



**IMMACULATE CONCEPTION SCHOOL**

*Serving Communities in Downtown Los Angeles for 100 Years.*

830 Green Avenue • Los Angeles, CA 90017 • Office: (213) 382-5931 • [www.ics-la.org](http://www.ics-la.org)



# *Immaculate Conception School*

## *Parent Student Handbook*

*2019-2020*

# GENERAL INFORMATION

## IMMACULATE CONCEPTION'S SCHOOL MISSION

At Immaculate Conception School, our mission is to develop students to their full potential in body, mind, and spirit. Students are empowered to be confident Catholic leaders who are college ready and committed to making a difference.

## IMMACULATE CONCEPTION'S STATEMENT OF PHILOSOPHY

Immaculate Conception School is guided by the principles of Catholic education, which focus on the Gospel message, community, service, and worship.

We acknowledge the role of parents as the primary educators who serve as the first role models in the formation of their children's spiritual and intellectual lives.

Immaculate Conception School provides opportunities for students to become faith-filled people and involved citizens. The education programs at Immaculate Conception provide students with the skills to think critically, communicate effectively, and develop as life-long learners. We strive to foster globally aware students who respond generously to the call to serve others.

## PHILOSOPHY

We believe that parents are the primary educators of their children and we must work collaboratively with families and the larger Immaculate Conception Parish community to ensure that every student knows and understands their Catholic faith, sets high academic standards for themselves and reaches out in service to others.

## STUDENT LEARNING EXPECTATIONS

### GRADES TK-3

#### **FAITH-FILLED PEOPLE**

Talk about their religion  
Know Bible stories  
Ask God for help  
Make good choices

#### **INVOLVED CITIZENS**

Help those in need  
Help stop fights  
Accept others' ideas  
Know laws

#### **CRITICAL THINKERS**

Use clues to understand  
Think logically & ask questions  
Build on what you know  
Use your creative brain

#### **EFFECTIVE COMMUNICATORS**

Tell their feelings by writing or speaking  
Listen actively  
Read fluently

#### **LIFELONG LEARNERS**

Work neatly  
Love reading  
Care for their bodies  
Take responsibility for their choices

## **GRADES 4-8**

### **FAITH-FILLED PEOPLE**

Know what a Catholic believes  
Know how Scripture applies to daily life  
Show respect for all life  
Serve God by helping others  
Use different ways to pray  
Make good choices

### **INVOLVED CITIZENS**

Know and respect the needs of all people  
Resolve conflicts  
Respect others and their ideas  
Model good citizenship  
Know about and show pride in their culture  
Understand & follow society's laws

### **CRITICAL THINKERS**

Use reading strategies  
Use technology responsibly  
Ask questions to further understand  
Apply prior knowledge and experience  
Use various problem solving strategies

Apply math in everyday life  
Use imagination and creativity in their work

### **EFFECTIVE COMMUNICATORS**

Speak and write about feelings and opinions  
Use expository, descriptive, narrative, and persuasive writing styles  
Give an effective oral presentation  
Demonstrate active listening skills  
Read with fluency and comprehension

### **LIFELONG LEARNERS**

Evaluate life situations and make appropriate decisions  
Develop and use time management and organizational skills  
Use coping strategies to deal with stress, peer pressure, and family issues  
Practice habits of proper nutrition, hygiene, health and fitness  
Take responsibility for one's actions  
Know about the consequences of premature sexual activity and drug and alcohol use

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS AND OTHER RESPONSIBLE ADULTS**

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

### **SCHOOL ORGANIZATION, STAFF ROLES, AND RESPONSIBILITIES**

Immaculate Conception Catholic School is a parish school within the Archdiocese of Los Angeles. The pastor of the parish is the chief administrator of the school. He delegates the responsibility for the daily operation of the school and its programs to the principal. The principal is responsible for the hiring and supervision of the teachers and the instructional program.

### **RELATIONSHIP OF SCHOOL TO THE PARISH**

Because Immaculate Conception Catholic School is a parochial school, it is expected that the students and parents will participate in and support the activities of the parish. Preference in admissions is given to families who are active in the parish.

### **PARENT ORGANIZATION AND CONSULTATIVE SCHOOL COUNCIL**

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parents, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

#### **A. Parent or Parent-Teacher Organizations**

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

#### **B. Consultative School Council**

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities. The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

### **SCHOOL PERSONNEL**

The faculty and staff of Immaculate Conception Catholic School consists of 12 classroom teachers for grades PS-8, part time instructional aides in grades PS, TK, K and 1, one part time P.E. teacher, daycare staff, the principal, the school secretary, the campus coordinator, and custodial staff.

## HISTORY OF IMMACULATE CONCEPTION SCHOOL

Immaculate Conception School and parish have a long and rich history. The school was opened in 1918 by the Sisters of the Immaculate Heart of Mary with four classrooms, eventually expanding into a traditional eight-classroom parish elementary school. In 1989 bungalows for a kindergarten and computer lab were added to the facility. In February 2009 a five thousand square foot addition to the school, donated by the John & Dorothy Shea Foundation, opened. This new space included classrooms, a library, computer lab, and office space. It allowed us to open a pre-school program, licensed by the state for 20 students. The new addition also opened up the schoolyard because the three portable classrooms that had been there were no longer necessary. A KaBoom!™ playground was added in the fall of 2009. In 2015, a Transitional Kindergarten (TK) was opened for 4-5 year olds allowing pre-school to begin serving students as young as two years old.

The school is located in the Pico-Union/Westlake neighborhood, adjacent to the western edge of downtown Los Angeles. This is a densely populated neighborhood, in which lie a number of other schools, both charter and public. Approximately 96% of the students enrolled are Catholic.

The Immaculate Heart Sisters withdrew from Immaculate Conception in June 1984. The school is rooted in the charism of St. John Paul II, who visited ICS in 1987. His belief that “Catholic schools are a gateway to life’s opportunities” informs the ministry of dedicated laypersons who serve God’s people in this community.

As downtown Los Angeles has gentrified over the last 15 years, some changes have taken place in the ethnic and socio-economic make-up of the school community. However, the school population remains predominantly Latino, with 85% of the families qualifying for free and reduced lunch. Today, Immaculate Conception Catholic School continues to send more than 85% of its graduating eighth grade to Catholic High Schools.

## SCHOOL CALENDAR

School begins **August 21, 2019 and ends June 17, 2020**. The school day begins at 8:00 AM Monday, Tuesday and Thursday, and at 8:45 AM on Friday. On Mondays and Fridays there is assembly and morning prayer. The day ends at 3:15 PM, except on Wednesday when dismissal is at 12:30 PM for a weekly faculty meeting. Students in grades 2-8 begin school 7:30 AM each Wednesday in order to attend Mass together as a community. Pupil-Free days are scheduled throughout the year, so that teachers can attend retreats and professional development meetings; the website has these dates on the Calendar for the year. All federal holidays are observed, and a longer break is given at Christmas and Easter. A complete calendar is available on the school website [www.ics-la.org](http://www.ics-la.org) and can be downloaded at your convenience.

