

Immaculate Conception School

Student-Parent Handbook

2022 - 2023



112 Ware Avenue, Towson, Maryland 21204

410-427-4801

Fax 410-427-4895

www.theimmaculate.org

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A Message to Parents/Guardians

Welcome to Immaculate Conception School, a co-ed elementary school for preschool through eighth grade. Immaculate Conception School reserves the right to amend the Parent/Student Handbook and parents(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Immaculate Conception School does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school, Immaculate Conception, is not required to adopt any rule, regulation, policy or personal accommodation that conflicts with the religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church.

By enrolling a child in a Catholic school, a parent/guardian agrees to the following important responsibilities:

- to be a partner with the school in the education of the child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and request clarification when necessary
- to know who the child's teachers are and observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person(s) most directly involved
- to be as actively involved as you can be in the life of the school and volunteer assistance when possible
- to promote the school and to speak well of it to others to include, but not limited to, social media platforms
- to meet your financial obligations in a timely manner and support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

Mission Statement

Immaculate Conception School's mission is to provide a diverse student body from preschool through 8th grade with an academically rigorous, technologically rich, globally aware, and doctrinally sound program of education where knowledge and faith are integrated to form a Catholic, student-centered learning environment.

Vision Statement

Immaculate Conception School strives to be an exemplary Catholic elementary and middle school, whose graduates understand the responsibility of becoming productive moral citizens and spiritually committed persons, and who are prepared academically to contribute and to compete in this 21st Century global and technological world.

STREAM Statement

The ICS STREAM curriculum serves to engage its students in science, technology, religion, engineering, the arts and mathematics, and provides them with the problem-solving skills they will use to remain immersed in all academic areas. This education will provide students with an appreciation for the world God has given them by helping them to achieve a successful balance between their faith in God and their sense of reason.

History of the School

Opened in 1887 with 15 students in a basement room under the direction of the School Sisters of Notre Dame, the milestones of ICS represent a history of growth and dedication to students and families. A tract on Ware Avenue with a gable-peaked house was purchased in 1921 and construction continued until 1922. The school was dedicated the following year by Archbishop Michael J. Curley. In 1926, the Sisters of Saint Francis took control of the school and in 1928 secured funding for a three-story building that today houses grades Pre-K to 5th. In 1940, the school purchased land for athletic fields; a library and additional classrooms followed in 1960.

In 1952, Towson Catholic High School was built adjacent to the elementary building. Those two wings were joined by an annex in 2002 to become a single school building. The addition included a large meeting room, kitchen, and office space. After the closure of Towson Catholic in 2009, Immaculate Conception began using the gymnasium, dining hall, auditorium and additional classrooms.

As the school celebrated its 125th anniversary in 2012-2013, the school expanded again to include the second and third floors of the former Towson Catholic. That wing of the building now houses the middle school. The STEM focus was also expanded in that year to include Religion and the Arts, making it STREAM.

In 2014, Immaculate Conception School was awarded a Blue Ribbon School designation, signifying that it ranks among the highest performing schools in both reading and mathematics as measured by state or

nationally-normed assessment in the United States. This designation affirms the commitment that ICS has made to contemporary, results-driven instruction.

After well over a century of educating the children of the Archdiocese of Baltimore, Immaculate Conception School continues its affiliation with the Sisters of Saint Francis and promotes their spirit of joy, peace, and serving the poor. The school's greatest strength is its dedication to continually improve the curriculum in accordance with student needs and the opportunities and challenges presented by technology and life in the 21st century.

Focusing our efforts is a core belief that, as Catholic educators, we strive to fulfill our parish mission in leading our students through the period of transition from childhood through adolescence. We offer strong academics, grounded in personal responsibility, within a faith-based environment, recognizing we are all children of God. This goal is supported by a philosophy that the primary purpose of ICS is to educate the whole child in the context of the Catholic faith. We lead children toward spiritual, emotional, moral, intellectual, physical, and social development.

Learning within the Archdiocese of Baltimore

Students

By insisting that students perform to their full potential, the Archdiocese affirms its belief in the dignity of the individual. The role of the student is an active one. Participation in the learning process enables each student to grow and acquire the skills necessary to identify immediate and long-range goals. It is the student's responsibility to take advantage of opportunities, academic, as well as co-curricular and extra-curricular activities. It is the student's obligation to meet the demands these activities require, keeping in mind that the task is to be the best student he or she can be.

Parents/Guardians

Parents/guardians are the primary educators who work in partnership with the school. Their involvement in their children's education is woven into the fabric of the education process. They support and assist teachers by placing academic and moral demands on students.

Parents/guardians of Catholic school students make a financial and philosophical commitment to their children's education. This creates a unique role which accents the parents' responsibility to oversee their children's academic development while at home by insisting that students perform to their potential.

Parents/guardians provide listening, direction, and support. Parents/guardians need to establish an environment for school work. It is the parent/guardian who must encourage the proper use of the student's time after school hours, as well as monitoring the students' online activity and use of all electronics. Furthermore, parents/guardians enhance the academic and co-curricular and extra-curricular activity of the students through their guidance with and/or presence at these functions.

The Classroom Teacher

Teachers within the Archdiocese endeavor “to teach as Jesus did.” The power of a teacher can never be underestimated; what is done in a classroom affects what is accomplished by the students. The classroom teacher, in the pursuit of excellence, is the facilitator for the learning process. A teacher plays a key role in the education of students by insisting that they perform to their full potential and by affirming their quest for growth, identity, self-worth, and knowledge.

It is the teacher’s responsibility to awaken intellectual curiosity, challenge the students to a deeper understanding of the subject, and encourage a genuine love for learning. The expertise of the classroom teacher lies in knowledge of the subject and care for the student. Classroom performance is enhanced by the interaction of the teacher and students at co-curricular and extra-curricular activities. Such a teacher encourages the student to develop abilities and to practice skills. The effect of a teacher is far-reaching; what is done in the classroom influences the student for a lifetime.

Principal

The principal is the master teacher who envisions the heights to which the teachers and students can climb. He/she has the responsibility for the spiritual development, the physical safety, and the academic growth of the faith community.

The principal strives to provide the means, both material and philosophical, to ensure that excellence is the hallmark of the school. It is his/her responsibility to make those decisions that will achieve this goal. Such decisions should be made collegially with those who share reflections, suggestions, and even disagreement. The principal is accountable to foster a climate in which curriculum growth, spiritual enrichment, and development can flourish. Curriculum development is nurtured by active involvement of faculty and positive support of families.

Department of Catholic Schools

The Department of Catholic Schools, through the Superintendent’s Administrative Team, has the responsibility to provide an environment in which the pursuit of excellence is ongoing and its achievement measurable. It is the Department’s duty to challenge, encourage, and affirm the school communities of the Archdiocese. The foundation for the pursuit of excellence rests firmly on the rock of accountability. The Superintendent’s Administrative Team is accountable to the entire faith community to assure that academic excellence, professional development, and the investigation of new methods and techniques in teaching are central factors in providing quality education.

The Department of Catholic Schools believes academic instruction is built on the premise that the lives of our students must be enriched and enhanced. All of this is accomplished and brought about with the knowledge that God is the source of all gifts.

Executive Organization of Immaculate Conception School

Pastor

The pastor is the director and the spiritual leader of the parish school. He is kept informed of school matters, including updates on the progress of the school, by the principal. In addition, the pastor discusses all serious school concerns with the principal.

Principal

The principal is the lead administrator of the parish school, and is responsible for its religious atmosphere, educational direction, and financial viability. He/She is appointed by and responsible to the pastor.

Assistant Principal

The assistant principal supports and assists the principal in the operation of the school. Areas of responsibilities may be mutually agreed upon between the principal and assistant principal.

Subject & Grade Level Coordinators

Subject/Grade level coordinators serve in an advisory role to the administration of Immaculate Conception School. Their role is to assist with the implementation of best practices related specifically to one content area or grade band.

