | Only regulation school sweaters, sweatshirts or embroidered fleece-lined |

- heavy jackets may be worn in cold weather.
- Shoes: Only the required school approved shoes may be worn. Boys and girls in PreK-4 and Kinder must wear a solid black soft sole tennis shoe with Velcro. (New Balance Black Cross Trainer or Stride Rite Black Austin, Millie Black T-Strap-Girls Only)
- 5th – 8th grade
- Girls: Plaid skirt with embroidered light blue oxford shirt. Long navy pants (without pockets on the leg and worn at the waist) may be worn during 2nd & 3rd nine weeks (during winter months).
- Boys: Khaki long pants with embroidered navy jersey shirt. Khaki shorts may be worn during the 1st & 4th nine weeks.
- Sweaters: Only regulation school sweaters, sweatshirts or embroidered fleece-lined Heavy jackets may be worn in cold weather.
- Shoes: Only the required school approved shoes may be worn.

General:

- **T-shirts:** No t-shirts of any color may be visible under uniform shirts or blouses.
- **PE Uniform:** All students in grades PreK-4 through 8th must wear the regulation T-shirt, shorts, and socks purchased from Immaculate Conception School. Middle School students must wear solid white, black or gray non-marking tennis shoes. PreK-4 through 4th grade students must wear solid black or blue school tennis shoes. In extremely cold weather, plain navy-blue jogging pants and the school sweatshirt may be worn. For hygienic purpose, only non-aerosol deodorants and anti-perspirants may be used following PE.
- **Jacket:** The regulation school jacket with school logo is the only jacket that may be worn over the uniform. At no time can denim jackets or jackets with advertising and/or logos be worn. Sweatshirt jackets “hoodies” may not be worn.
- **Sweaters (PreK-3 – 3rd):** The regulation school sweater with ICS emblem may be worn in grades PreK-3 – 7th.
- **Sweatshirt:** The I.C.S. sweatshirt is the only sweatshirt permitted for grades Pre-K3 Boys and PK 4 - 7th Boys and Girls. The I.C.S. sweatshirt must be worn over the regulation blouse/shirt. A special regulation sweatshirt will be available for 8th grade.
- **Coat:** In cold weather, a coat may be worn over the school sweater, school sweatshirt, or school jacket. The coat may not be worn in the classroom. A coat may not be made of denim or bear advertising and/or logos (i.e., playgrounds, dance studios, ball teams, etc.). No sweatpants may be worn under skirts.
- **Shoes:** Only the **required school approved** shoes may be worn. PreK-3, PreK-4 and Kinder students must wear solid black soft sole tennis shoe with VELCRO fastener.
- **Skirt:** Hemline must be at the knee. No sweatpants or leggings may be worn under skirts.
- **Socks (PK-3 – 8th):** ICS logo socks, available through school. PK-3 – 7th white quarter socks with ICS logo, and 8th blue quarter socks with white ICS logo.
- **Tights** of navy, black or white are permitted on very cold days. School socks are worn over tights.
- **Belt:** Navy, black or Khaki belt must be worn. Standard belt buckles only.
- **Grooming:** Absolutely NO tattoos or body piercing. No cologne or lotion is allowed.

Hair: Girl’s hair must be well groomed, (NOT BLEACHED, COLORED, TINTED, OR HIGHLIGHTED) or worn in an extreme style. The Administration reserves the right to judge if a hairstyle is extreme and may issue consequences. Only navy, white, gold, khaki or black headbands (no wider than 1”), ribbons or barrettes are permitted. **No** hair clips, rubber bands with balls or beads. **No** hair extensions or any artificial hair pieces are allowed. **Boy’s hair** should be kept off the collar and above the brow and ears (NOT BLEACHED, COLORED, HIGHLIGHTED, OR TINTED). **Hair must be at least ½” in length on the entire head and cannot extend below the collar, brow, and ears.** The Administration reserves the right to judge if a hairstyle is extreme and may issue consequences.
- **Accessories:** Accessories must be kept to a minimum. For safety reasons, necklaces, chains and bracelets may **not** be worn. Students may wear a watch and one finger ring. Girls may wear one pair of small, non-dangling earrings in the lower portion of the ear lobe. Absolutely NO body piercing or tattoos are allowed. No jewelry may be worn during PE. Students may not bring or wear cologne, lotion or make-up. Students are responsible for

their own belongings. We recommend that students not bring valued or valuable items to school. The school is not responsible for these items. No makeup or nail polish or artificial nails are permitted in PreK-3 – 7th grade.