## DAILY SCHEDULE:

Monday, Tuesday, Thursday	Wednesday Schedule	Friday Schedule
7:15 AM--Yard supervision available	7:15 AM--Yard supervision available	7:15 AM--Yard supervision available
7:30 AM--Office open	7:30 AM--Office open	7:30 AM--Office open
7:45 AM--Locker Bell (gr. 4-8)	7:30 AM--Mass (Gr. 2-8)	Students are not allowed in the building due to teacher meetings
8:00 AM --Classes begin	8:00 AM --Classes begin	8:45 AM-- Classes begin
9:20-9:45 AM --Recess Grades TK-1	9:20-9:45 AM --Recess Grades TK-1	

9:50-10:10 AM--Recess Grades 3-5	9:50-10:10 AM--Recess Grades 3-5	
10:10-10:30 AM Recess Grades 6-8	10:10-10:30 AM Recess Grades 6-8	
11:25-12:00 Lunch Grades TK-K	No play time 11:20-11:40 Lunch Grades TK-1	Same as regular days
12:10- 12:45 Lunch Grades 1-4	No play time 11:45- 12:05 Lunch Grade 2-5	
12:55- 1:30 Lunch Grades 5-8	No play time 12:10-12:25 Lunch Grades 6-8	
3:15 PM Dismissal	12:30 PM Dismissal	
3:15 -6:00 PM After School Care Available	12:30-6:00 PM After School Care Available	

- Morning prayer and assembly on Mondays and Friday

### **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

### **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents, and school staff. All parties are encouraged to use every available means to resolve these conflicts peacefully when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

#### **A. School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor or other school advisor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

## **B. Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

# **ADMISSIONS AND ATTENDANCE**

## **GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS:**

- The school establishes its own procedures for admission and enrollment.
- Preferences are given to active members of the parish.
- Pre-school accepts students who are 2 and 3 years old and potty-trained
- Transitional K students must be 4 years old by September 1. There are no exceptions.
- The required age for kindergarten students is five (5) years of age on or before September 2
- The required age for first grade students is six (6) years of age on or before September 2
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school.
- Committed, practicing Catholics who can produce proof of attendance at Immaculate Conception Parish or another Catholic parish 75% of each month will be granted the in-parish discount.

All incoming families must sign a tuition agreement. Student academic records are evaluated to determine placement in classes. If necessary, further academic testing will be done to insure that Immaculate Conception Catholic School can adequately meet student needs. The student must demonstrate that he/she is developmentally and/or academically ready as determined by all the data compiled.

**All new students are on probation during their first trimester at Immaculate Conception Catholic School.**

## **NONDISCRIMINATION POLICY:**

Immaculate Conception Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color or national and/or 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, disability, medical condition, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

### **INCLUSION PROCEDURES:**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

### ***ATTENDANCE***

#### **ABSENCES:**

When a student is absent from school for any reason, a parent or legal guardian must call the School Office at 213-382-5931 and leave a message that includes the reason for the absence each day the student is away from school. Parents may also email Mrs. Lopez at blopez@ics-la.org and are encouraged to CC your child's homeroom teacher.

In addition to calling the school office or emailing to report an absence, the State of California requires a written excuse (written or emailed) by the parent or legal guardian. This note, which is required for re-admission to class, must state the reason for the absence, as well as the date(s) when the student was not in school. If a student is absent three or more days, a doctor's note is required. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

***Note if a K-8 student is absent for a total of fifteen (15) days or more during the trimester, the report card grades may be held until all work is completed.***

**Requests for early withdrawal of a student during school hours must be made in writing or by phone on the day of the withdrawal. The parent must state the time and the reason for the withdrawal. The student is to be picked up and signed out in the office. No student will be dismissed directly from the classroom. Doctor and dental appointments during school hours should be kept to a minimum. If a student comes half an hour after the start of the school day, he/she will be marked absent for a half a day.**

If, for family reasons, parents wish to take their child/children out of school temporarily, the family must meet with the principal to discuss effects of absence. The principal will keep a written record of the discussion on file.

Principals and teachers are responsible for checking the regular attendance of all students. Every absence is recorded on the attendance register and record. Elementary schools record absences according to the guidelines of the Archdiocese of Los Angeles and the California Department of Education.

#### **EXTENDED ABSENCES:**

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more consecutive days), official grades may be withheld.

#### **TARDINESS:**

Excessive tardiness disrupts the learning of other students, as well as not allowing time for the tardy student to properly adjust to the school day. A student is tardy if he/she arrives after 8:00 AM. Students who arrive late will not be allowed to disrupt the learning of other students and will be held in the office to minimize disruption. Each tardy is recorded on your child's permanent record card and in an Attendance Register, which is a legal document. Tardy students have a poor start to their day and lose instructional minutes as well as disrupting the class and must be discouraged.

**Chronic tardiness (more than 3 tardies per trimester) in grades TK-8 will result in a meeting with the principal, and may result in the family being placed on probation.**

#### **TRUANCY:**

Any pupil who is absent from school without a valid excuse for more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in one school year is a truant and can be reported to the attendance officer of the local public school according to California Department of Education Code.

A student who is absent from school without an acceptable excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and may be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal may notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

#### **LEAVING SCHOOL GROUNDS:**

**Students who must leave the school grounds for important reasons after 8:00 AM must be checked out at the school office by a parent or legal guardian, or by someone authorized in writing by the parent or legal guardian.**

The following procedure must be followed:

- The parent will inform the office by written note or a telephone call first thing in the morning stating the time the student is to be released and whether or not the student will return to class later that day. This also can be emailed to Mrs. Lopez at [blopez@ics-la.org](mailto:blopez@ics-la.org)
- The office staff will enter the student's name, classroom, and time of release in the sign-out book in the office.
- If and when the student returns to school later in the day, he/she must check in at the school office before returning to class.
- **Students are never permitted to leave the school grounds unless they are accompanied by a parent, guardian or other authorized adult.**
- Students who walk home after school must have written permission from a parent on file in the school office.
- Students who leave school grounds without permission are subject to disciplinary action.

## ***HOME-SCHOOL COMMUNICATION***

### **PARENT-TEACHER CONFERENCES:**

Annual Parent/Teacher Conferences for all students in grades TK-8 (in grades 3-8, the student must also be present) are held at the mid-point of the first and third trimesters. However, parents and teachers should communicate with each other as often as it is necessary to improve student learning. Children are best helped when the school and home work together. Additional Parent/Teacher Conferences, requests for recommendations, release to speak to professionals, etc. are scheduled through the school office, or by email or ClassDojo communication with the classroom teacher. If the matter is serious, please include the principal in the email.

Each teacher has an email address and a Class Dojo account to post homework and other classroom announcements. In Grades 1-8, by accessing GradeLink, parents can view their child's grades online at any time.

Appointments or telephone calls with teachers are to be arranged by email directly with the teacher or by sending a note to the teacher that states the purpose for the meeting. It is the policy of Immaculate Conception School that all emails, notes, and phone calls from parents to faculty should be responded to within a 24-hour period.

No teacher is available for a conference without a prior appointment and teachers are not available for conferences during recess, lunch, or during before and after-school yard duty. During these times, the teacher's primary responsibility is to monitor the safety of the children. Therefore, parents are asked to refrain from engaging teachers in conversation when a teacher is on duty in or outside of the classroom. At no time should a parent speak with a teacher if he/she is on school yard duty or teaching in the classroom.

The principal is available for appointments by calling or emailing the school office, or emailing the principal directly to request an appointment. If there is a concern about a student, the parent must contact the teacher about the issue before contacting the principal, per the Archdiocesan Handbook.