Classroom Teachers

Teachers in a school serve as role models for the students they see every day. By demonstrating professionalism, enthusiasm, initiative, dedication, cooperation, and respectful, effective communication, teachers will contribute positively to the overall atmosphere of the school.

Instructional Assistants

Instructional assistants serve as support for teachers and as role models for the students. By demonstrating professionalism, enthusiasm, initiative, dedication, cooperation, and respectful, effective communication, assistants will contribute positively to the overall atmosphere of the school.

Accreditation

Immaculate Conception School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, ICS met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

Admissions and Enrollment

Registration

It is the policy of the Department of Catholic Schools that the Catholic schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in the administration of their educational policies or admissions policies, scholarships and loan programs, athletics and other school programs. Admissions criteria include readiness/competency testing beginning with applicants to kindergarten. Preschool children must be potty-trained in order to attend ICS.

Re-enrollment

The re-enrollment process begins with a tuition announcement letter sent from the School Board to the parent community late in the fall. This letter will include any planned changes to tuition or fee levels for the next school year, and will specify the range of dates within which re-enrollment must occur to guarantee placement for returning students. Re-enrollment is completed electronically through the SchoolAdmin portal and consists of three required steps. Parents must electronically sign a new enrollment contract, pay a **non-refundable and non-transferable** deposit of \$400 per child, and establish a new FACTS tuition management account for the next school year. The deposit of \$400 is credited against the tuition and fees balance for the year. Additional fees that will appear on the enrollment contract include registration, technology, consumables fees, and Home School Association (HSA) dues. All rising 6th graders and new students entering 7th or 8th grades are charged a 1:1 device fee and all rising 8th graders are charged a graduation fee. Re-enrollment is contingent upon the successful completion of the current year's work and the payment of all monies due to the school. If any balances are outstanding, the re-enrollment deposit will be applied first to those balances due. Per the Archdiocese of Baltimore, registering with FACTS tuition management system is required of each family in order for re-enrollment to be complete.

Students currently enrolled in the preschool do not need to submit an application for kindergarten, but will be required to take a readiness test. Acceptance into kindergarten is based on the results of this test and their teacher's recommendation. The school reserves the right to ask that a child be retained based on these indicators.

Probation

All students entering ICS for the first time are subject to one-year probation. If during that time the school is unable to meet the needs of the student or the student demonstrates an inability or unwillingness to comply with school policies, the parent(s)/guardian(s) will be asked by the principal to place the child(ren) in another school. Such recommendations would only occur after continued communication and a conference with the parent(s)/guardian(s) and school administration.

Tuition

Tuition and fees will be paid annually, semi-annually, or monthly through the FACTS tuition

management system. FACTS registration is required of all families regardless of their payment plan preference. There is a nominal processing fee associated with this service which varies depending upon the payment plan. For students to continue their studies at Immaculate Conception School and to receive progress reports or to have school records transferred to another school, all payments must be current. When accounts are in arrears for more than 30 days, the school reserves the right to require withdrawal unless satisfactory arrangements are made.

When an enrolled student is withdrawn, responsibility for tuition payments may remain to compensate the school for expenses already incurred related to that student as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal as specified below.

Date of Withdrawal	Tuition Obligation
Prior to May 1st	0% of annual tuition / fees
Prior to July 1st	25% of annual tuition / fees
Prior to the First Day of School	50% of annual tuition / fees
Prior to November 1st	75% of annual tuition / fees
November 1st or Later	100 % of annual tuition / fees

Please note that enrollment deposits made at the time of contract signing are non-refundable and non-transferable no matter the date of withdrawal.

Tuition Grant for Parishioners of Immaculate Conception Church

Parishioners are eligible for an annual tuition grant of \$1,000 per student if the following requirements are met:

- Families must complete and submit all required parish registration forms to the Parish Office.
- Families must demonstrate a commitment to the parish with regular and frequent attendance at Saturday/Sunday Mass at Immaculate Conception Church.
- Families must demonstrate consistent offertory contribution either via use of offertory envelopes or electronic funds transfer. Cash contributions cannot be considered.
- Families must be active and contributing parishioners for one year as of August 1st prior to the first day of school in order to be eligible for the tuition grant. Parishioner eligibility is reviewed annually and cannot be prorated.

For the purpose of school registration, ONLY families who are parishioners of ICC and fulfill the above-described standards will be granted the ICC Parishioner Grant. The school and/or parish reserves the right to audit and adjust any tuition selection status. Questions on parishioner status or about joining

Immaculate Conception Church should be directed to the Parish Office at **410-427-4704**.

Financial Aid

Financial aid applications may be submitted annually through the FACTS system. Submission dates are communicated to the school community in the ICS weekly email newsletter, *News from the Nest*. Parents are solely responsible for investigating application requirements and observing application deadlines and for applying for independent scholarships if desired.

Financial aid awards are made by a school committee based on demonstrated need and funds available from both the Archdiocese of Baltimore and from Immaculate Conception Church. The money awarded by the Archdiocese will be distributed under the following priorities: first to current recipients of financial aid, and secondly based upon the financial need level of an applicant family. Parishioners are given first priority for parish-based financial assistance based upon financial need. Financial aid and grant awards are communicated via a FACTS notification in late April or early May.

Attendance Policies

The doors to the school open at 7:30 a.m.. Elementary school students gather in the elementary building and are supervised by staff and teachers. Middle school students gather in the courtyard or in the dining hall, under the supervision of faculty and staff. Students may enter their classrooms at 7:45 a.m. and the school day begins promptly at 8:00 a.m. **Students who are not in their homerooms by 8:00 a.m. are marked late. After 8:00 a.m., parents are required to walk their children into school and sign them in at the elementary school office.**

On a regular school day (8:00-3:00), children who arrive after 10:00 a.m. or leave before 1:00 p.m. will be marked absent for half a day. Children leaving after 1:00 p.m. will be recorded as “leaving early.” The school discourages late arrivals and early departures and requests families to arrange medical and dental appointments, etc., either after school hours, on early dismissal days, or during vacation periods. If a student must be dismissed early, the student must submit a note to the teacher, signed by the parent(s)/guardian(s), that day. The teacher creates a pass for the student’s early dismissal. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out in the office. The student is counted absent from classes missed and must make up the work at the discretion of the teacher.

The school day ends at 3:00 pm. If there is an early dismissal the day will end at 12:00 p.m. or as noted on the calendar and on the website. Regular school attendance is mandatory for scholastic achievement. Excessive absences or lateness may affect eligibility for academic awards.

The school calendar provides 178 instructional days which includes 3 days for inclement weather. If inclement weather days are not used, they are NOT taken away from the calendar.

Attendance

Regular attendance is considered essential for learning at Immaculate Conception School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must email the homeroom teacher by 8:15 a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum and/or to discuss alternative arrangements such as home and hospital services through the local public school district. Per Student Policy 1.0, more than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.

Truancy

Truancy is defined as a student being absent from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

Lateness/Assignments

Students may enter their homerooms at 7:45 a.m. The school day begins at 8:00 a.m. Any student arriving after 8:00 a.m. and not seated in the homeroom prepared to begin the day is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

Arrival and Dismissal Procedures

Arrival for Grades K-5

Adults who bring children to school by car are asked to enter the campus via Ware Avenue and drop the children off along the sidewalk on the church-side of the elementary building approaching the school's main entrance between 7:30-8:00 a.m. Children may be released anywhere along the areas where a sidewalk is present. We ask that you pull up as far as possible in order to keep the traffic flowing. School personnel will help with the process. Please follow their directions. Students arriving between 7:30-7:45 a.m. will line up by grade level in the gym when they arrive. At 7:45 a.m. students will go to their classrooms. Children must be in the classroom by 8:00 a.m. to be on time. If you arrive late or the "8" is displayed on the parish hall door, please park your car beyond the dumpster, come into the building, and sign your child(ren) at the elementary school office.

