



Immaculate Conception School

510 Oakwood Avenue, East Aurora, New York 14052

Phone: 716-652-5855

www.icschoolea.com

PARENT/STUDENT HANDBOOK

2019-2020

Policy of Non-Discrimination

Immaculate Conception School does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in the acceptance of students.

Please note that the relationship between the parents and the school is a contractual one.

MISSION STATEMENT

Immaculate Conception School is dedicated to providing our students with a quality education true to the Catholic tradition where academic excellence is pursued by all. Our faith is modeled and taught, expressed in worship and prayer, and uniquely lived in service to others. Our high standards are based upon the Diocesan curriculum Guidelines, and the Common Core Learning Standards.

We encourage each child to grow spiritually, academically, and socially. We hope to nurture students who will be dedicated to life-long learning and who will make a positive difference in the world.

PHILOSOPHY STATEMENT

Immaculate Conception School is a Catholic School which strives to teach as Jesus did. Under the patronage of Mary, we strive to emulate her positive example by making Christ present to all we encounter in our school, parish, and world communities. Immaculate Conception School aims to model its Catholic faith; to nourish a life lived in imitation of Jesus, to knowingly and actively participate in the liturgy of the Church, and to inspire the practice of Christian values. Through words and actions, we teach the message which Jesus proclaimed, and we encourage our children to base their lives on this message.

We strive to create an environment where each person will find respect for self and others, care, and mutual trust. We recognize that each person is a unique gift of God, and we acknowledge talents and see them as opportunities to grow in appreciation and service to others. As a school community, we recognize, develop, and use our creative abilities. By gathering around the Eucharistic table, our religious and spiritual growth is nourished and enriched. By concentrating on the importance of education, we are preparing our students to make choices in the light of Christ's teachings.

We believe that educating an Immaculate Conception Student means:

1. Our students are challenged to live Gospel values as they serve others.
2. Our students are taught critical thinking skills, while their creativity is nurtured and developed.
3. Our students are expected to give their personal best in all areas of learning.
4. Our students are prepared academically, morally, and socially to make a difference in the world.

- ❖ **This year's Handbook replaces any previously published handbooks.**
- ❖ **Parents are expected to sign a statement at the beginning of the school year verifying that they have read and discussed the contents of this Handbook with their children and that they will abide by the school's policies**

History of Immaculate Conception School

For more than a century Immaculate Conception School has been providing quality Catholic education in the Western New York area. Starting in 1904 as Saint Clara's Academy, the school's name changed to Immaculate Conception in the 1940's and the current building was opened in 1959. Since then, Immaculate Conception School has been dedicated to providing our students with a quality education true to the Catholic tradition of academic excellence. Through spiritual, academic and social growth, we encourage students to develop a lifelong love of learning and commitment to service.

Admissions Requirements

KINDERGARTEN

Students entering Kindergarten must be 5 years old by December 1 of the school year they are registered for. Parents are required to present the following documents for copying:

1. Child's birth certificate
2. A Baptismal certificate (if applicable)
3. A Record of childhood immunizations

TRANSFER STUDENTS

Grades 1-3: Parents are required to present the following documents for copying:

1. Transcript from the school attended prior to ICS
2. A Baptismal certificate (if applicable)
3. A birth certificate

Grades 4-8: Parents are required to meet with the principal to discuss the child's academic progress in past grades. Parents are required to present the following documents for copying:

1. Transcript from the school attended prior to ICS
2. A Baptismal certificate (if applicable)
3. A birth certificate

Immaculate Conception School is a parish school that is subsidized by the Immaculate Conception Parish. Immaculate Conception School does not discriminate on the basis of race, sex, color, nationality, ethnic origin, age (in accordance with the law) or physical/learning disability, if, with reasonable effort on the part of the school, the disabled student could be accommodated.

Admission Guidelines:

Immaculate Conception School has established the following guidelines for admission of all new students entering the school:

1. Parishioners of Immaculate Conception School who already have children in the school and who actively support and participate in parish life.
2. Parishioners of Immaculate Conception School who do not have children in the school, but are active and supportive parishioners.
3. Parishioners in parishes without a school who actively support and participate in parish life.
4. Non-parishioners/non-Catholics, on a space availability basis and at the discretion of building administration.

Non-Catholic students and their parents must understand that upon enrollment the student will be participating in the religious/evangelical program of the School.