### **PARENT GENERAL MEETINGS:**

Mandatory meetings for parents are held approximately three times a year. Mandatory meetings include Back-to-School Night, Parent Informational Meetings, and the Spring State of the School Review. The school reserves the right to schedule additional mandatory meetings if the need arises.

### **WEEKLY COMMUNICATIONS:**

Communications between the school and home will take place via the website [www.ics-la.org](http://www.ics-la.org) and Class Dojo. The Family Envelope, which is sent home with the oldest child, will only be sent when there is an item to sign and return. Email, Class Dojo or phone will be used by the office to communicate with parents. It is important that both parents and all involved guardians keep Classdojo up to date. If a new device is in use, Classdojo should be updated immediately.

Every student in grades 2-8 is provided a Student Planner to write down homework assignments; this also can be used to communicate with the teacher.

### **REPORT CARDS AND PROGRESS REPORTS:**

Immaculate Conception Catholic School is on a three-trimester schedule. Report Cards are issued three times a year, along with progress reports mid-trimester. Both Report Cards and Progress Reports must be signed.

### **ANONYMOUS LETTERS:**

The administration and faculty of Immaculate Conception School welcome and respect parent and student input regarding school matters. However, students and parents are asked to follow the established channels of communication as published in the handbook. School personnel will not acknowledge nor address any issues made known through anonymous letters, phone calls or any other means of anonymous communication.

### **PARENT AUTHORIZATION TO USE CHILD'S PERSONAL INFORMATION:**

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication. It is requested that this form be completed for each child at the beginning of the school year.

### **ARRIVAL AND DISMISSAL**

#### **ARRIVAL:**

School gates are opened at 7:15 AM. There is supervision on the yard beginning at 7:15 AM. Students may enter from the parking lot through the lunch area. Students who walk to school must enter the campus through the parking area/grotto. Gates will be locked at 8:10 AM. Only Pre-school parents may enter the building through the front doors. Avoiding entrance through the front will help us maintain a safer environment.

Once a student has arrived on the school grounds, he/she must not leave the premises for any reason unless accompanied by a parent/guardian or specified adult and permission has been received from the school office. This also applies to students involved in after school sports. Please refer to section entitled "Leaving School Grounds."

For security reasons, students may not remain in or go into a classroom and/or corridor during recess or lunch, before or after school, or at any other time without adult supervision.

#### **DISMISSAL:**

Students must be picked up within 15 minutes of dismissal each day. Students who are not picked up within this time frame will be signed into After School Care and assessed a fee for that day. Students participating in a supervised after school activity or after school sports must stay on the yard with their class and report to their designated areas at 3:30 PM unless their activity begins right at dismissal. **NO unsupervised students will be allowed on campus after school.**

The school must be notified in advance if a student is going home with someone other than an authorized person listed on the Emergency Card. All students without such written permission designating a supervising adult, even those with siblings in said events, will be placed in After School Care and the parents will be assessed a fee.

#### **DROP OFF AND PICK UP:**

PLEASE use the parking lot adjacent to the church for morning drop off. Please drive slowly and carefully in the lot--no more than 5 mph at all times. In the afternoon, please park your car in the lot and walk upstairs to meet your child in the school yard. Students in grades K-8 are dismissed to the yard and line up with their teacher. Pre-school and TK students must be picked up at their classrooms (unless the student is at daycare → both PS and TK will be picked up from the PS classroom).

Please DO NOT double park on Green Ave. in front of school at any time, as it causes a very dangerous situation for our students.

#### **PARKING:**

We recognize that parking is at a premium and we appreciate your thoughtful consideration when parking. Parking for school parents/visitors is as follows:

- Park in the church parking lot located next to the church.
- Parking in front of the school office is limited to 15 minutes during the school day, but is not for pick up and drop off, unless the child is in preschool.
- No children should be dropped off at the front (exceptions will be defined by the school).
- When tending to school business in the office during the school day, parents must enter through the security gate in the lunch area.

## **VISITORS ON CAMPUS:**

All visitors during the school day, including parents, should report to the school office upon arrival, and sign in with the secretary. If parents are volunteering while students are on campus, they must be VIRTUS Trained and have verification of training in the office. Name Tags are required to be worn by anyone on the school grounds while classes are in session. To obtain your nametag, you are required to sign in at the school office. All visitations to classrooms must be arranged with the classroom teacher and approved by the principal.

## **LUNCHES:**

**For security reasons, lunches may not be dropped off during the day unless it is an emergency. At the recommendation of law enforcement, the front door needs to remain locked.** Lunch is provided daily through the archdiocesan school food service. Students may choose to bring lunch from home, however, students in K-8 do not have access to a microwave oven.

## **BIRTHDAY POLICY:**

Students are allowed to wear alternative dress (see the Non-Uniform Policy in the Handbook) on their birthday or the weekday closest to their birthday. Please be mindful of appropriate non-uniform attire on Mass days.

If you would like to provide a simple and small treat (ie. cookies, small cupcakes, popsicles, cake pops) for your child's class you must contact your child's teacher prior to their birthday to make arrangements. This allows the teacher to confirm an appropriate time to distribute treats, and limits the disruption of learning.

In addition to treats, parents are welcome to arrange a time with their child's teacher to read a book to the class. It could be a book they bring to donate on behalf of their child's birthday or a book from the classroom. Please contact your child's teacher for more details.

## **SECURITY PROCEDURES:**

### ***Earthquake and Fire Safety***

All students participate in disaster drill practices monthly. In case of a major earthquake, children will be kept at school until a parent or one of the previously authorized representatives picks up and signs out the child with an official school representative.

### ***Security Procedures***

Immaculate Conception Catholic School campus is secured during school hours. Parents who find it necessary to come to school during the day are required to enter through the main door or security gate in the lunch area. Parents must sign in and pick up a visitor's pass prior to proceeding to campus.

## **CHILD ABUSE:**

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy." The administration, faculty, and staff of Immaculate Conception School are required by state law to report any suspected child abuse. All information is kept confidential as required by law. The major responsibility of school personnel is to comply with laws requiring reporting of suspected child abuse to proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

## **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH:**

**VIRTUS® Empowering God's Children is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.**

**The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.**

**GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS** Revised 8-20-07:

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school

administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors

- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

### **BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH** *Revised August 20, 2007:*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. The form is attached as *Appendix A*.

### **COMPLAINT FILING AND INVESTIGATION PROCEDURES:**

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal/assistant principal, or a teacher who will report it to the principal, or to the regional supervisor if the principal is the subject of an allegation.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser, if an adult, will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the principal, in consultation with the regional supervisor and with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student, such as parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.
- Cases of student harassment of another student will be treated as a serious disciplinary matter. The principal will be the final recourse in all instances of alleged harassment. Consequences may include suspension or expulsion from Immaculate Conception School.

### **PARENTAL VISITS AND BEHAVIORAL EXPECTATIONS:**

Parents are welcomed to visit the school campus and their children's classroom during the school day. However, out of courtesy to the classroom teacher, please arrange your visit in advance. When visiting the school, it is expected that parents will follow the visitor procedures and not disrupt the school program, and that they will behave in a manner appropriate for a Catholic school setting.

### **RIGHTS OF NON-CUSTODIAL PARENTS:**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Divorced or separated parents must file a court – copy of the custodial section of the divorce or separation decree with the principal's office.