Dismissal for Grades K-5

Students begin exiting the building at 3:00 p.m. Parents who have children in grades K-5 without any older siblings in the middle school should pick up their children using the blue/yellow dismissal lines that begin lining up in front of the church. The Blue Line (along the guardrail) is for families with last names beginning with A-L. Families with last names beginning with M-Z are to line up next to the church, in the Yellow Line. The children will be walked by teachers from the school to the front of the church and then released to their parents for pickup. A teacher on duty will hold traffic until all children are safely in their vehicles, and then will begin dismissing cars off the lot one row at a time.

If you are the parent of a child in grades K-5 who has an older sibling in middle school, that child may be dismissed to the middle school line which takes elementary students to the middle school parking lot to meet their ride. **NO STUDENTS IN GRADES K-5 SHOULD BE PICKED UP FROM THE MIDDLE SCHOOL LOT UNLESS THEY HAVE A SIBLING IN THE MIDDLE SCHOOL OR ARE PARTICIPATING IN A CARPOOL THAT INCLUDES AT LEAST ONE MIDDLE SCHOOL STUDENT.**

Arrival for Grades 6-8

Students in Immaculate Conception Middle School and their siblings should be dropped off at the Ware Avenue lot at the supervised crosswalk beginning at 7:30 a.m. As cars enter the lot, they form a type of semi-circle, dropping the children along the sidewalk near the crosswalk, where a teacher serving as crossing guard is on duty. Students will walk across Ware Avenue and enter through the middle school entrance. A teacher will be assigned the responsibility of monitoring the courtyard until 7:45 a.m. In the case of inclement or cold weather, students will wait in the dining hall. At 7:45 a.m. the students will go upstairs to their homeroom, and any students who arrive after 7:45 a.m. will enter the building and go straight to their homeroom. Once the teacher serving as crossing guard leaves the crosswalk at 7:55 a.m., parents should bring students to the elementary school (parish hall) entrance to be dropped off. Students

may not cross Ware Ave. unattended. If you arrive late, or if the middle school entrance door is closed, please drive around campus to the elementary school entrance, park your car behind the dumpster, come into the building, and sign your child(ren) in at the office.

Dismissal for Grades 6-8

Middle school students exit the school in the middle school (formerly Brown House) dismissal line. This dismissal line exits the middle school through the doors facing Ware Avenue. A teacher will be on duty to serve as a crossing guard on Ware Avenue. Parents will all enter the lot on Ware Avenue, and exit the lot onto Joppa Road. They will form lines from right to left to wait for children to arrive. A teacher at the front of the lot will hold traffic until all children are in their vehicles, and then dismiss the lines from right to left to Joppa Road. Overflow traffic can park in the gravel lot. Ware Avenue is west bound only during dismissal. For the safety of the students, parents are discouraged from parking along the street or in the Parish Offices lot during dismissal. **NO STUDENTS IN GRADES K-5 SHOULD BE PICKED UP FROM THE MIDDLE SCHOOL LOT UNLESS THEY HAVE A SIBLING IN THE MIDDLE SCHOOL OR ARE PARTICIPATING IN A CARPOOL THAT INCLUDES AT LEAST ONE MIDDLE SCHOOL STUDENT.**

Walkers

Students in grades K-8 who live close to Immaculate Conception School may walk to or from our campus. A parent/guardian must electronically submit a permission slip allowing students to walk before permission will be granted. A signed walker form is required for regardless of the frequency with which the student walks to or from campus. This includes traveling with a friend for the day. Forms are available online in SchoolAdmin.

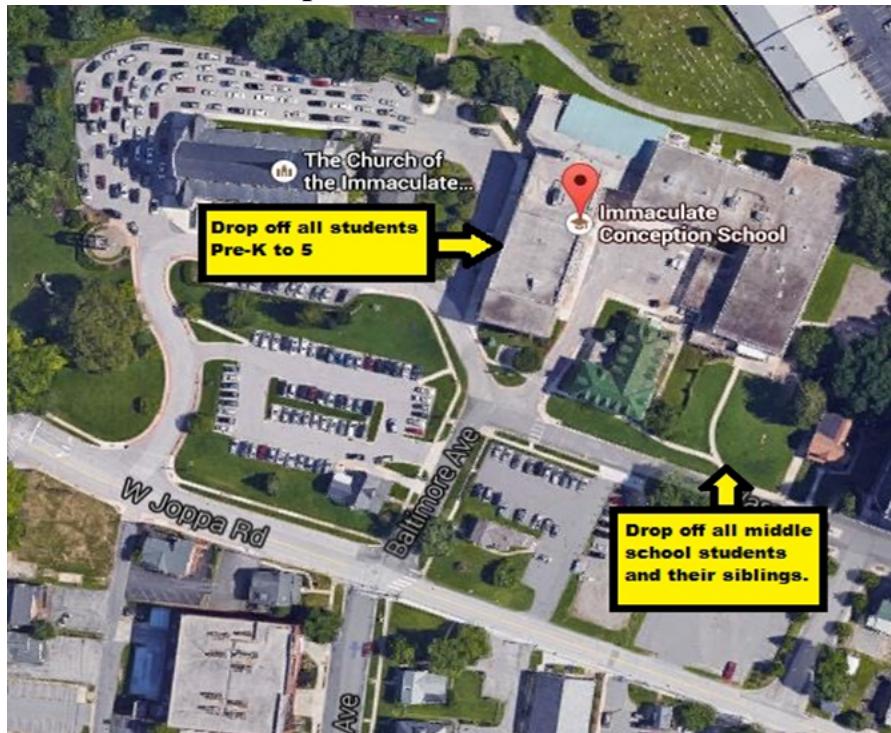
Students in grades K-5 who walk to school should walk to the elementary school entrance. Students in grades 6-8 who walk to school should walk to the middle school entrance. Doors will open for students at both entrances at 7:30 a.m.

Students who walk home will be dismissed via a “Walker Line” to the breezeway doors. There, they will meet teachers who will escort lines of registered students through the school breezeway door, past the front of the Adoration Chapel, and down to Joppa Road. The teachers will then transfer the students to the Baltimore County crossing guard who will assist them in crossing Joppa Rd. and Bosley Rd. Parents/guardians of registered walkers should instruct their children on the safest route to and from school. Only students who have completed the walker permission form will be dismissed via the walker line.

Additional Transportation Procedures

Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lyft, or any private transportation company.

Map of Arrival Locations



Map of Dismissal Locations



Diagram of Elementary School Pickup (Blue/Yellow Lines)