Financial Obligations

TUITION SCHEDULE SCHOOL YEAR – 2019-2020

KINDERGARTEN - GRADE EIGHT (Parishioner Rate)

One child	\$2,950.00
Two Children	\$4,750.00
Three or more Children	\$6,050.00

****Includes families that do not have a Parish School and have a signed Parishioner Verification Form from their Pastor.***

KINDERGARTEN - GRADE EIGHT (Non-Parishioner Rate)

One child	\$ 4,775.00
Two Children	\$ 8,150.00
Three or more Children	\$10,300.00

**FINANCIAL ASSISTANCE FORMS are available ONLINE at www.bisonfund.com.
Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO Troy Gascoyne in the PARISH RECTORY at 652-6400.

Allergy Policy

Immaculate Conception School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff that come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

1. Medication Policy

Please refer to the medication policy located on page 17.

2. Record Keeping

At the beginning of each school year, or when a child joins Immaculate Conception School, parents are asked to submit a child's health history. From this information the school keeps a cumulative health record which is available for all school staff. Parents need to inform the school of any changes in medication.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

Immaculate Conception School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Immaculate Conception School will maintain a system-wide procedure for addressing life

threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Training

In order to minimize the incidence of life-threatening allergic reactions, Immaculate Conception School will provide training and education for all Immaculate Conception School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen®).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen®.
- Policy and procedure will be reviewed at the beginning of every school year.

6. Notifications

The school nurse will be responsible for notifying classroom teachers about the nature of the-life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

7. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing a list of acceptable foods. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

8. School Field Trips

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Drop Off Procedures

SCHOOL HOURS Monday - Friday 9:00am - 3:00pm

Parents and buses may drop students off at school beginning at 8:15am. Parents are to drop students off at the door, not at their classrooms. Any parent requiring access to the school building must enter on Park Place.

Students arriving before 8:15 will report to the Before School Program and be billed accordingly.

At 8:45 all students will report to their classrooms.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem.

All students must be in his/her homeroom by 9:00 am. Students arriving later will be marked as tardy. Any student who is tardy must be signed in by his/her parent. **No student may**

participate in any extra-curricular activity (including sports) on a day that he/she is absent, unless special permission is granted by the Principal.

Early dismissal days are considered full days of school and children are expected to be in school on these days.

The only **LEGALLY RECOGNIZED EXCUSES** for school absence are as follows:

1. Personal Illness
2. Family Illness
3. Death in the Family
4. Religious Holiday
5. Necessary Attendance in Court
6. Educational Experience (that has been approved by the school)

The student is required to give advance notice to the school in order to be excused for any other type of absence.

All absences, legal or illegal, require a written excuse, which shall be presented to the teacher upon return to school.

All excuses should contain the following information.

1. Name of child
2. Dates of absences
3. Reason for absence
4. Signature of parent or guardian

Family trips must be marked as illegal absences although they may be beneficial to the child.

***It is the parent's or guardian's responsibility to call the school between 8:00 and 9:30a.m. to report your child's absence from school.**

***Attendance is taken by the receiving teacher every time a class goes from one class to another. If a student misses more than 20 classes they may be retained and/or the parents must come in to meet with the principal.**

Birthday Observances

Birthday treats may be brought to school for student. Students are invited to come to the Principal's Office for a birthday treat.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Book Fair

The school has three annual book fairs. Each class is given a designated time to browse and purchase books or trinkets. A flier is sent home prior to the book fair that shows some of the possible book choices. Parents may send in money and specify which book(s) their child may purchase or they may simply send in money and let the child choose. If you choose to pay by check it must be written to *Immaculate Conception School*. Please keep in mind that the cheapest books are \$2.00 - \$3.00. There is no obligation to purchase anything at the book fair.

Bullying and Cyberbullying

Immaculate Conception School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Bus Policy

Busing is provided by the district in which you reside. Immaculate Conception School has no jurisdiction over the policies or procedures of the district. Any busing concerns are solely between the district transportation department and the parents.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she may bring the cell phone to the school. The phone must remain in the off position for the day. At no time during the day should a cell phone be in a student's locker or in his/her possession. The cell phone must remain with the teacher until the end of the day. **If a student is found to have a cell phone in his/her possession during the day, it will be sent to the office.**

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. Participation in extra-curricular activities, including sports, may be jeopardized due to any kind of cheating.