**VOLUNTEERS:**

Any parent that volunteers on a regular basis at school, school events or sports must be VIRTUS trained and fingerprinted. Verification of these documents must be on file at the school. Fingerprinting is offered monthly throughout the Archdiocese and posted on our website.

**RELEASE OF STUDENTS:**

Students will be released only to adults listed on the school emergency form. Children will be released to other adults (not listed on the form) only with prior authorization of the parent. **IT IS VERY IMPORTANT THAT TELEPHONE NUMBERS OF THE PARENTS AND EMERGENCY CONTACTS ARE CURRENT.**

**DIVORCED/SEPARATED PARENTS:**

Divorce 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 agreements that have not been known in writing.

**EXTENDED CARE:***After-School Care*

We recognize the need that families need low-cost, quality after school care for their children, and we are pleased to be able to provide this service in a secure and caring environment. Care is provided for pre-registered students from 3:15–6:00 PM. on Monday, Tuesday, Thursday and Friday and on Wednesdays from 12:30–6:00 PM. Students are provided time to do their homework but parents should check their children's homework. After-School care is NOT provided on the days immediately prior to the Christmas holidays or the last day of school.

**FEES FOR EXTENDED CARE:**

All Fees for extended care can be paid through SMART Tuition, or directly to the office. Students who remain 15 minutes after dismissal will be signed into After School Care and will be billed through the office. Please check the office for the current fee rate.

**WORK PERMITS:**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

**PRIVACY AND ACCESS TO RECORDS:**

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

### ***Pupil Records***

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute. Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### ***Directory Information***

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **VERBAL AND WRITTEN CONFIDENCE POLICY:**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **TRANSFER OF RECORDS-STUDENT TRANSFERS AND GRADUATION:**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

#### **WITHHOLDING OF RECORDS:**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

#### **CUMULATIVE PUPIL RECORD:**

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file. Permanent records cards include only the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation
- Date and place of student's Baptism, First Communion and Confirmation (if applicable)

#### **EXAMINATIONS AND INOCULATIONS:**

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

#### **EMERGENCY CARD:**

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell, or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

### **HEALTH PROGRAM:**

A complete health record of each student is kept and the school strives to make available the health program of the Public Health Department. Volunteer nurses and physicians conduct vision, hearing and scoliosis screenings. An Immunization Record must be on file before a student is admitted. Please inform the school and teacher of allergies or sensitivities in your child's health history.

### **IMMUNIZATION:**

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. "Private or public child care centers, preschools, elementary schools and secondary schools cannot admit children unless they are immunized against 10 diseases: diphtheria, Haemophilus influenzae Type B (bacterial meningitis), measles, mumps, pertussis (whooping cough), polio, rubella, tetanus, hepatitis B and chickenpox."

Immunization is not required for admission if a parent or guardian presents a letter from a physician indicating that immunization is not considered safe or reasonably beneficial to the individual student.

### **HEALTH RECORDS:**

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

### **MEDICAL APPOINTMENTS:**

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

### **COMMUNICABLE DISEASES:**

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

### **ALLERGIES:**

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

### **STUDENT SEXUAL CONDUCT AND PREGNANCY:**

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are

expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

#### **MEDICATION:**

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications, including cough drops.
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

#### **SAFETY:**

Accidents involving students on the school grounds or in the classrooms are attended to by school personnel and documented. Any sudden illness is referred to them. An emergency card must be on file with the necessary names of doctors, parent's emergency numbers and substitute parental guardians. A new card is filed each year for each family. Students who do not have an updated emergency card will not be admitted to school until it is submitted.

**CLOSED CAMPUS:**

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

**STUDENT INSURANCE:**

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

**RESEARCH PROJECTS AND RIGHTS OF PARENTS:**

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

**REMOVAL OF STUDENTS FROM SCHOOL DURING SCHOOL HOURS:**

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student’s parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

**INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS:**

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with “proper standard of care” which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

### ***Interview of a Student During School Hours by a Police Officer***

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although not required by law, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

### ***Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer-***

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

### **GUIDELINES RELATED TO POSSESSION AND USE OF ALCOHOL AND CONTROLLED SUBSTANCES:**

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

### ***Procedures in the Case of Suspected Possession or Use***

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
  - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
  - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

# **ACADEMICS AND CO-CURRICULAR ACTIVITIES**

## **CURRICULUM OFFERINGS**

Immaculate Conception Catholic School offers a Catholic education. Students receive daily instruction in religion, language arts (vocabulary, reading strategies, literature, grammar, and written and oral expression), mathematics, science and social studies. Art, Music and Physical Education can also be part of the weekly curriculum.

**RELIGION PROGRAM:**

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all with the commitment of the Archbishop and the Archdiocese to provide strong academic experiences for students in a school community that reflects both the teaching mission of the Church and the need to prepare youth for life that relies on academic skills and requires sound preparation.

Family life education is intended to provide a comprehensive view of human development and behavior, personal relationship and management of resources. The purpose of formalized family life education is to inculcate Catholic values, virtues and attitudes that relate to the current family life of the student. It is always the parents' responsibility to provide instruction in human reproduction for their children. The school partners with parents in providing a formal curriculum in family life.

**CHRISTIAN SERVICE PROGRAM:**

A program of Christian Service activities is an integral component of the religion program and serves as an outward expression of the personal commitments of our students and faculty to our mission. Some opportunities allotted to our students are as follows:

- Class adoption of a specific project or local agency for provision of service throughout the year (St. Francis Center, Good Shepherd Shelter, etc)
- School sponsored projects to provide items to the sick, elderly and poor of our community or monetary donations to victims of natural disasters
- Mission Awareness Program (Missionary Childhood Association, Operation Rice Bowl...)
- Holiday Food Drive
- Fundraising on various "awareness" days -- autism, lupus, breast cancer, etc.

**SACRAMENTAL PREPARATION:**

Parents, whose children are preparing for the reception of First Reconciliation and First Communion, must attend parent education meetings and instructions as required by the pastor and/or principal, so they are better able to help their children prepare for these sacraments. Students who have not received the sacraments and whose families wish them to receive the sacraments work with the principal who facilitates this with the pastor.

**MASS:**

Students are taught that they are expected to attend Sunday Mass. There is a Family Mass celebrated at 12 noon one Sunday each month. Weekday Mass is offered daily at 7:30 AM and students in grades 2-8 participate in this liturgy each Wednesday. Additionally, an all school weekday Mass is offered approximately once each month, celebrating special feasts or occasions. Parents are invited and encouraged to attend Mass with the student body.

Prayer services may be celebrated on important feast days and in special liturgical seasons of the Church year such as Advent, Lent, and Easter. Each class (3rd Grade and above) has the opportunity to receive the Sacrament of Reconciliation at least once during Advent and Lent.

**GRADUATION REQUIREMENTS:**

Students in Grade 8 must have a passing grade average in all major subject areas in order to participate in graduation. Students who have a failing grade in any major subject will not be permitted to participate in graduation exercises. All outstanding accounts must be paid in full before the students will be permitted to participate in graduation activities.

**RETENTION/TRANSFER:**

If a student demonstrates poor work habits and receives grades of "D" or below in major subjects, or an NI in effort, he/she will be placed on probation, and expected to improve his/her academic performance and study habits.

If the grade is not improved by the end of the year, the students may be asked to transfer from Immaculate Conception Catholic School.