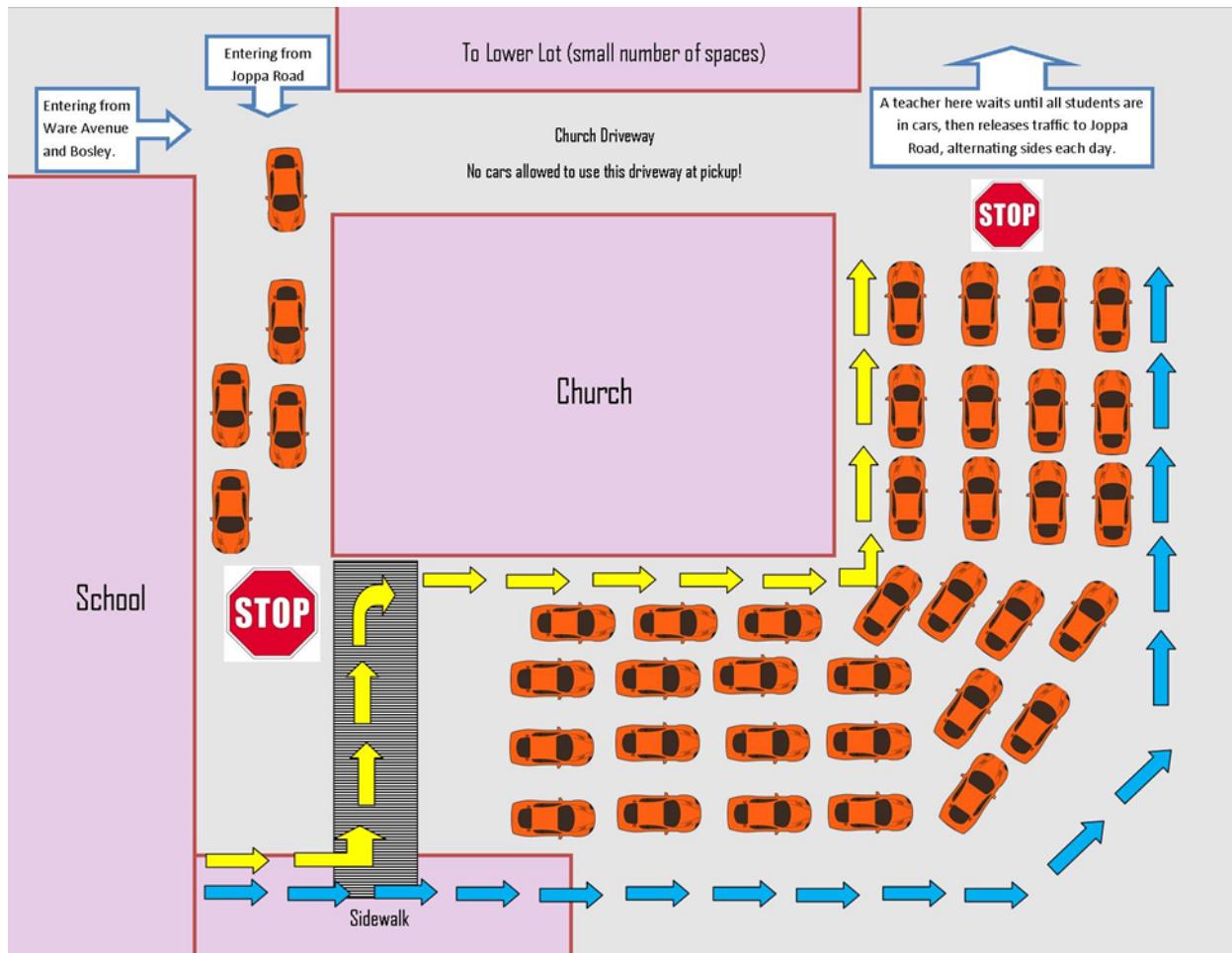
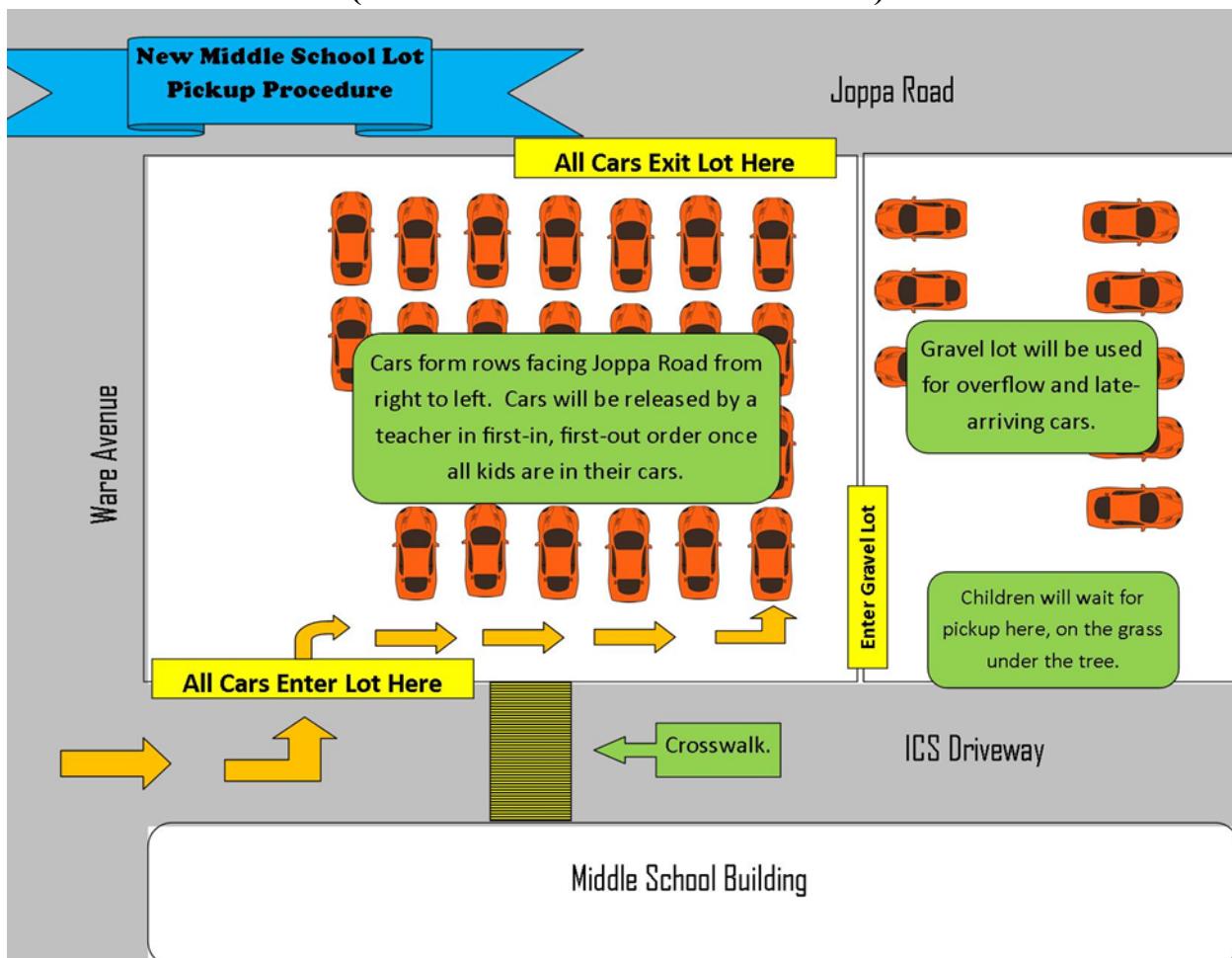


Diagram of Middle School Pickup Procedure (Ware Avenue/Brown House Line)



Supervisory Responsibilities Before and After the Official School Day

Parents are required to follow the outlined times for dropping off and picking up students. The school is not responsible for supervision of students before 7:30 a.m. or after dismissal ends at 3:00 p.m. The school is not liable for any injuries or accidents which may occur before or after the times stated above. Failure to pick up your child within 15 minutes of the end of the school day will result in a \$25 late pick up fee billed through the Extended Day Program. Students will wait in the Elementary School or Middle School Office. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and pickup at the designated times. If children are participating in after school care, parents/guardians must comply with the rules established by the program for drop-off and pickup. Once children are picked up, they may not re-enter the building to get materials they left behind or to deliver work to teachers after school.

Extended Day Program

Students registered in the Extended Day Program are cared for from 3:00 p.m. - 6:00 p.m. The Extended Day Program operates every full school day unless otherwise stated (see calendar on school website). The program is not open on early dismissal days, holidays or days when there is no school because of inclement weather. If Baltimore County Schools dismiss early due to inclement weather, and afterschool activities and/or evening are canceled, there will be no Extended Day. For fees and other information, refer to the school website or call the Extended Day office at 410-427-4915.

Extended Day staff has the authority to enforce all school rules using the disciplinary protocols utilized during the school day. If a child's behavior interferes with the safety and well-being of other children in the program, a parent will be notified and the child will be issued a warning. If consistent disruptive behavior exists, it may be necessary to remove the child from the program.