Child Abuse Laws

Immaculate Conception School abides by the Child Abuse laws of the State of New York. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, CDs, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed in the classroom at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Conferences

The school shares with parents the responsibility of education. The parent-teacher conference forms an important link in home-school communication. There is an annually scheduled individual conference for each family with every child's teacher after the first Progress Report. The private conference is scheduled on a school day with parents signing up on Sign Up Genius. Other conferences may be held at the request of parents and/or teachers. Appointments may be made by calling the school at 652-5855 and scheduling a time. Parents and other visitors are always welcome in the school office. However, if you wish an appointment with the principal please call first and one will be given.

Crisis Plan

Immaculate Conception School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location.

Discipline

Each individual associated with Immaculate Conception School shares the responsibility for preserving the best possible atmosphere for learning and growth to occur. This calls for parental supervision and training, student preparedness, respect for others, and faculty excellence.

In order to facilitate an atmosphere of concern for each individual and to preserve the freedom to learn, the student must learn to be responsible for his/her behavior throughout the school.

Students are expected to be courteous, attentive, and respectful at all times.

Classroom:

1. Students are expected to pay attention to the teacher.
2. Students are expected to respect each other’s property.
3. Students are expected to behave in a respectful manner.

Hallway: Students should be mindful of others who are concentrating on their work. Disturbances caused by loud talking or running make it more difficult for the teachers and students to do their best. All movement in the halls is expected to be quick and quiet.

Threats: Immaculate Conception School takes terroristic threats seriously. Any student who threatens violence against another student, a teacher, or the school or any individual associated with the school will be immediately **referred to the local authorities**. The student will be suspended and an evaluation of the student will be mandated. The possibility of the student’s re-admittance to school will be predicated upon a number of things, to include, but not be limited to: a mental or psychological evaluation by a professional, an evaluation by the district Committee on Special Education and possible prescription of an Individual Education Plan. School Administration also reserves the right to transfer the student out of school.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a detention form with written notification of the detention. Detention is held beginning at the end of school and ending at 4:00 pm. Parents are responsible for picking up the child promptly at 4:00 pm or sending the child to the After School Program. **Detention takes**

precedence over appointments, practices, lessons, tutoring, ballgames, etc. Detentions are NOT negotiable; once a detention is issued the student must stay after school.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. In addition, parents and law enforcement will be notified.

Early Release

Students are not allowed to leave the building during the day for any reason without the knowledge and consent of their teacher. Students will be released only to designated adults, who must sign for the release of the student in the main office. Under no circumstances shall a child be allowed to go home by themselves. No child shall be released to an unidentified person.

Emergency Drills

State law requires that eight fire drills and four lock down drills are held annually. During these drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Stand in a column of two's;
4. Return to building when signal is given.

Eligibility to Participate in Extracurricular Activities

Participation in any extracurricular activities including, but not limited to, sports teams, field trips, retreats, is a privilege and not a right. Immaculate Conception School has the duty and the right to impose conditions on students' participation. Any violations as outlined in this handbook or any other behavior deemed unacceptable by the principal may result in loss of eligibility in extracurricular activities.

Fighting

Fighting in school or on school property is prohibited. Students involved in fighting will be sent to the Principal where they will be detained until the problem is resolved and disciplinary consequences are assigned. Students who engage in fighting or any form of

aggressive behavior may also be referred to the local authorities if the situation warrants such action.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Immaculate Conception School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A **written official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older and Virtus-trained.

Grading

Through the year, teachers use a variety of formative assessments to evaluate student work and progress.

Final Exams/Performance Assessments – are administered in June to all students in grades 3-8.

NYS Assessments – are administered every year in the following areas:

Grade 3 - 8 - Math, ELA

Grade 4 & 8 – Science

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines **will be allowed provided every student in your child’s class receives one.** Once again this only contributes to hurt feelings.

Gum

Students are not permitted to chew gum while they are at school.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Health Services

The purpose of the Health office is to provide first aid treatment for accidents and injuries which occur during school hours and to maintain up to date records on each student. Children that become ill during school hours will be sent to the Health Office where that student's condition will be assessed. If it is deemed necessary, parents will be contacted to take the student home. Transportation is the responsibility of the parents. Parents are requested to provide emergency contact information on the emergency card that is completed at the beginning of the year.

NEW YORK STATE SCREENING PROGRAMS

The school nurse is responsible for State Screening Requirements. These include vision and hearing tests in Grades K-3 and Grade 7 and Scoliosis screening of students ages 8-16. Referrals are made to parents if there are any problems regarding the screening tests done throughout the school year. It is recommended that each child have a physical and dental examination every year.