Emergency Procedures

A. Emergency Cards

Every child in the school must have an emergency card filled out completely and on file in the school office. **These cards must be kept current by the parent with information concerning changes of home and work telephone numbers, addresses and the names of responsible persons to contact in case of an emergency.** Changes on emergency cards must be submitted in writing. In the event of an emergency situation, every effort will be made to call the parent first. However, in case of extreme emergency, the Administration may deem it necessary to call 911 before parents are called or can be reached. Students will only be released to persons listed on the emergency card.

B. Emergency Dismissal

In case of an emergency, Immaculate Conception instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service is provided by SchoolReach. We will continue to report school closings due to inclement weather or an emergency closing on WWL-AM 870, WWL-TV Channel 4, WDSU-TV Channel 6, WVUE Fox 8 and ABC 26. Parents always have the privilege of checking their child(ren) out early at their own discretion whether or not the school announces such. Absence because of threatening weather is always an excused absence.

C. Emergency Other Than Natural Disaster

Because the safety and welfare of the students is the primary concern, it may be necessary to close school until such times as deemed safe to re-open. Parents will be asked to provide the school with specific information regarding persons authorized to pick up their children.

Financial Responsibilities

All financial responsibilities (including, cafeteria, before and after care, tutoring, library fees, tuition, pictures, field trips, detention fees, etc.) must be met each marking period before report cards, grades, transfers, etc. will be released. The debt must be paid prior to the day report cards are issued. Report cards will not be issued on the day of payment.

Library Fines: There is a \$.10 fine per day per overdue book (this includes Saturdays, Sundays, and holidays). Each marking period, library privileges will be revoked and report cards will not be issued to students who have not returned books or paid overdue charges. Students are required to pay for damaged or lost library books.

Fire and Safety Drills

Fire and safety drills are conducted at regular intervals as required by State law for student safety. Students must comply with rules and regulations prescribed by Immaculate Conception School.

Firearms – Act 833 / Weapons

R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra curricular activities.

The law mandates that the principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal

or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any persons or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons.

Forgotten Items

In order to foster responsible student behavior, the office will not accept any items forgotten by students. This includes homework, books, PE clothes, class projects, etc.

Immunizations

State law requires that each child under our care must have all required immunizations for his/her age, as specified in the Louisiana Department of Health and Hospitals Immunization Schedule. The State Sanitary Code further requires that we maintain complete immunization records for each child in attendance and that we report this information to the Immunization Program. I.C.S. participates in the Louisiana Immunization Network for Kids Statewide (LINKS) to report immunizations to the state.

Insurance

Student insurance is available through the Archdiocese of New Orleans. Forms are distributed at the beginning of the school year. Students who are injured at school are covered by the school's insurance policy in most cases. Forms will be distributed following an occurrence of an accident.

Legal Custody of Students

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that are not on file at school with proper and legal documentation.

Non-Custodial Parent

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

Liturgies

The students at Immaculate Conception School will attend Mass regularly as a school family. Mass is also celebrated with the children on Holy days and special days. The time of Mass is usually 8:30. All students are expected to attend and show reverence and respect during Mass. Family Mass is usually held once a month at 10:00 a.m. at Immaculate Conception Church. We encourage everyone to attend.

Lost and Found

All possessions and materials brought to school must be labeled with the child's name and grade, not with initials. Articles found should be turned into the lost and found container in the cafeteria as soon as possible. Lost articles should be reported to the teacher. Clearly labeled articles will be returned to the owner. Unlabeled articles will be held for a time, then disposed of or given to St. Vincent de Paul Society.