Dress Code & Uniform Policy

The purpose of the uniform policy is to ensure a consistent appearance throughout our school community. All clothing must be worn in the appropriate manner in which it was intended. Shorts and skirts may not be rolled or folded. The uniform policy as described below accounts for general neatness of appearance. Students must keep shirts tucked in, hair groomed and styled, and clothes free of dirt, stains, and holes. The complete uniform is to be worn to and from school. Students who are in the Scout program may wear their Scout uniform on a day they have a meeting after school. Violations of dress code policy will result in a uniform infraction notice in grades K-8. Three (3) uniform infraction notices will result in a demerit being issued in grades 4-8. Administration reserves the right to amend these policies as needed.

Uniforms may be purchased from Flynn O'Hara Uniforms, 8868 Waltham Woods Rd. Parkville, MD 21243 (North Plaza Shopping Center) 410-828-4709 or online at www.flynnohara.com.

Hair Styles

Hair for boys and girls must remain the student's natural hair color and be neatly groomed. This means that hair may not be dyed or have the color altered in any way including highlights. Boys' hair may not naturally cover the top of collars, ears, or eyebrows. Boys must be clean-shaven at all times.

ICS recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the school to permit individual families to decide the appropriate cared-for hairstyle for their children.

Accessories and Jewelry

Students are not permitted to wear nail polish, fake nails, make-up, or use tanning products. Students wearing nail polish or make up will be sent to the nurse to have it removed. Students are allowed to wear a small religious medal or cross. Bracelets, rings, and SMART watches are not permitted. One small stud

earring in each ear lobe is permitted for girls. Boys are not permitted to wear earrings. Girls are allowed to wear simple hair accessories in the ICS school colors.

Uniform for Physical Education (PE)

On a day when a student is scheduled to have physical education class, they are to wear their required physical education uniform to school instead of their normal school uniform. **All PE uniforms and sweats for K-8 are purchased through Flynn O'Hara.**

The PE uniform for all grade levels consists of ICS blue mesh shorts, an ICS navy blue PE t-shirt, ICS sweatpants, ICS sweatshirt (crewneck, hooded, or ¼ zip pullover), athletic shoes, and plain white crew socks (**no logos**) that adequately cover the ankles. Students are encouraged to wear their ICS PE sweatpants and ICS PE sweatshirts over their PE uniform shorts and t-shirts on cold days. Students should not wear ICS apparel that is not part of this uniform, such as basketball or soccer uniform shorts or shirts, or any spirit wear. Shorts should be modest in length, no shorter than finger-tip length when standing.

Uniform for Girls

Kindergarten through 5th Grade Girls

The **regular uniform can be worn year-round**, but must be worn from November 1st until March 31st, and includes the following:

- Plaid tunic that is no shorter than two inches above the knee front and back. (Note: Flynn O'Hara offers extra-long options for taller students to help them meet this length requirement.)
- White blouse with peter-pan collar, short or long sleeves, or white turtleneck.
- Navy round neck cardigan sweater with ICS logo or ICS PE sweatshirt as required by weather.
- Navy knee socks or navy tights. Students may also wear thicker navy or black leggings or compression running leggings under their skirts in the cold winter months. They must be solid with **no visible logos** and should be tight-fitting like tights, and not loose-fitting like sweatpants.
- Black and white saddle shoes or tan suede bucks with appropriate colored shoelaces. Shoes must be tied.
- **Kindergarteners must wear solid-colored athletic shoes that are Velcro/no-tie instead of dress shoes with their uniform. Shoes may not light up or make noise.**
- Girls are encouraged to wear black or navy blue cotton, Lycra, or spandex shorts under their skirts. Shorts may not be visible below the skirt.

Girls in grades K-5 may wear the **summer uniform** from the start of the school year until October 31st and from April 1st until the last day of school. For the summer uniform, girls may make the following substitutions:

- Navy blue skort that is no shorter than two inches above the knee front and back. (Note: Flynn O'Hara offers extra-long options for taller students to help them meet this length requirement.)
- White polo with ICS logo.

- White or navy-blue socks that cover the ankle or knee socks with **no logos**.
- Girls may also choose to wear the full winter uniform during this time with white or blue socks that cover the ankles instead of knee socks or tights.

6th through 8th Grade Girls

The **regular uniform may be worn year round**, but must be worn from November 1st until March 31st and includes the following:

- Navy plaid kilt wrap-around no shorter than two inches above the knee front and back or khaki plain-front girls' pants purchased through Flynn O'Hara. (Note: Flynn O'Hara offers extra-long options for taller students to help them meet this length requirement.)
- White oxford blouse with button collar, short or long sleeves. Girls may wear a white turtleneck beneath their ICS PE sweatshirt or ICS sweater in cold weather only. Only white or flesh colored items are permitted to be worn under the uniform blouse.
- Navy V-neck cardigan or navy V-neck pull-over uniform sweater with ICS logo worn for church services and assemblies and is optional during the school day if required by weather.
- During cold weather months, students may only wear the ICS sweaters or ICS PE sweatshirts over their uniform.
- White or navy knee socks or navy opaque tights. Students may also wear thicker navy or black leggings or compression running leggings under their skirts in the cold winter months along with white or navy knee socks. The leggings must be solid with no visible logos and should be tight-fitting like tights, not loose-fitting like sweatpants.
- White and black saddle shoes, tan suede bucks, Sperry Bluefish, Sperry Koifish or Sperry Billfish shoes with appropriate colored shoelaces. Shoes must be tied at all times.
- Girls are encouraged to wear black or navy blue cotton, Lycra, or spandex shorts under their skirts. Shorts may not be visible below the skirt.

Girls may wear the optional **summer uniform** from the start of the school year until October 31st, and from April 1st until the last day of school. For the summer uniform, girls may make the following substitutions:

- Khaki skort **no shorter than two inches above the knee front and back**. (Note: Flynn O'Hara offers extra-long options for taller students to help them meet this length requirement.)
- White polo with ICS logo.
- White knee socks or white socks that cover the ankle with **no logos**.
- Girls may also choose to wear the full winter uniform during this time with white socks that cover the ankles instead of knee socks or tights.

Uniform for Boys

Kindergarten through 3rd grade Boys

The **regular uniform** may be worn year-round, but must be worn from November 1st until March 31st

and includes the following:

- Navy trousers purchased through Flynn O'Hara or in similar style.
- White knit polo shirt with ICS logo.
- Navy V-neck cardigan sweater with ICS logo or ICS PE sweatshirt as required by weather.
- Black or brown belt **without ornamentation** (optional).
- White or blue crew socks only with **no logos** and must extend above the ankle.
- Tan suede bucks with appropriate colored shoelaces. Shoes must be tied at all times.
- **Kindergarteners must wear solid colored Velcro/no-tie athletic shoes with their uniform.**
Shoes may not light up or make noise.

Boys may wear the optional **summer uniform** from the start of the school year until October 31st, and from April 1st until the last day of school. For the summer uniform, boys may make the following substitutions

- Solid navy-blue walking shorts purchased through Flynn O'Hara or in similar style.
- White knit polo shirt with ICS logo.
- Navy or white socks (plain - no logos) above the ankle.

4th & 5th Grade Boys

The **regular uniform** is worn from November 1st until March 31st and includes the following:

- Navy trousers purchased through Flynn O'Hara or in similar style.
- White oxford button collar dress shirt, short/long sleeves with **no logos** on the shirt. Top button is to be fastened.
- Plain white tee shirt under dress shirt.
- Navy tie (solid).
- Navy V-neck cardigan uniform sweater with ICS logo or ICS PE sweatshirt as required by weather.
- Black or brown belt **without ornamentation**.
- White or blue socks (plain - no logos) above the ankle.
- Tan suede bucks with appropriate colored shoelaces.

Boys may wear the optional **summer uniform** from the start of the school year until October 31st, and from April 1st until the last day of school. For the summer uniform, boys may make the following substitutions:

- Solid navy-blue walking shorts purchased through Flynn O'Hara or in similar style.
- White knit polo with ICS logo.
- Navy or white socks (plain - no logos) above the ankles.