Home-School Association

The Home School Association (H.S.A.) is the parent organization of Immaculate Conception School. Its membership includes all the parents, school principal, teachers, and the Pastor. An executive board of elected officers runs the organization.

The main purpose of the H.S.A. is twofold: fundraising and organizing the social events of the school. Maintaining economic stability at our school is an essential focus of the parent group. Planning and implementing the major fundraising events are central to the workings of the H.S.A. This organization is expected to raise at least \$100,000 each year. This fund raising role directly affects the economic health of Immaculate Conception School.

H.S.A. plays an integral role in life at ICS. All parents are urged to become as involved as possible and support the work of H.S.A. When you register your child at the school you automatically become a member of H.S.A. and are required to participate in the H.S.A. which helps to assure that all parents are involved in some way with the school fundraising efforts.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, Immaculate Conception School sends information electronically every Thursday. If you are unable to receive things electronically, notify the office and a hard copy will be given to your oldest child.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give assignments in advance for absences due to vacations.

Homework Policy Due to Illness

When a student is **absent** a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:45 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.

2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Medication

Occasionally, it is necessary for your child to receive prescribed medication or OTC (over the counter) medication during the day. The school **MUST** comply with the *NYS Education Law* and follow specific requirements before ANY type of medication, including cough drops, may be administered.

It is recommended that medication be administered before and after school under the supervision of a parent whenever possible.

The NYS medication requirements are as follows:

1. Written request from physician for **BOTH prescription and OTC medication**, including cough drops, Tylenol, Motrin, etc.
2. Written request from the parent or guardian.
3. Clear and definite directions from the physician for frequency and dosage of either prescription or OTC medication.
4. Adequate supply of the medication, in the original bottle, which will be kept in the health office. **NOTE:** It is possible to ask your pharmacy for a second bottle.
5. Medication should be brought to school by the parent. **DO NOT SEND MEDICATION TO THE SCHOOL WITH THE STUDENT.**

Remember **ALL FIVE REQUIREMENTS MUST BE MET** in order for medication to be given at school.

Off-Campus Conduct

The administration of Immaculate Conception School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students

during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying. Please see page 9 for our complete policy regarding bullying and cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Out of Uniform Guidelines

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Parties

Students are permitted class parties as long as they are cleared by the Principal. Room parents may assist the classroom teacher with these parties. We request that treats be already prepared into individual servings and that all allergy concerns are addressed prior to the party.

Photo-Video Release

Students are occasionally photographed during class time or school related activities. Photos or videos will be used to promote the school and/or to inform the public of past and current activities at the school. They may be published in newspapers, a magazine, the school or Diocesan websites or other publications. At the end of this handbook is a release form for you the parent to sign allowing us to use your child's image. If you do not sign off on the Photo-Video portion your child/children will not be included in any use of these photos or videos.

Photographs and videotaping taken by Immaculate Conception School administration, staff, and authorized third parties, such as the school photographers, are the property of Immaculate Conception School. Parents and visitors to the school must obtain the express written permission of the school if they want to photograph or videotape persons or property associated with Immaculate Conception School. Parents and student family members will be allowed to photograph or videotape their children, their child's classmates and school personnel at specific school functions. In exchange for the allowance of this photography and videotaping, the families of Immaculate Conception School agree to keep the photographs and videotapes confidential and not to disseminate them to any other persons, businesses, or other third parties without the express written permission of Immaculate Conception School and the parties involved. The unauthorized disseminations of information in violation of this privacy policy

may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.

Pot O'Gold

It is required that ALL families buy/sell four Pot O'Gold tickets.

Promotion Policy and Retention Policy

Advancement to the next grade at Immaculate Conception School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given three (3) times during the academic school year or every thirteen (13) weeks.

Progress Reports will be given mid-way between each thirteen-week grading period.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Immaculate Conception School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and 3. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Sale of Personal Items During School Hours

Immaculate Conception School prohibits the sale of any personal items or goods by students during the school day, unless approved by the Principal.

School Hours

Grades K through Eight: 9:00 AM – 3:00 PM. Students not in their homeroom at 9:00 AM are considered tardy.

School Office Hours

The school office is open on all school days from 8:00 AM – 4:00 PM.