#### **RETENTION/TRANSFER POLICY:**

At times students are not at the level of maturity or academic performance required for promotion to the next grade level. After serious consideration and consultation with parents, teachers, and the principal, retention may be advised. Students in grades 5-8 who receive a grade of “F” for three consecutive trimesters in any major subject area may be required to repeat the grade or to make up the class with a passing grade during summer school at another institution. In no case will students be retained more than one time.

The decision to promote a pupil to the next grade or to retain him/her in the present grade is based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional, and social factors.

In the event that retention is under consideration, the following guidelines are applied:

- If a student’s performance or behavior indicates the possible need for retention or transfer, the principal, parents and teacher will meet to discuss the issue and to consider remedial help, counseling, and/or psycho-educational evaluation.
- The teacher makes the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher informs the parents regularly during the second trimester of the pupil’s progress or possibility of retention.
- Retention is more successful in primary grades than in later grades; therefore, the primary grade teachers diligently observe students with weaknesses so that the problems are corrected before the pupil reaches the upper grades. Although the assessment of the teacher and parental opinion are significant factors, the final decision to retain a pupil is the responsibility of the principal.
- In the case of a pupil with a severe learning/behavior problem it may be necessary to recognize that Immaculate Conception School is not equipped to meet the needs of every pupil and that, therefore, a recommended transfer may be necessary.

#### **STUDENT ASSESSMENT:**

Assessment of student learning is a critical component of the educational program. Assessment is ongoing, integrated into the teaching and learning process, and is both formal and informal. The purpose of assessment is to both measure student learning and to adjust teaching to meet the needs of the students.

#### **STANDARDIZED TESTING:**

Schools are required to participate in an archdiocese-wide standardized testing program. STAR Assessments are given to grades K-8 to monitor student growth and academic achievement in Math and Reading several times throughout the year. These standardized test results are used as only one of the many indicators of the student’s overall academic achievement, including use by teachers to identify their students’ relative academic strengths and weaknesses, to design curriculum, and plan for instruction, and by principals to evaluate curriculum set instructional priorities and to plan appropriate professional development.

The Assessment of Catholic Religious Education (ACRE) is designed to assess the religious knowledge and outcomes of Catholic school and parish religion programs. The assessments are administered annually to Grade Five (Level 1) and Grade 8 (Level 2) students in all archdiocesan schools. The ACRE serves as a tool for assessing the effectiveness of catechetical programs and offers a picture of students in 5th and 8th grades in terms of their basic religious beliefs. It assesses the religious beliefs, attitudes, practices and perceptions of students in these grades in addition to an evaluation of their religious knowledge and provides information about areas of strengths in catechetical programs as well as areas that may need additional attention or improvement.

#### **CURRICULUM BASED ASSESSMENT:**

Assessment of student learning is an integral part of the instructional process at Immaculate Conception Catholic School. The purpose of assessment is to guide instructional decisions in meeting goals and to report student

progress toward meeting content standards. It is frequently, integrated into the teaching/learning process, and varied. The usefulness of assessment is dictated by the quality of the assessment in measuring student progress, and therefore teachers carefully design appropriate, high-quality measures of student progress. Assessment of student learning in the area of academics is ongoing and multifaceted. Students are also evaluated on their performance as a member of a group while working on performance tasks and projects.

### **HOMEWORK:**

Homework is assigned to reinforce material and to foster habits of independent study. Homework is not used as a punishment at Immaculate Conception School, and the amount of homework may be differentiated to meet the current needs of a student or a particular class.

#### **Daily Time allotments for homework:**

<b>Transitional Kindergarten</b>	<b>Approximately 20 minutes</b>
<b>Kindergarten</b>	<b>Approximately 30 minutes</b>
<b>Grades 1-2</b>	<b>Approximately 45 minutes</b>
<b>Grades 3-4</b>	<b>Approximately 60 minutes</b>
<b>Grades 5-6</b>	<b>Approximately 90 minutes</b>
<b>Grades 7-8</b>	<b>Approximately 120 minutes</b>

Parents are strongly expected to review their child’s homework every evening to reinforce the concept of homework as a valuable activity. It is an expectation that students read (or are read to) on a daily basis. We highly encourage parents to talk to students about what they are reading.

There is a no “0” or “IC” policy at Immaculate Conception School for all graded assignments. If there is a “0” or “IC” on your child’s Gradelink account, please ensure that your child makes up the missed work, as soon as possible to make the learning meaningful. Our mission, philosophy, and Student Learning Expectations promote responsibility, accountability and persistence as hallmarks of success in school and life. Teachers may require students to stay after school on their assigned after school days to finish incomplete or missed assignments. Students with missing or incomplete assignments may not participate in after-school sports, field trips and other student activities outside the core curriculum.

### **SUMMER LEARNING:**

All students are encouraged to read, explore, and do math during summer vacation to keep skills sharp. Classroom teachers provide assignments each June. .

### **CO-CURRICULAR ACTIVITIES:**

#### ***Student Leadership (Grade 8)***

All students in grade 8 participate in a Student Leadership Class which meets each Wednesday from 12:30-1:15 PM. There are 4 Leadership Classes: ***Social Justice, School Spirit, School Families and Yearbook***. Each Leadership Class is moderated by two or more faculty members who serve as mentors to the 8th graders. Each class plans various schoolwide activities and events that enrich the overall life of the school community.

#### ***Sports Program:***

It is our aim to develop in our students – character, self-control, fair play, as well as physical skills through competitive sports. However, where there is a conflict between the academic and physical activities the academic program has priority over the sports program.

Depending on the interest (number of students) and availability of coaches the following will be offered:

Girls and Boys Volleyball, Basketball, Soccer. The sports program is under the direction of a competent and trained adult coach. It does not replace the required physical education time allotment. All students should have a grade average of 2.0 or above in the academic subjects, and an S or above in Behavior and Work Habits before they can participate in any athletic tournament. Siblings of students who are involved in after school sports,

MUST be picked up at dismissal, or be enrolled in the after school program. NO students will be allowed on campus after school unsupervised.

Students in grades 5-8 are eligible to join school athletic teams providing that the following requirements are met:

- Students must maintain a 2.0 minimum overall average with no grades of “F”.
- Behavior and Work Habits grades must be Satisfactory.
- Parents must sign an Athletic Program Waiver and Release Agreement and pay a sports fee.

Failure to meet the requirements may result in temporary probation or permanent removal from a team.

Students who commit to one or more of the above and are absent from more than two meetings without notification will be placed on probation and may lose the privilege of participating in the activity.

### **STUDENT SERVICE HOURS:**

Immaculate Conception Catholic School expects students to be committed to service to the community. In light of this, we are requiring students in all grades to participate in service to the school, church or larger community. The goal of the service hour requirement is to increase students’ understanding of the Student Learning Expectations (SLE’s) and their connection to faith-based service.

As outlined in the chart below, the service hours will be distributed by each SLE per each trimester according to the students’ grade level. Opportunities for service will be offered by the classroom teacher, the principal and the church. Specific opportunities will also be at school and the larger parish, aligned to the focus SLE for that trimester.

Each student will complete a written reflection based on a grade-appropriate organizer and rubric as part of their service requirement. Students will identify the SLE, the service activity, and the connection which both have to their role as Catholics. These reflections will be part of the Religion grade.