6ththrough 8th Grade Boys

The **regular uniform** is worn from November 1st until March 31st and includes the following:

- Khaki trousers purchased through Flynn O’Hara or in similar style.
- White oxford button collar dress shirt, short/long sleeves with no logos. Top button is to be fastened. Only plain white undershirts should be worn underneath.
- White, navy, or tan socks above the ankles with **no logos**.
- Uniform tie purchased through Flynn O’Hara.
- Navy blazer, worn for church services and assemblies from November 1 until March 31st.
- During cold weather months, students may only wear the ICS sweater, ICS PE sweatshirt or the navy blazer.
- Black, brown, or navy belt without ornamentation.
- Tan suede bucks, Sperry Bluefish, Sperry Koifish or Sperry Billfish with appropriate colored shoelaces and tied at all times.

Boys may wear the optional **summer uniform** from the start of the school year until October 31st, and from April 1st until the last day of school; boys may make the following substitutions:

- Flynn O’Hara khaki walking shorts or shorts of a similar style.
- White knit polo with ICS logo.
- White socks (plain - no logos) above the ankle.

Backpacks

Children should carry backpacks to school everyday grades K - 8. They may not be rolling backpacks without a note from a doctor specifying the medical need. Backpacks should be school appropriate and limit keychains or attachments.

Spirit Dress Days

The first Friday of each month will be a designated Spirit Wear Day. Students may wear PE uniforms, ICS class-colored shirts, ICS athletic jerseys/shirts with ICS PE shorts or sweatpants. All students should wear gym shoes. These relaxed school spirit days are recognized as celebration days during which the students may wear spirited dress.

Attire for 8th Grade Graduation

Girls should wear a dress, no shorter than two inches above the knee. The dress must have shoulder straps of at least **two (2) inches** in width. Shoes can be flats, pumps, or sling backs. Boys must wear a dress shirt and tie, dress pants, and dress or school shoes. Hair should be neatly groomed.

Middle School Open Gym Nights Dress Code

While Middle School Open Gym Nights are hosted by volunteer HSA members, a member of the faculty or administration of Immaculate Conception School will be present to supervise the event and hold students accountable for their behavior in the same way that they do during a school day. Cellular phones are checked in with the event organizers upon arrival. If a student wishes to use their phone, he or she must ask for the permission of one of the event chaperones. All cell phones are returned to students when they depart.

The adult driving the student/students to the dance needs to enter the parish hall and sign them in. Inappropriately dressed students will not be allowed to enter. The accepted dress standards for these HSA-sponsored social events are as follows:

- All clothing should be clean, properly fitting, and free of holes or tears.
- Shorts, skirts, and dresses must be fingertip length or longer.
- T-shirts must have school-appropriate language and/or pictures.
- Sleeveless shirts, tank tops and hats are not allowed.
- Midriffs and shoulders must be covered.
- Clothing should not be sheer or see-through.
- Closed-toe shoes are required for student safety.

Attire for The Candy Cane Social (Grades 6-8)

Boys must wear a collared shirt and dress pants. No jeans or shorts. Ties and sport coats are optional, but encouraged.

Girls should wear dresses or dress pants and tops that have shoulder straps of at least two (2) inches in width. If they are narrower than 2 inches or have an open back, a shrug or sweater must be worn the duration of the event without exception. No strapless, low cut, backless, or excessively tight-fitting dresses or tops are permitted. Skirts or dresses must be no shorter than 2 inches above the knees. Leggings can only be worn if under a skirt or dress. No jeans or shorts.

Closed-toe shoes are encouraged to prioritize comfort and safety.

Attire for Picture Days

On picture days, students are permitted to be out of uniform. ICS requires that students be photographed wearing modest attire appropriate for school. Jeans free of holes or tears are permitted. Sweatpants and leggings are NOT allowed. Students may always choose to wear their school uniform on picture days as well.

Lost and Found

In an effort to minimize the volume in Lost and Found, please label EVERYTHING your student owns and brings to school. Clothing and large items that have been found will be placed on bookshelves in the dining hall. Every effort will be made to return labeled items to the owners. Unclaimed items will be donated to charity at the end of each trimester or returned to the Uniform Exchange.

Student Behavior Expectations and Code of Conduct

ICS is a Positive Behavior Interventions and Supports (PBIS) School

The Archdiocese of Baltimore has implemented an evidence and research-based anti-bullying program, Positive Behavior Interventions and Supports (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and

supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

ICS has adopted PBIS-supported matrixes of behavior in various areas of the school, including the dining hall, hallways, stairwells, bathrooms, classrooms, and church, which identify desired student behavior outcomes. Teachers use reward systems both within their classrooms and school-wide, such as the Eagle Bucks, to encourage positive behavior. The faculty and staff communicate areas where students struggle to maintain positive behaviors so that the community can collaborate to encourage better behavior in a proactive instead of reactive manner. The ICS community has adopted the motto, "Be Respectful, Be Responsible, and Be Kind, Because Christ Matters!" as a community-wide descriptor of our behavior expectations.

Additionally, in Catholic education, the student is ready to take his or her place in society in view of the gospel message of Jesus Christ. Each child is an integral part of the school community that fosters the growth of Christian character. Discipline is administered in a manner consistent with Christian principles, and students are encouraged to adopt a Christ-centered approach to decision-making.

PBIS Behavior Matrix

	Be Respectful	Be Responsible	Be Kind
Dining Hall	<ul style="list-style-type: none"> ● Voice Level: 2 ● Listen to the teachers on duty ● Be silent when someone is on the microphone ● Keep hands, feet, and belongings to yourself 	<ul style="list-style-type: none"> ● Throw trash and recyclables in the appropriate bins ● Keep your area clean 	<ul style="list-style-type: none"> ● Use table manners ● Be welcoming. Allow new people to sit at your table ● Use positive words and tone
Playground	<ul style="list-style-type: none"> ● Voice Level: 4 ● Be a good sport ● Encourage others to do their best ● Take proper care of recess equipment 	<ul style="list-style-type: none"> ● Stop when the whistle blows ● Walk quietly to your line 	<ul style="list-style-type: none"> ● Share equipment ● Play in a safe manner ● Allow others to participate ● Take turns ● Resolve conflicts peacefully
Bathroom	<ul style="list-style-type: none"> ● Voice Level: 1 ● Give privacy to others and maintain your own ● Keep bathroom clean ● Make good choices ● Wait your turn ● One person to one stall ● Respect school property 	<ul style="list-style-type: none"> ● Flush the toilet ● Wash your hands ● Stick with the task at hand - using the bathroom ● Throw trash in the trash can ● Turn off water when finished ● Report problems to a teacher 	<ul style="list-style-type: none"> ● Use positive words and tone
Church	<ul style="list-style-type: none"> ● Voice Level: 0 ● Genuflect ● Kneel and pray before Mass begins ● Use a comfortable, but attentive posture 	<ul style="list-style-type: none"> ● Participate joyfully in Mass ● Sign loud and clear for all to hear 	<ul style="list-style-type: none"> ● Extend a polite Sign of Peace to those around you ● Demonstrate Catholic values in your interactions outside the Church
Hallway	<ul style="list-style-type: none"> ● Use Voice Level 0 in the stairwell of the Elementary School and in the halls so others can continue learning ● Follow teacher directions ● Finish conversations before entering the building 	<ul style="list-style-type: none"> ● Walk safely down the hallway ● Return to class promptly ● Keep the hallways clean 	<ul style="list-style-type: none"> ● Enter and exit the auditorium quietly (Level 1) ● Raise your hand to participate ● Listen to directions
Auditorium	<ul style="list-style-type: none"> ● Stay seated ● Listen to the presenter 	<ul style="list-style-type: none"> ● Enter and exit the auditorium quietly (Level 1) ● Raise your hand to participate ● Listen to directions 	<ul style="list-style-type: none"> ● Thank the presenter ● Clap appropriately

Philosophy of Discipline

Immaculate Conception School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students will be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive behavior
- Failure to have necessary supplies for class work
- Dangerous play
- Rudeness
- Vulgarity
- Dress code violations
- Gum chewing
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion

- Fighting or threats of violence
- Harassment

After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the administration will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure, to be used in cases of possible suspension or expulsion, can be referenced in the Archdiocesan policy policy manual 2.1 and 3.0.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. The administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the Immaculate Conception School student. The administrator reserves the right to not re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Search and Seizure

Immaculate Conception School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The administration will implement acceptable conflict resolution techniques to work towards a solution.