Medication

Students receive minor first aid at the First Aid Office. However, in accordance with State Law, no medication by mouth or injection may be given. In certain circumstances, it may be necessary for the child to take certain internal medications during the school day. In such cases, the child's name must appear on the medicine container. This is for the child's safety. A statement from the child's physician must accompany the Archdiocesan medical authorization form and returned to school in order for medication to be taken at school. All medication must be brought to the school nurse.

Personal Belongings

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property but is not responsible for it. Students are responsible for any money brought to school. The only money that should be brought to school is the amount to be spent that day. Parents are responsible for their child's actions whether intentional or accidental. The school cannot be expected to pay for damages to facilities or individuals. Electronic games or other devices are not allowed at school unless permission is given by the Administration. Electronics brought to school will be confiscated and released only to a parent.

Pets Not Allowed

Pets are not to be brought on the school grounds at any time; this includes arrival and dismissal times. If a stray animal should be on the school grounds, students are not allowed to touch or to go near the animal. Proper authorities will be called to remove the animal.

Rules For Students Riding School Buses

- Riding the school bus is a privilege that we gladly extend to our students and their families.
- The driver is in full charge of the bus and the students.
- The driver shall enforce local school board bus riding rules for students riding school buses.
- Students shall ride their regularly assigned bus at all times.
- Students will be assigned seats in which they must remain while in the bus.
- Outside of ordinary conversation, good conduct must be maintained.
- No eating will be allowed. No drinks can be consumed on the buses. This includes canned or bottled soft drinks.
- No luggage carriers are allowed.
- No bulky or large objects will be allowed on the bus.
- No students shall open a window without the driver's permission. No students shall extend their head, hands, arms, etc., out of the window.
- No students should bring aboard any object that could cause harm to other students. No animals are permitted on buses.
- Students must cross roadways in front of the buses and only with the driver's consent.
- Students shall be courteous to the driver, fellow students, and passers-by.
- Students shall be on time for the bus both morning and evening.
- The emergency exits are not to be tampered with, and are used only in an emergency.
- Citations will be issued for misbehavior on the school bus.
- Students' misconduct may result in riding privileges being revoked.
- Students who miss their bus must wait until 3:20 to call home.

School Day

A. School Hours

Students who must be dropped off at school before 7:30 a.m. must enroll in the before school care program. Any student arriving after the 8:05 a.m. bell will be considered tardy. After 8:15 a.m. students must come to the office for a tardy slip. This will be recorded on the student's permanent record. Five tardies will result in one unexcused absence. Exception is made for

those students who arrive late due to school bus schedules. Morning assembly will begin at 7:45 a.m. and students are encouraged to be present.

B. Arrival Procedures:

- Parents are to remain in their vehicles at all times.
- Students in PK3, plus older siblings of PK3 students are to be dropped off at the Avenue B entrance.
- Students in grades Kinder, 1st and 2nd, plus older siblings of students in grades Kinder, 1st and 2nd are to be dropped off on 6th Street.
- Students in Pk4 are to be dropped off at the gate entrance to the Pk4 buildings where teachers and assistants will be waiting.
- Students in grades 3rd through 8th are to be dropped off on Avenue C by the side entrance of church.

C. Dismissal Procedures

The following dismissal procedures are designed to facilitate the safe and efficient exit of our students from the school campus. All persons picking up students are expected to comply with the following procedures:

- Parents are to remain in their vehicles at all times. **A visible sign with your child's first and last name and class must be displayed until the child is in the car.**
- Oldest and only children in Grades Pk3, Pk4, K, 1st & 2nd who are riders will be dismissed at 2:45 p.m. at the following locations:
 - PK3 is dismissed at the school entrance on Avenue B
 - Kinder, 1st & 2nd grade is dismissed at the side door of the school building on 6th street
 - PK4 dismissed in front of the PK4 building
 - Older siblings of students in Pk3, Pk4, K, 1st & 2nd who are riders will be dismissed at 2:55 to join their younger brothers and sisters. They will then follow the dismissal procedures listed above.
- Students in grades 3rd - 8th grade will be brought by their teachers at 3:00 to Avenue C to lineup and wait for their rides.
- Walkers must register with the school office
- Parents who are arriving for conferences, games, etc. may park anywhere in the school's vicinity except for: 6th street from Avenue D to Avenue B, in front of driveways, in front of Hebert Hall, Mary's Helpers parking lot, in front of the Immaculate Conception Church and the Senior Citizen's Building on Seventh Street.
- No student will be allowed to ride with another student unless a written parental note is given to the office in the morning.
- Students **must** be picked up by 3:30 p.m. Students not picked up by 3:30 p.m. will have to pay \$5.00 every fifteen minutes.
- Students not registered in after care may not remain at school to ride home with a student registered in after care.

School Closings

Parents will be notified by SchoolReach of unscheduled or emergency school closings. It will also be announced on TV and over AM radio station WWL 870 kHz, WWL-TV Channel 4, WDSU-TV Channel 6, WVUE-TV Channel 8. Please listen to the media for information, as school telephone lines need to be kept open for emergencies. (See Emergency Procedure on page 12)

Special Holiday Activities

- Special holiday treats are planned by the teachers, who will then contact parents for assistance.
- Classes may not order out (pizza, hamburgers, etc.). The Administration reserves this right for special occasions and these will be handled by the Administration.
- Students may not receive flowers, balloons, etc., at school, or bring these items to school.
- Birthday treats are permitted for grades Pre-Kindergarten through 4th grade. **Parents who wish to contribute cupcakes or cookies for students' birthday or other occasions must make arrangements with the teacher.** If permission is granted, please follow the directions of the teacher.

- **When invitations are distributed at school every child in the class must receive an invitation.**

Search and Seizure Policy

A school official may search pupils, their lockers or his/her belongings, including but not limited, to handbag, briefcase, book bag, etc., if:

- The students are warned in writing (student handbook) or orally (before an assembly) that lockers or belongings will be searched periodically for neatness and/or contraband for purposes of maintaining discipline, order, and safety.
- The administration must have a reasonable suspicion that contraband, illegal substances, or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed. The administration will have a reasonable motive for the search and seizure.
- The search of a person should be conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office when possible.

Telephone

Students are allowed to use the office telephone only in emergencies and with the permission of the school. Students may not receive telephone calls or messages except in case of an emergency. Pick-up arrangements should be decided on before the child arrives at school.

Parents should refer to their Tuesday envelope or the web site for information on school activities, early dismissal, dress up days, etc. **Do not call the school office for this information** so that the phone lines are not unduly tied up.

Cell phones are not allowed. Cell phones will be confiscated and students will be appropriately disciplined.

Vandalism

In cases of vandalism, destruction of property, and/or stealing, parents/guardians of the student(s) involved will be expected to pay for the damages. In some cases, students will be made to clean up areas, which they have littered, damaged, or vandalized. If a student accidentally causes damage, it should be reported to a teacher immediately, so that the damage is not misconstrued as vandalism. Students must pay for any damage to property or books.

Visitors/Unauthorized Personnel

All visitors must sign in at the school office and receive a visitor's pass. Teachers will not be able to admit or speak with a visitor without notification from the office. This refers to parents as well. Conferences must be scheduled with teachers and/or administrators in advance. No accommodations can be made for parents to visit or spend time during regular hours of a school day.

Withdrawal Requirements

When a student transfers to another school before the end of the school year, the Administration is to be contacted immediately. Official records are released from Immaculate Conception School only at the request of the school office to which the student(s) transfers. All balances must be paid on financial obligations.

Immaculate Conception School's Anti-Bullying Policy

The Anti-Bullying Policy is now in effect at ICS. It was created to promote a peaceful learning environment for our students.