School Pictures and Yearbook

Individual pictures are taken each fall so that they are ready for Christmas and are placed in the school yearbook. Pictures are taken again in the spring. The yearbook is distributed in June. Students may wear non-dress code clothing for their pictures. There is no obligation to purchase anything.

School Property

Anyone who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks borrowed by the student must have a proper book cover. No writing in borrowed textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Sports

Our school actively participates and encourages our students to engage in the provided programs. We place an emphasis on the Christian character of the individual and the spirit of the team.

Immaculate Conception School participates in the following sports:

The following sports require parents to take their children to wherever the games are held:

Fall: Soccer, Girls' Volleyball

Winter: Basketball

Spring: Track, Boys' Volleyball

Sports are offered based on the number of students signed up annually.

Students who are not working to their potential may be removed from a team.

Student Drop-off and Student Pick-up

PICK UP AT THE END OF THE DAY

The school day officially ends at 3:00pm.

STUDENTS WHO ARE PICKED UP:

All children who are picked up will be dismissed outside at the side door. A teacher will release the child to the adult referred to in the dismissal note for that day.

If your child is picked up on a daily basis by the same person, the parent or guardian may write a note at the beginning of the year that will suffice for the entire year. If these instructions change for any reason you must send in a different note.

If a child normally rides a bus and will be picked up you must send in a note for that day or call before 1:45pm (so the office has time to notify the student and teacher before dismissal).

Students will not be released to anyone other than the assigned pick up person.

Notes should include the following: 1. The name of the student.

2. The date(s) that the student will be picked up.

3. The name of the person that is picking the student up.

Students may not be picked up by parents at the bus line.

Student Records

Immaculate Conception School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. The school will maintain records on all students. Information included in these records is confidential and may not be released without written parental consent. A transcript of student records will be forwarded to another school when a student transfers from Immaculate Conception School. Student records are accessible by parent or guardian subject to the principal's regulations. Access will be guided by the principal so that information may be interpreted properly.

Students requesting records/transcripts/recommendations must make a request to the School Office. All requests should be submitted to the Immaculate Conception School Office. Completed forms will be sent via the U.S. Mail.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Supplies

Immaculate Conception School will schedule supply drop-off days prior to the start of school in September. Supply lists are available in the main office.

Suspension

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Technology Policy and Acceptable Use

All students are required to follow the school's policy regarding computer use. As a parent we ask that you review this policy with your child. Students sign an Acceptable Use Policy every year.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies

Textbooks

Under the Textbook Loan Law some money is provided by NYS for the purchase of textbooks. Since this covers only a minimum of the cost of books needed, one of our largest expenses is books. Therefore, they must be properly cared for at all times. **ALL BOOKS MUST BE COVERED.** Students will be required to pay for damaged or lost textbooks. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Title IX

Immaculate Conception School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Uniforms and Dress Code

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. Final determination to be made by administration.

Skirts should be no shorter than three inches above the knee.

Uniform Guidelines

SCHOOL DRESS CODE

UNIFORM AND DRESS CODE:

A. Uniform:

Boys:

- | | |
|---------|--|
| Shirts: | White knit shirts with 2 or 3 buttons and collars (long or short sleeves). |
| Pants: | Navy blue <u>dress</u> pants (elastic cuffs, zipper trips, etc., corduroy not permitted) and belts |
| Socks: | School socks may be crew length or ankle socks. Socks should be navy blue, black or white. <u>Socks should include no logo or writing. (no athletic or sneaker socks may be worn)</u> |
| Shorts: | Navy blue walking shorts
May be worn September through October 15 th and May 15 th through June. |

Girls:

Grades 1-4: Plaid jumpers with white **Peter Pan** collar blouses (no lace or ruffles); long or short sleeves (Navy blue dress pants from October 15-May 15)

Grades 5-8: Plaid kilts (**with kilt pins**) with white button-down **Oxford** collar blouses; long or short sleeves.

All Girls: White crew socks **or** navy, white or black knee socks **or** black or navy tights.

Sneaker or athletic socks may not be worn.

Shorts: Navy blue walking shorts
May be worn September through October 15th and May 15th through June.

Boys & Girls:

Sweaters: Red crewneck **or** red V-neck cardigans **or** red button-down cardigans with school logo on them (**purchased from Flynn & O'Hara only**)

Sweatshirts: Grades 1-7: Red **school** sweatshirts with school may be worn in place of sweaters
(purchased through the school).
Grade 8: Blue sweatshirts purchased through the school.