Grades K-3 Discipline Policy

In the earliest years at Immaculate Conception School, students are learning the importance of making good choices, and how making poor choices can have consequences for those around them.

Students in grades K-3 need positive reinforcement to learn appropriate behavior. Teachers are asked to give a 5 to 1 ratio of praise to behavior correction when interacting with students. All teachers are asked to develop a system in their classrooms for affirming and rewarding positive behavior choices. When a student in grades K-3 acts in a way that is not in accordance with acceptable standards for behavior at ICS, their teacher will utilize a behavioral intervention to correct the student.

Should a negative behavior incident occur after warnings, the teacher may issue a Behavior Incident Form to the student, which would be filled out by the teacher and student collaboratively, signed by the parent, and then submitted to the office of the assistant principal. In this way, students who need additional behavior interventions can be identified, and areas of frequent negative behaviors at ICS can be targeted for increased teacher reinforcement of positive behavior outcomes.

Grades 4-8 Disciplinary Policies

In the intermediate and middle school grades of ICS, teachers are still expected to utilize positive reinforcement to encourage desired behavior outcomes in their classrooms, including incentive-based rewards systems, a 5-to-1 praise to correction ratio, and positive language to enforce the PBIS behavior matrix expectations. However, students in grades 4-8 are also held to a higher standard of personal accountability and the disciplinary responses to negative behavior choices reflect this standard.

Demerits are intended as a communication between the teacher and parents that a student is not demonstrating the quality of behavior expected of an Immaculate Conception student. It has no consequences beyond serving as a record of communication between the school and family regarding inappropriate behavior and as a warning that repeated infractions will result in a detention. Demerits are cumulative over the trimester and are expunged annually. Demerits are not included in the student's permanent record and are not sent to schools following departure from ICS.

A detention is the consequence of repeated inappropriate behavior and is intended as a behavioral intervention to prevent future disciplinary infractions. Detentions are served after school on Tuesday from 3:00-4:00 p.m. as needed and may involve sitting quietly, writing a reflective essay, or performing an act of service to the Immaculate Conception community. Detentions are cumulative over the year and are expunged annually. Detentions are not included in the student's permanent record, and notice of them is not sent to schools following departure from ICS.

A disciplinary contract is the consequence of repeated disciplinary infractions resulting in detentions. The contract is drafted during a meeting between the assistant principal, the student, and the parents of the student, and may also include teachers, guidance counselors, or the principal. A disciplinary contract establishes an agreement between the student and the school for ways in which the student agrees to

improve his or her behavior, and ways in which the school will assist in the student's behavior improvement objectives. Failure to meet the expectations of the disciplinary contract may result in suspension, Saturday detention, or expulsion.

Suspension at ICS means that a child will not be able to attend classes for a period of one to three days. Suspensions will be noted on a student's attendance record in his/her permanent file. At the discretion of the administration, suspensions will be served either in school or out of school. While on suspension, the student is responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement. During a suspension, he/she will forfeit the right to go on field trips with the class. Multiple suspensions may result in disallowing reregistration for the following year or expulsion. Suspensions are included in the student's permanent record, and notice of them is sent to schools following matriculation from ICS.

Expulsion is the consequence of illegal, dangerous, or excessively inappropriate, disruptive, or destructive behavior. Any expelled student forfeits all privileges of the Immaculate Conception School student. The expulsion will be noted in the permanent records retained at ICS. The principal will make any decisions regarding suspension or expulsion. The decision to expel or suspend will be communicated to the parent/guardian of the student immediately. If a parent/guardian chooses to appeal a decision to expel, he/she must contact the appropriate Associate Superintendent and submit all relevant written documentation.

Discipline Protocol and Description of Infractions

When a disciplinary infraction occurs, teachers use the following procedure:

1. Teacher completes and gives the student the written demerit/detention form.
2. Student has demerit/detention form signed by a parent.
3. Student has two school days to return signed demerit/detention form to the teacher.
4. Teacher submits form to the assistant principal, who logs the disciplinary infraction in PowerSchool.

The following system generally describes the escalation of disciplinary consequences for behavior infractions:

- 3 Demerits = Detention
- 3 Detentions = Implementation of a Disciplinary Contract
- Violation of Disciplinary Contract = Probable Suspension
- 3 Suspensions in a School Year = Grounds for expulsion

Infractions resulting in demerits include, but are not limited to, the following:

- Tardiness to class without a teacher note
- Lack of preparedness after prior warning
- Talking at inappropriate times during class after prior warning
- Failure to follow stated instructions after prior warning
- Dress code violations

- Chewing gum or eating other food anywhere except dining hall
- Isolated incidents of disrespect in manner or language to classmates or teachers
- Vulgar or inappropriate language
- Dishonesty
- Cell phones ringing or vibrating in a locker
- Taking or using another's possessions without permission
- Failure to return a signed demerit within two school days
- Doing schoolwork for other classes while in class
- Failure to clean an excessively dirty desk or eating area after prior warning
- Inappropriate use of iPads/Chromebooks

Some offenses are severe enough to merit superseding the traditional demerit and resulting in immediate detentions and/or implementation of disciplinary contracts.

Infractions resulting in immediate detentions include, but are not limited to, the following:

- Inappropriate physical contact with classmates or fighting
- Harassment or bullying, including cyberbullying
- Blatant and offensive disrespect to a teacher or administrator
- Damage or destruction of school property
- Forging a signature on a demerit or detention form
- Theft, damage, or unauthorized use of another student's electronic device
- Using a cell phone anywhere inside or outside the building after entering and before leaving
- Inappropriate communication about classmates or teachers outside of school
- Violation of Academic Integrity Policy (as described in this handbook)
- Inappropriate use of ICS technology
- Entering a restricted area of the ICS campus, including all vacant classrooms and hallways

Some infractions are severe enough to merit immediate suspension or expulsion or to result in a student's inability to return to ICS the following year. Infractions that may result in immediate suspension or expulsion include, but are not limited to, the following:

- Possession or use of drugs, alcohol, tobacco, or e-cigarettes anywhere on campus
- Possession of pornography, including viewing it on an iPad or Chromebook at school
- Excessively violent fighting or inappropriate physical contact with a classmate
- Violation of a public law either inside or outside of school
- Public defamation of ICS students or ICS staff, teachers, and administrators
- Theft, damage, destruction, or compromise of another student's electronic device, which would include taking personal information off of another student's device without their permission.
- Hacking or otherwise compromising the privacy or security of the network, email, or other electronic communication of ICS.

Academic Integrity Policy and Plagiarism

ICS students are to foster and maintain honesty, trust, responsibility, and academic excellence. All

members of the school community, including students, parents, and faculty, must be dedicated to this vision. This policy is established to create a positive learning environment and help build students' moral character. The community of Immaculate Conception School expects a commitment of academic integrity from all students. Students should produce and submit their own work and refuse to ignore it when they are aware that others do not produce and submit their own work. If a student believes an act of cheating or plagiarism has occurred, the student is encouraged to talk to the teacher directly and promptly.