### **GRADING POLICY:**

Please note:

- Any matter involving a student’s work or behavior must be taken up with the teacher.
- Students with missing assignments will receive an “NI” in work habits, but will be required to make up the work as stated in our homework policy which makes them ineligible for honors and awards for that trimester.
- Students whose behavior is unacceptable will receive an “NI” in behavior, but behavior will not be reflected in the academic grade.

### **REPORT CARDS:**

The purpose of report cards is to effectively communicate student progress in achieving learning goals. Report cards are distributed at the end of each trimester. Parent/Teacher conferences are scheduled at the middle of the first and third trimesters. A parent-teacher conference is required for students with failing grades and strongly encouraged for all other students. Parents who meet with the teacher over concerns prior to the scheduled parent teacher conferences will not be required to attend the scheduled conference.

For grades K through 8, report cards are issued each trimester.

All of the areas concerned with achievement are considered important when determining the grade. Any student participating in any extracurricular activities or competitive games with other schools must maintain a “C” or “S”

in all subjects and work habits and behavior and have no missing or incomplete assignments. Exceptions may be made at the discretion of the principal.

**GRADING:**

A = 97 - 100%	C+ = 80 - 84%
A- = 93 - 96%	C = 75 - 79%
B+ = 90 - 92%	C- = 70 - 74%
B = 87 - 89%	D = 65 - 69%
B- = 85 - 86%	F = 64% and below

Skills:

+ = Area of Strength     √ = Area for improvement

**HONOR ROLL AND AWARDS GRADES:**

Honors are awarded at the end of each trimester.

**Summa Cum Laude** (Grades 3-8)

- An overall grade point average of 4.0 or an “O” in all subject areas.

**Magna Cum Laude** (Grades 3-8)

- an overall grade point average of 3.5 to 3.99 & an “O” or “G” in Behavior & Work Habits in all subject areas.

**Special Honors** (Grades 1-2)

- All O’s in the major subjects

**Academic Achievement**

- An overall GPA of 3.0 to 3.49 and an “O” or “G” in Behavior in all subject areas (Grades 3-8)
- O’s and G’s in all major subjects

***Improvement Award***

Students who demonstrate overall marked improvement may be awarded the ***Improvement Award*** at the end of the 2nd or 3rd trimester

***Principal’s Award***

Students who exemplify the mission and Student Learning Expectations of Immaculate Conception Catholic School are eligible for the Principal’s Award at the end of the school year

**PROCESS FOR REFERRAL FOR ASSESSMENT IN THE PUBLIC SCHOOL:**

Parents may request that their child be assessed. Request must be in writing and delivered to the local public school. If being mailed, use registered mail. The public school must complete an assessment plan within fifteen (15) days of receipt of a referral, describing the types and purposes of the assessments, which may be used to determine the child’s eligibility for special education services. Parents must return the plan within fifteen (15) days and consent to the assessment by signing the plan before the child can be assessed.

Once the parent signs the assessment plan, the public school has sixty (60) calendar days to complete the assessment and hold an Individualized Education Program (IEP) meeting for the child. An IEP is the written plan that describes a child’s needs and abilities, and the goals, placement, and services designed to meet those needs. If the IEP team determines that the child is eligible for services, and the parents do not want the child to enroll in public school, an Individualized Services Plan (ISP) is developed. If the child transfers to a local public school, an IEP is developed and the child receives special education services.

**FIELD TRIPS:**

The field trip policies listed below apply to class trips, school group trips, and trips for school sport teams. Schools may plan field trips for one or more days including overnight field trips.

***Only families that are up to date on Tuition and Fees may participate in field trips.***

Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents
- All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.
- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. Please see Chapter 4 and Form D.1.20 of the Archdiocese of Los Angeles Injury, Illness and Loss Prevention Program for more information.

### ***SCHOOL ELECTRONIC COMMUNICATIONS POLICY***

#### **TELEPHONE POLICY:**

Neither children nor teachers will be called to the telephone during school hours. The office will handle any emergency calls. Students must receive permission from their teacher prior to coming to the office to use the phone.

#### **CELL PHONE AND OTHER ELECTRONICS POLICY:**

Technology can be a useful tool in learning and students need to learn the etiquette of technology use in the real world. Texting during a business meeting, while someone is talking, or during ceremonies or a liturgy in church is unacceptable use. Students can and should use technology to enhance their learning. A student's misuse of technology during class will result in a poor behavior grade and exclude the student from receiving any honors just as any non-technological disruption would.

Students who bring cell phones must check them in with the teacher during the school day. They can collect the phone at the end of the day.

Students cannot use cell phones, iPods, cameras, or any other electronic device on school grounds without teacher permission. Devices seen or heard during school hours without explicit permission of the teacher will be confiscated and retained by the principal. Both parent and student must meet with the principal to retrieve the confiscated device. If the device is confiscated twice, the student will lose the privilege of having any device on campus.

#### **COMPUTER-USE POLICY:**

Students are to respect all copyright laws and policies in regard to computer software. Software programs are not to be brought on campus. Students also are not permitted to tamper with or invade discs, files or folders not designated for their use. **All students and their parents will be asked to sign a technology responsibility agreement.**

Any type of abuse or inappropriate use of the computer hardware or software will be considered reason for serious disciplinary measures and may result in the student being deprived of the use of computers at Immaculate Conception School.

Internet access from outside school is the domain of the parents. We expect our parents to be equal stakeholders in the implementation of our computer system policies by monitoring their child's internet access and electronic use at home in a manner supportive of the school's policies. **The school may provide consequences for inappropriate electronic communications among students outside of school.**

We expect that parents and students to follow the appropriate chain of communication in the communication of issues with the school. Posting inappropriate comments about the school, its personnel, and students on the web and via emails does not constitute following the appropriate chain of communication.

#### **ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]:**

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location. These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

#### ***Definitions-***

- **Electronic communications systems** include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.
- **Electronic communications devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

#### ***Electronic Communications Systems, Devices and Materials and Users Covered-***

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.

- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

***Ownership and Control of Communications-***

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

***Guidelines for Email Correspondence and Other Electronic Communications***

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including

pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.

- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

### ***Prohibited Practices***

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.

- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

### ***Consequences of Violations of Electronic Communications Policy***

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

### **TUTORING:**

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school, to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Teachers may not be paid for tutoring students currently enrolled in their class at Immaculate Conception . Each teacher will designate one weekday for after school help. The teacher will be available for 45 on that day for students who need extra help or to meet with parents who have made an appointment with the teacher. Students must sign in with the teacher and be picked up from the classroom. Students who are not picked up at the designated time will be signed into After-School Care and assessed a fee.

### **COUNSELING POLICY:**

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Contract with a certified third party agency to provide onsite counseling services to students
- Provide advice regarding academic subjects and student progress in school

- Give limited guidance to students who present with non-academic personal issues or situations
  - Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
  - Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student’s academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian’s expense
- In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims’ Assistance Ministry is available as a resource. The Victims’ Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim’s Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

## **TUITION AND FEES**

### **TUITION, FEES, FUNDRAISING, SERVICE HOURS:**

Tuition is designed to cover salaries and benefits, while fundraising is used to cover the remaining operational costs of the school. Fees for programs insure that extra curricular programs support themselves and do not use funds budgeted for Educational Expenses. Tuition and Fees must be paid in full by the end of the school year and they must be paid through SMART TUITION Management. Please refer to the school’s website for current tuition, fees, and after-school care pricing, as well as information regarding required fundraisers and parent service hours.