BULLYING – it is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

EVERYONE will be kind to each other.
EVERYONE will smile and greet each other.
EVERYONE will take time to get to know one another.
EVERYONE will look at situations from another's point of view.

STUDENTS will speak up for anyone who is being bullied.
STUDENTS will report bullying immediately to the nearest adult.
STUDENTS will invite those who would like to join into games and conversation.
STUDENTS' hands, feet, and words will be used for helping and learning.

TEACHERS will listen without judging.
TEACHERS will take any reports of bullying seriously.
TEACHERS will look out for students who are being bullied.
TEACHERS will be actively involved whenever supervising.

CONSEQUENCES!

1. Meeting with a coach. A parent may be called.
2. Possible meeting with a coach. Write a reflection or prayer about the effects of your actions which may be shared with others. Complete a community service project. A parent may be called.
3. Primary: Wednesday detention
Middle: Saturday detention

*SEVERE consequences will be issued for retaliation.

Public Information/Communication Release

I agree that, for the 2009 – 2010 school year, the name, voice and/or likeness of my child (student) may be used in news publications, audiovisuals and other electronic transmissions issued by employees or designees of the Immaculate Conception School Community or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to photographs, videotapes, live broadcasts, sound recordings and/or electronic transmissions related to school activities. I waive compensation or reimbursement of any kind related to use of the above material for myself of the minor child.

Use of the Internet at Immaculate Conception School

I am a student at Immaculate Conception School and I accept and agree to the following rules as to the use of any Internet connection through the computers at Immaculate Conception School.

1. I agree to abide by all rules regarding Internet use.
2. I realize that the primary purpose of the Immaculate Conception School Internet connection is educational and that, as a result, school purposes will receive higher priority over any other uses by me.
3. I realize that the use of the Internet is a privilege granted to me by Immaculate Conception School, not a right. Further, I accept that inappropriate behavior may lead to penalties, including but not limited to the revoking of my Internet account, disciplinary action by the School as it may deem fit, and/or legal action by the School or any third party. I further agree to refrain from inappropriate games or jokes according to the philosophy of the Roman Catholic Church and/or Immaculate Conception School (which school philosophy is set forth in the parent-student handbook) on the school's computers. I further agree that I will not participate in any "chat room" activity or other activities on the school's computers contrary to or inappropriate according to the philosophy of the Roman Catholic Church and/or Immaculate Conception School (including but not limited to the production of any such inappropriate material or documents).
4. I agree not to use the School's computers to participate in the transfer of material that is criminal, subversive, treasonous, libelous, defamatory, invasive of privacy or contrary to or inappropriate according to the philosophy of the Roman Catholic Church and/or Immaculate Conception School. I further agree that my e-mail communication at school and from home to school or vice-versa shall similarly not be subversive, treasonous, libelous, defamatory, invasive of privacy, or contrary to or inappropriate according to the philosophy of the Roman Catholic Church and/or Immaculate Conception School.
5. I agree not to allow other persons to use my Internet account; nor will I give anyone my password to my Internet account.
6. I understand that all information posted on the web can be viewed by the public and should be appropriate. Students are not allowed to create official or unofficial Immaculate Conception School websites or to use the name of Immaculate Conception, Parish or School in personal websites.
7. I accept full responsibility for the results of any of my actions in using the Internet connection of Immaculate Conception School.
8. I understand that I am subject to serious disciplinary action up to and including expulsion, for any communication, posting of text, video, pictures, animation, etc. done by me from any computer, (including home location) that is deemed inappropriate by the administration of I.C.S.
9. I am aware that the official Immaculate Conception School website is <http://www.icschargers.org>.

I have read and agree to abide by

1. Immaculate Conception School Parent/Student Handbook.
2. Contract for Use of the Internet at Immaculate Conception School.
3. Immaculate Conception School's Anti-Bullying Policy
4. Public Information/Communication Release

A contract is sent home the first day of school to be signed by the student and parent/guardian.