Sneakers: Sneakers may be worn to school **ONLY ON DRESS DOWN DAYS.**

Shoes: **Dress shoes** are to be worn with uniforms **EVEN ON GYM DAYS.**
(hiking/snow boots are **not** worn during the school day).

DRESS SHOES ARE TO BE BLACK, BLUE, OR BROWN ONLY.
Dress shoes are **not to look like sneakers**, and may not have a "high" heel.

Socks and back strap sandals may be worn with uniform shorts.

Clogs or similar shoes without a back may not be worn to school (**for safety reasons**)

NOTE:

Student uniforms are to be worn at all times unless otherwise stipulated. A uniform exchange day will be held in June.

- B. **Grooming**: It is expected that students will be clean and have neatly arranged hair. Boys' hair must be **above** the shirt collar. Extreme styles or colors will not be permitted for either boys or girls (This includes designs shaved into hair). Makeup, hair extensions, temporary tattoos, and nail polish may **not** be worn during the school day.
- C. **Jewelry**: Small earrings may be worn by girls but no long dangling earrings or hoops. Boys may not wear earrings. Necklaces, for example with religious medals, may be worn. Other ornamentation or body piercing is not permitted. Students may not wear any jewelry to gym classes or when participating in sports events. The Principal may determine whether a particular hair style, hair color, article of clothing or jewelry is appropriate for school.
- D. **Uniforms and School Pride**: Uniforms, including sweatshirts and sweaters, should be clean, fit properly, kept in good repair, and replaced when outgrown.
- E. **Dress Down Day Code**: Students **may** wear: jeans, tennis shoes, short socks, shorts no shorter than three inches above the knee, skirts no shorter than three inches above the knee, skorts, sweatshirts, and jogging suits.

Students may **not** wear: flip-flop sandals, no open back shoes, tank tops, t-shirts with inappropriate writing or design, tennis shoes that convert to roller skates, biker shorts, pajama pants, make-up, low cut blouses/tops, clothing that is extremely tight, or hats.

GOOD RULE: IF YOU THINK YOU SHOULDN'T WEAR IT, YOU SHOULDN'T.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to **sign in** at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to **sign out** at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television and radio stations. If the East Aurora Schools are CLOSED, Immaculate Conception School is CLOSED. We will not close when only outlying districts close; however, there may be a time we are closed even though EAUFSD makes the decision to remain open. This will be a decision made by the principal with thought for the safety of the students, faculty, and staff. If students from outlying districts are absent from school due to their district closing they, will not be marked absent for the day.

In the event that Immaculate Conception School must close early for any reason, we will contact parents or someone listed as an emergency contact

****Right to Amend**

Immaculate Conception School reserves the right to amend this handbook at any time. Notice of amendments will be sent to parents via the Thursday Communication.

Updated 9/2019



Immaculate Conception School

COMPREHENSIVE STUDENT ATTENDANCE POLICY

Statement of Overall Objectives:

School attendance is important to the academic success of each student. Since regular attendance is necessary and essential for student success, and since curriculum is taught sequentially, attendance must be a priority for all parties. Immaculate Conception School, along with parents and students, realizes its importance and shares in the responsibility of maintaining consistent school attendance for all students. Immaculate Conception School is aligned with New York State Law regarding the matter of attendance. The objectives of this Comprehensive Student Attendance Policy are as follows:

1. To increase school completion for all students.
2. To validate students' compliance of education laws relating to compulsory attendance.
3. To be knowledgeable of the location of every student to ensure personal safety.
4. To identify patterns in student attendance to assist in the development of improvement plans.
5. To raise student achievement and close gaps in student performance.

Strategies to Accomplish Objectives:

Immaculate Conception School will:

1. Create and maintain a positive school environment among teachers, staff, parents and students thereby fostering a nurturing school community, establishing positive feelings between the school and students, thereby encouraging increased attendance.
2. Maintain accurate record keeping via eSchool attendance register, tracking individual student attendance and trends to identify possible attendance problems.
3. Develop and implement intervention strategies for individual students to increase school attendance.