#### *Service Hours*

<b>Opportunities</b>	<b>25 hours per Family</b>
<b>PTO</b>	<b>Leadership Positions/Attend Meetings</b>
<b>DROP-OFF/PICK-UP</b>	<b>Assist in the safe entry and exit from school. 7:25-8:00 AM, 3:05-3:30 PM</b>
<b>Lunch Duty</b>	<b>11:25-1:30 PM Daily</b>
<b>Fundraisers</b>	<b>Work on Walk-A-Thon, Candy Sale, Christmas Dinner, Cinco de mayo, Mother’s Day,</b>
<b>Sports</b>	<b>Coaches, Assistant Coaches for Teams</b>
<b>Room Parent- future possibility</b>	<b>Assist teachers, help organize student activities</b>
<b>Office Help</b>	<b>Work in the office: Data Entry, Send in needed supplies (paper, ink, etc.)</b>
<b>Faculty Room</b>	<b>Help keep faculty room stocked with coffee and supplies</b>
<b>Maintenance</b>	<b>Clean the Library/Faculty Room once a week, or help with other needs</b>
<b>Student Activities</b>	<b>Donor Thank you’s, School Families Activities, Spirit Activities</b>
<b>Hospitality</b>	<b>Back-to-School coffee, Teacher Appreciation meals</b>

<b>Supplies</b>	<b>Purchase supplies such as paper, ink cartridges, and other needed items.</b>
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**\*Children of parents who do not meet their financial obligations will be excluded from all extra curricular activities including field trips and sports, and will ultimately be asked to stay home until the debt is paid.**

**FINANCIAL ASSISTANCE:**

One of the goals of Immaculate Conception School is to provide quality education to all students. A tuition assistance scholarship fund has been established for the sole purpose of assisting any student who meets the criteria of financial need as set up by the scholarship guidelines. Families who would like to apply for financial assistance from the Catholic Educational Foundation (CEF) or the school, must fill out the financial form provided by CEF, along with the proof of income before being considered for any assistance. No assistance will be awarded to families without the required paperwork on file with the principal and approval by the finance committee.

**PARENT VOLUNTEER PROGRAM:**

Volunteering is an excellent opportunity for you to get involved in the parish community, and you are strongly encouraged to invest your time in both school and church activities. Your involvement along with that of everyone else is what makes our community strong and prosperous. Each family is required to volunteer 25 hours annually. Parents who do not complete the required number of service hours will be billed for them at the rate of the prevailing minimum wage. If a parent would like to volunteer with students, he/she must be VIRTUS trained and finger-printed before beginning.

**FUNDRAISING:**

Each family is asked to meet a mandatory Fundraising Requirement through Walk-A-Thon, Chocolate Sale, and Mother's Day Dinner/Raffle (the amount varies depending on the number of children attending ICS).

## **DISCIPLINE**

**DISCIPLINE PHILOSOPHY:**

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process (including gossip that is detrimental to the student's/teacher's reputation, principal's reputation and or Pastor's reputation), the school may require parents to withdraw their children and sever the relationship with the school.

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours. One of the ultimate objectives in working with our school children is the achievement of self-discipline.

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

**MAINTENANCE OF EFFECTIVE DISCIPLINE:**

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior

- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of challenging students
- Consistent follow-through
- Respectful treatment of all schoolmates and adults (staff, parents, teachers, etc.)

#### **DISAPPROVED DISCIPLINARY MEASURES:**

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully-earned academic grades
- Any disciplinary action that isolates a student without proper supervision

#### **GENERAL BEHAVIOR GUIDELINES:**

With a commitment to instill in each student an awareness and accountability for his/her own actions the following guidelines and consequences have been established:

- Students are expected to give due respect to adults and other students on school grounds.
- They are to respect all people as fellow brothers and sisters in Christ.
- There should be no put-down remarks or improper language.
- Fighting or “play-fighting” is prohibited and subject to suspension.
- Students will not engage in dangerous horseplay or rough play.
- Students are to be in complete uniforms at all times.
- Students may not leave the school grounds at any time during the school day without written parental permission and clearance from the office.
- Students who walk to and from school need written parental permission and clearance from the office, which must be updated on a yearly basis.
- Students are expected to follow established traffic patterns and procedures.
- Students are not allowed in the classroom unless the teacher is present.
- All students will be responsible for the protection and preservation of school property and for the goods of others. Parents are responsible for replacing property damaged intentionally or unintentionally by their children.
- Students will not write on, tamper with or damage the school’s or another’s property.
- Students will not litter the school grounds.
- Books are to be covered. Parents are responsible for replacing lost or damaged books.
- Lunch and play areas are to be kept clean.
- Bathrooms are to be used properly.
- Gum and/or sunflower seeds are not allowed in the classroom or on the school grounds at any time.
- Any student who is caught cheating will have his/her paper taken away and will receive an “F” for the grade on that paper. There will be no make-up for that paper and student conduct grade will be lowered.
- Students cannot use cell phones at any time on school grounds during school hours unless given direct permission from the teacher.

The principal and teachers establish procedures to keep all students safe while at school. Teachers at Immaculate Conception Catholic School work in grade level teams to establish discipline routines and procedures that are age appropriate and provide consistency across grade levels. An inability to follow classroom and school rules will result in poor behavior grades.

**DETENTION:**

Detention before or after school hours is considered an appropriate means of discipline. A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.

**SUSPENSION:**

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student. A student may be placed on suspension for severe violation of rules, continued misconduct, or for serious misconduct on or off campus during school related activities. The principal is required to maintain dated documentation of the facts, and of the parent conference.

In “emergency” situations constituting a clear and present danger to lives, safety or health of students or personnel, suspension may be imposed without prior conference. In this case parents will be notified by phone and a conference will follow within 48 hours. No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation. Notice of suspension must be given to the parents or guardians by telephone or in a conference.

The principal shall schedule a conference with the suspended student’s parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference. In no case will a teacher on his or her own authority suspend a student.

**IN-SCHOOL SUSPENSION:**

In-school suspension is used as a disciplinary measure by the school administration as an alternative to out-of-school suspension. It is a means to help students assume more responsibility for their actions.

Students will work in isolation and will not be allowed to mingle or talk to other students. Students receiving in-school suspension may not attend or participate in any school activity--they will be picked up by a parent or guardian in the office. They are expected to successfully complete assigned class work at home.

**OUT-OF-SCHOOL SUSPENSION:**

The principal shall have the right to suspend from school as a consequence for disciplinary violations. The principal shall contact the parents when a pupil is suspended. Suspension will take place after every possible step to correct the student’s behavior has been undertaken.

Suspended students are not to come to school or attend any school activity during the time suspension. Students will be assigned academic work to make up for lost class time. Students who are suspended may return to school only after a parent/school conference. When reinstated the student remains in school on disciplinary probation.

**DISCIPLINARY PROBATION:**

A student is placed on disciplinary probation upon returning to school after an out-of-school suspension, or at the discretion of the principal. A student placed on disciplinary probation may not participate in after school sports or any special school activities. It is the parent’s responsibility to pick up a weekly progress report from the homeroom teacher.

**EXPULSION:**

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student

- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Except in cases involving grave offenses, when the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

In no case will a teacher on his/her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Note: "Expulsion" means that the student will be asked to leave the school permanently. The administration is the final resource in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

#### **CASES INVOLVING GRAVE OFFENSES:**

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference

The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

#### **TIME OF EXPULSION:**

An expulsion may be made immediately if the reasons are urgent. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.

If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

#### **REPORTING OF EXPULSION:**

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

#### **RIGHT TO MAKE EXCEPTIONS:**

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

#### **HOME STUDY:**

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.*, outside school hours so that grades can be reported.

#### **UNIFORM CODE:**

The entire school uniform is available from **Michael's Uniform Company**. The link is available on our website. Students are expected to wear clean, complete uniforms every day beginning the first day of school. All uniforms must fit properly. No over-sized clothing is allowed. The uniform must be worn to and from school except when students are participating in school-sponsored activities that are after school.

#### **Girls Uniform**

PS – 3rd: Plaid uniform jumper, plaid uniform skort, walking-length pleated grey shorts, or pleated grey pants must be worn. Girls uniforms must be no more than one inch above the knee. Additionally, girls may wear bike shorts under their jumpers or skirts.

4th – 8th: Plaid uniform skort, pleated grey walking-length shorts, or pleated grey pants must be worn. Skirts must be no more than one inch above the knee.

Girls must wear a red (or white) ICS polo shirt with the logo or a uniform white blouse with a rounded or pointed collar. All blouses and shirts must be tucked in. On Wednesdays, or Mass days, girls must wear: the white blouse with a rounded or pointed collar, an ICS tie and a skirt or jumper.

Girls may wear white or black supportive shoes with laces or Velcro closures may be worn. Manufacturer's logo may be an appropriate different color with minimal visibility. Laces must be white or black only and tied at all times. Laces must be white or black only and tied at all times. **Dress shoes may be worn on dress uniform days.**

Girl Socks: White, grey, red, or maroon crew socks that are ankle or crew and visible above the shoe. Tights of those colors are also acceptable.

#### **Boys Uniform**

PS – 8: Walking-length pleated grey shorts, or pleated grey pants must be worn.

Boys: Grades 4 through 8 **MUST** wear a plain, black belt around the waist.

Boys must wear a maroon (or white) ICS polo shirt with the logo or a uniform white shirt with a pointed collar. All shirts and polos must be tucked in. On Wednesdays, or Mass days, boys must wear: the white shirt and an ICS tie.

Boys may wear black leather, suede athletic style shoes. Manufacturer's logo may be an appropriate different color with minimal visibility. Laces must be white or black only and tied at all times.

Boys Socks: White or black socks with minimal design that cover the ankle or crew socks that are visible above the shoe.

### **Hair**

Girls: Hair must be neat and clean and cut in an appropriate style. Hair may not interfere with vision by covering the eyes. **Tinted, highlighted, streaked, frosted, bleached or dyed hair is not allowed.**

Boys: Hair must be neat, clean and cut in an appropriate style that is above the ears and eyebrows and is above the collar. No "fad" hairstyles such as STEP, FOHAWK, SPIKED, or PONY TAIL styles are permitted. Naturals must be trimmed to a conservative length. **Tinted, highlighted, streaked, frosted, bleached or dyed hair is not allowed.** Boys must be clean shaven at all times.

### **Make-up/Nails**

**Make-up or its residue, false nails, or colored nail polish is not permitted.** Students may wear clear chapstick if needed, and clear nail polish may be worn by girls. No body art (tattoos) whether permanent or temporary is allowed.

### **Jewelry**

Girls: One small earring per ear is allowed. For safety reasons, no hoop/loop earrings may be worn. Religious bracelets and necklaces may be worn.

Boys: Earrings may not be worn to school. Religious bracelets and necklaces may be worn.

### **Accessories**

Hats or scarves are not allowed inside the classroom or church. Hoods are also to be removed when inside.

### **Outerwear**

Girls/Boys: School jackets or sweaters with logo can be worn by students in the classroom. Every item a student brings to school **should be labeled with permanent marker on the fabric of the item.** On very cold days, a white, grey, red or black turtleneck or long sleeve shirt may only be worn underneath the uniform blouse or shirt. It may not be worn alone. Students may wear a rain coat or bring an umbrella in rainy weather.

### **P.E. Attire**

The PE shorts or sweatpants may be worn to school on the day of P.E along with the PE T-Shirt or ICS polo. If it is a Mass day, grades 4-8 must wear their shorts/ties then change into their PE clothes.

### **Book Bags**

Over-sized bags are a hazard to free movement in the classrooms. Fire ordinances require that nothing be in the classroom aisles. Rolling bags are not allowed.

### **NON-UNIFORM DAYS:**

"Free Dress" does not exist at Immaculate Conception School. However, on specific days designated by the administration, students are allowed to wear clothing other than school uniforms. On these days the following guidelines must be followed:

- *Pants/Shorts*: Pants and shorts of any color may be worn. They must be clean and neat with no holes or ragged edges. They cannot be over-sized or revealing. **No short shorts.** Students may not wear flannel pajama bottoms.
- *Shirts*: No spaghetti straps, tank tops or mid-drifts are allowed. No shirts with inappropriate writing, pictures, insignias, etc. All shirts must be of an appropriate length so that when the students lift his/her arms over their head, no skin is revealed.
- *Dresses/Skirts*: Dresses and skirts must be modest and appropriate for a Catholic school. Length should be no more than 3" above the knee.
- *Sweaters/Sweatshirts*: Sweaters and sweatshirts of any color may be worn. They must be clean and neat with no inappropriate writing, pictures, insignias, etc.
- *Shoes*: Athletic type leather, suede or canvas shoe. **Sandals, crocs, platform soles, lighted soles, shoes with wheels, or backless mule style shoes are NOT permitted either.**

Any student who goes beyond the school's notion of appropriate dress will be barred from attending class until appropriate dress can be arranged.

*The Administration reserves the right to address dress code violations in any manner deemed appropriate, up to and including the parent coming to school with the appropriate article of attire or the student being sent home.*

### **HARASSMENT, BULLYING AND HAZING POLICY:**

Immaculate Conception School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment**: Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment**: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment**: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **STUDENT THREATS:**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

### **SCHOOL SEARCHES:**

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if a school official has a reasonable suspicion that a law or a school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

#### **SOURCES OF THE SCHOOL'S RULES AND REGULATIONS**

The development of school policy is derived from various sources. The State and the Department of Catholic Schools develop policies based on state and federal laws, and Catholic Church policies and procedures. Some policies, such as, the harassment policy are mandated by state law. Some derive from the Archdiocese of Los Angeles, either because of liability and insurance issues or because of religious concerns.

**ADMINISTRATIVE NOTE:  
OUR STUDENTS' INTERESTS ARE MOST IMPORTANT AND CANNOT  
BE SERVED IF PARENTS AND SCHOOL OFFICIALS CANNOT WORK  
TOGETHER.**

**THE ADMINISTRATION RESERVES THE RIGHT TO  
INTERPRET/AMEND THIS HANDBOOK AS NEEDED.**

**PARENTS WILL BE NOTIFIED OF SIGNIFICANT CHANGES THROUGH  
AN ADMINISTRATIVE MEMO, WEBSITE, CLASSDOJO OR THE  
FAMILY ENVELOPE.**