Determination of Excused and Unexcused Absences, Tardiness and Early Departures:

1. Excused: An absence, tardiness or early dismissal may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved high school shadow days, "Take Your Child to Work Day", unavailability of transportation due to school districts being closed, or other reasons approved by the Diocese.
2. Unexcused: An absence, tardiness or early dismissal is considered unexcused if the reason for the lack of attendance does not fall into the above categories (i.e. family vacations, oversleeping, death of pet). Immaculate Conception School's Student Handbook, page 18 under "Homework Due To Vacations/Planned Absences" states the following:

"Vacations are considered illegal absences from school. Parents should notify the school and teacher as soon as possible regarding a planned vacation. The school calendar provides extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process."
3. Excused absences, tardiness or early dismissals must have proper written documentation from the parent or guardian or other designated officials (i.e. physician, court...etc.) must be presented to school office personnel within three school days upon the child's return to school. Without the written excuse, the absence will be recorded as unexcused (illegal). In addition, a physician's note is required for absences three days or longer. A notation should be made in the records as to the excused reason.
4. A student is considered tardy if not in the classroom at the time the session begins. Teachers must exercise discretion and should always inquire privately into the reason for the tardiness.

The Coding System for Identification of Reasons for Student Absence:

Attendance reports are recorded daily using eSchooldata. The Coding System for Identification of reasons for student absence is provided through the eSchooldata service. Recordable reasons are as follows: attending funeral, band lesson, bus drill, car trouble, court, death in family, dentist, doctor appointment, family business, field trip, high school visit, home district closed, home tutoring, hospital, illness, illness – no note, impassable roads, in-school suspension, injury, late bus, misc. illegal, missed bus, no bus, no note – no reason, no reason given, occupational therapy, orthodontist, out-of-school suspension, out of town, overslept, running late, shadow DP, shadowing, special services, speech, student testing, surgery, take to work day, tardy – no note, traffic, unknown, vacation, weather, weather related daily present,

will be late, will not be in, and music lesson. (Note: It might be helpful to also designate which of these are excused and which are unexcused – both are in the Coding.)

School Attendance Recordkeeping/Data Collection Policy:

According to the Administrative Handbook for Elementary Schools in the Diocese of Buffalo, under Section E: School Management, the following law is required:

The Education Law of New York State requires minors between the ages of six and sixteen years to be in attendance at an approved school for full day instruction. Home-tutoring for medical reasons is counted toward the days a child is actually in school. The law also requires that schools be in session not fewer than 180 days each year. It is the duty of the principal and of the teachers to insist on regular attendance (New York State Education Law, Sections 3205, 3602, Sub. 3)

The above law only applies to Public Schools, so our school may be in session for less than 180 days.

Pupil attendance shall be recorded daily online via eSchooldata.

The record for each student's presence, absence, or tardiness shall be recorded into the eSchool attendance system each day. Each absence or tardiness will be marked as "excused" or "unexcused" according to the eSchool data code for the reason.

Attendance is taken and recorded in accordance with the following:

1. For students in non-departmentalized kindergarten through three (i.e. supervised group movement to other scheduled school activities such as physical education, technology, art, etc.), such students' presence or absence shall be recorded after the taking of attendance once per school day.
2. For students in departmentalized grades four through eight (i.e. students pass individually or in specific groupings to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
3. Any absence for any portion of a school day will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.
4. In the event that a student in grades Kindergarten through grade eight is tardy or leaves early from a school day, such tardiness or early dismissal will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.

A record shall be kept of each scheduled school day during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Diocese of Buffalo Department of Schools.

Attendance records will also indicate when a student is dropped from the enrollment due to change of schools for any reason.

Student Attendance/Course Credit:

Students in grades Kindergarten through eight who are absent 18 days or more (both “excused” and “unexcused” absences) and whose parents have not periodically met with the principal regarding the absences are in jeopardy of being denied promotion to the next grade level.

Students are considered in attendance if:

1. The student is physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time.
2. The student is receiving approved alternative instruction (i.e. at-home tutoring due to medical issue.)

Students who are absent from class due to their participation in a school sponsored activity (i.e. track team event) are to arrange, with their teachers, to make up any missed assignments in a manner and timeline determined by the student’s teacher.

Missed assignments due to excused absences may be sent home with a sibling or picked up at a pre-designated time by the parent at the teacher’s discretion. It is the responsibility of the student to consult with the teacher(s) regarding completing missed assignments and/or tests in accordance with specifications designated by the teacher.

According to Immaculate Conception School’s Student Handbook, page 18: *“Teachers are not required to give makeup tests or assignments for absences due to vacations or other unexcused absences. No assignment will be given in anticipation of the vacation or unexcused absence. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an unexcused absence.”*

Parent Notification of Minimum Attendance Standard:

Parents and/or legal guardians and students are informed of Immaculate Conception School’s policy regarding minimum attendance and course credit on page 8 of the school student handbook. The following guidelines will be followed:

1. Overall main points of Immaculate Conception School's Comprehensive Student attendance Policy will be stated in the Student Handbook distributed to all families at the beginning of the school year.
2. A copy of the policy will be available on the school website: www.icschoolea.com.
3. Reminders regarding the components of the comprehensive student attendance policy will be published in school newsletters corresponding with the end of the first and second trimesters. It will also be stated that the policy will be on file in the office for parents/guardians to review at an appointed time agreed upon by the parent/guardian and the administration of the school.
4. A designated staff member will notify the parent/guardian by phone regarding a student's unexcused absence(s) and explain the correlation between the student's attendance and the possibility of denial of promotion. If the parent/guardian cannot be reached by telephone, a letter or email shall be sent to the parent detailing the information (i.e. date of absence, reason and importance for an excuse and if necessary, the amount of times the particular student has had an unexcused absence, etc.)

Intervention:

1. If deemed necessary by school administration, or if requested by the parent/guardian, a conference will be scheduled between the parent/guardian and appropriate school staff members to address the student's attendance issue and possibly develop appropriate intervention strategies that best meet the needs of the individual student.
2. Regarding intervention of non-compliance with the Comprehensive Student Attendance Policy, a designated staff member will review Immaculate Conception School's Attendance Policy with the parents/guardians of students who have excessive and/or unexcused absences, tardiness or early departures. Referral to East Aurora Union Free School District student support services and/or community support services and agencies will be implemented prior to the denial of promotion of the student due to non-compliance with the attendance policy.

Incentives:

The following incentives will be implemented to encourage student attendance. The strategies will include, but are not limited to:

1. Classroom acknowledgement of the importance of good attendance (i.e. certificates, recognition...etc.)

2. Poster/essay contest on the importance of good attendance.
3. Perfect attendance certificates to be distributed at the end of each trimester or school year.

Disciplinary Consequences:

The following is stated in Immaculate conception School's Student Handbook, page 8:
"All students must be in his/her homeroom by 9:00 a.m. Students arriving later will be marked as tardy. Any student who is tardy must be signed in by his/her parent. No student may participate in any extra-curricular activity (including sports) on a day that he/she is absent."

Process to Develop Specific Intervention Strategies:

Once a case of excessive unexcused absences, tardiness or early departures has been identified, the following steps will take place:

1. Specific patterns in the non-compliance of the attendance policy will be identified (i.e. type of unexcused absences, tardiness or early departures, time frame, etc.)
2. The student's parent/guardian will be contacted by phone. If attempts to establish contact by phone prove futile, the second attempt will be by email, followed by mailing a letter, if need be.
3. A conference will be called between the principal, any involved staff and the parent/guardian to develop individual intervention strategies to meet the needs of the specific student.
4. Once a set of strategies is agreed upon, implementation will take place.
5. Utilize appropriate East Aurora Union Free School District services and/or community resources to assist in the intervention process.
6. Monitor and report the short and long term effects of the implementation of the intervention.

Review Process:

1. Administration or staff member (teacher, school nurse, etc.) may ask for a review of a student's attendance record. If a significant number of unexcused absences, tardiness or early dismissals are found, parents can be notified and the intervention process can be implemented.
2. A parent/guardian may ask for a review of a student's attendance record.

Overall Review of Attendance Records:

At the end of the school year, the principal, the school nurse, and any other staff members deemed appropriate by the principal will review the overall attendance in the school building. If the attendance record shows a decline from the previous year's attendance record, a plan will be developed to revise the comprehensive student attendance policy and take steps to improve student attendance.

Community Awareness:

Community awareness of Immaculate Conception School's Comprehensive Student Attendance Policy will be promoted by:

1. Providing a plain language summary of the policy to parents/guardians at the beginning of each school year and promoting the understanding of such a policy to students and their parent/guardian.
2. Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy.
3. Providing copies of the policy to any other member of the community upon request.

Parent/Student Signature Page

By our signatures below we acknowledge receipt of the Parent/Student Handbook of 2019/2020 and will abide by its policies and procedures as stated.

Parent/Guardian Signature

Date

Student Signature

Date