The following actions are considered examples of academic dishonesty:

- Discussing test questions or answers with someone who has yet to take the test
- Using unauthorized aides such as notes or a "cheat sheet" on a test or quiz
- Giving assistance to another student during a test or quiz
- Copying another student's work or allowing another student to copy your work
- "Recycling" work from another course
- Copying information from a source without giving proper citation
- Paraphrasing information from a source without giving proper citation

If a Middle School student is believed to have cheated or plagiarized, the student will be asked about the assignment in question. If a teacher is dissatisfied with the response the matter should be referred to the assistant principal. If academic dishonesty is determined, a zero will be given on the assignment and the student will receive detention.

Outside of Regular School Hours Policy

Immaculate Conception School reserves the right to use its system of disciplinary consequences as a response to behavior that occurs outside of school which still violates stated rules for appropriate conduct at ICS, including online. It is expected that ICS students act in a way that proudly represents the Catholic values of respectfulness, responsibility, and kindness that are inherent to our school culture even when they are in public or at other non-school events.

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in Immaculate Conception School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment
- Has the purpose or effect of unreasonably interfering with an individual's academic performance
- Otherwise adversely affects an individual's educational opportunities

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Procedure

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.

Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this policy and should be reported immediately.

Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Harassment of students on a basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and:
 - is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - is sexual in nature; or
 - is threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the elementary school office and on the school's website.

Internet Access & Use Policy

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, Chromebooks, and other personal electronic devices) allow students to conduct research, produce digital

content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of the users. As such, they also place a great deal of responsibility on the users.

It is imperative that our technology resources are used to build our community, encourage critical reflection, and foster the student's readiness for future learning. Developments in technology at the Immaculate Conception School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and when using technology tools, including stored and shared information. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The school reserves the right to edit internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that our student users, and their parents or guardians recognize the limitations the school imposes on the use of the Internet and technology tools and that they understand the standards of behavior the school expects of users.

All users of the Immaculate Conception School's network and technology tools, whether on a school-owned or personal device, are responsible for adhering to the following guidelines for acceptable use. Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the school
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the school
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the school community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to school)
- Downloading or copying information onto disks, flash drives, or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be

offensive to others (including porography, and other inappropriate images)

- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying, or introducing dangerous codes, programs, or applications designed to cause harm or damage to information systems, including but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc. (including bypassing the content filter, installing or using VPN or proxy services)
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files, folders, or programs
- Accessing social media, email, or other off-task websites or applications during school without explicit permission of a teacher or adult supervisor
- Violating school conduct rules or the law

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is prohibited, and is contrary to the school's policy and values. Harassment/cyber-bullying, whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the school in its enforcement.
- Supporting Immaculate Conception School in its enforcement of the guidelines found within this document.
- Partnering with the school in monitoring their child's technology use.
- Modeling appropriate technology behaviors for their child.
- Reporting any concerns regarding their child's use of the Internet or technology tools to school personnel.

Web-Based Services

The Immaculate Conception School uses Google Workspace for Education Plus as well as other web-based educational tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services.

The Immaculate Conception School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the school's web-based services and corresponding privacy policies are available upon request.

By enrolling a child in the school, the parent or guardian consents to the child's participation in the school's academic activities and programs, including the child's use of and access to web-based services as described in this document. In order to withhold or withdraw consent for the use of web-based services, parents must contact the Immaculate Conception School's principal in writing.

Distance Learning

We recognize that at certain times students may be required to use a device for remote learning or completing assignments. When learning remotely, or completing homework, students are expected to uphold and honor the same standards as outlined in this document.

Terms of Use

A device will be provisioned for students to use in accordance with the guidelines set forth below.

- Students in grades Prek-3 through 5: Immaculate Conception School is the owner of and retains the sole right of possession for all devices issued to the student.
- Students in grades 6-8: The parent or guardian of the student is the owner of and retains the sole right of possession for the device issued to the student.
- Students in grades 6-8: Immaculate Conception School is the owner of and retains the sole right of possession for any devices loaned to a student for any reason.

Immaculate Conception School will provision a device for a student upon compliance with the following

- Submission of signed Acceptable Use Policy (this document)

Student devices will be subject to routine monitoring by teachers and administrators. Students shall have no expectation of privacy while using devices or accounts provisioned by Immaculate Conception School. This includes electronic resources, files, and all communications undertaken by way of devices, accounts, or networked resources provisioned by the Immaculate Conception School.

Teachers and/or Immaculate Conception School's administration may conduct an individual search of a student's device, or account resources or other related items at any time. Immaculate Conception School retains the right to duplicate any information or data created by students on any device or account provisioned by Immaculate Conception School.

The information technology team or a designated administrator retains the right to collect and/or inspect student provisioned devices at any time and alter, add, or delete hardware, software, or data at any time.

Immaculate Conception School reserves the right to modify the terms of this agreement and/or the technology program at any time without notice.

If a student has their device confiscated for any reason, they are still responsible for completing assignments that require a device or access to an account.

In the event that a device is lost or stolen, the parent or guardian will be charged a replacement fee.

In the event that a device needs to be repaired, the information technology department will not be responsible for backing up student data. The information technology department is also not responsible for backing up personal information.

General Care

- Heavy objects should never be placed or stacked on top of the device. This includes but is not limited to books or other academic material, musical instruments, or sports equipment.
- The device should never be handled in a careless or inappropriate way. This includes, but is not limited to swinging the device, spinning the device, or flexing the device at the hinges.
- Always use both hands when carrying the device.
- Do not take any action that would permanently alter the device in any way.
- Do not write, draw, paint, or place stickers/labels or otherwise deface your device.
- Do not write, draw or paint or otherwise deface your device case. Stickers may be added to your device case as long as they are school-appropriate.
- Never eat or drink while using the device.
- Students in grades PreK3 to 5 must return their provisioned device back to its cart and ensure that it is charging when not in use. This includes but is not limited to lunch and recess, specials, and at the end of the day.
- When on site, the device's sound must always be muted, or headphones used, unless permission is obtained from the teacher.
- Students are to regularly clean their device with soft, dry, anti-static cloth or with a cleaner designed specifically for LCD screens only. Do not use cleaning products that contain **ammonia**.
- Each student is responsible for their own provisioned device.

Consequences for violating Acceptable Use Policy for the Internet and Technology Tools

- Discipline as outlined in the Student Handbook.
- For minor infractions, students may lose technology privileges for the rest of the class or day.
- For major infractions, students may lose technology privileges for up to a trimester or the remainder of the school year.
- If technology privileges are revoked for minor infractions 5 (five) times during the course of the school year, then the student will lose technology privileges for the remainder of the school year.
- For severe infractions, suspension and/or expulsion.

Consequences for damaging technological equipment

- Discipline as outlined in the Student Handbook.
- Loss of technology privileges for a time based on the severity of the damage.
- Parents/Guardians may be subject to legal action and/or financial responsibility for any technology damaged intentionally or accidentally.

Bring Your Own Device Policy

In order to “Bring Your Own Device” (BYOD) to Immaculate Conception School, students must understand the rules and regulations below and agree to adhere to the guidelines. This policy is an addendum to the Acceptable Use Policy for the Internet and Technology Tools.

- I understand the term “device” means any portable machine that enables me to access text or

interactive content. This may include, but is not limited to, an e-reader, iPad, Chromebook, or tablet

- I understand cell phones or other devices allowing for phone calls or texting do not qualify under this BYOD policy
- I agree to take proper care of my electronic devices at Immaculate Conception School
- I understand that the purpose of having my device at school is to read and complete schoolwork at the direction of my teacher. At no time will the device be used to play games, listen to music, access apps, or to browse the Internet unless such activity is relevant to schoolwork or is done under the direction of a teacher.
- I understand that if a device has cellular service, it may NOT be used on campus. If a student brings in a BYOD device that has cellular service, Immaculate Conception School CANNOT provide content filtering for any cellular service. Our campus content filtering can only exist on our own network Wi-Fi services. Students who have access to cellular service on their device are NOT protected from inappropriate content. Students are expected to follow this policy by NOT using the cellular service on their device. Immaculate Conception School cannot be held responsible for Internet content or apps viewed/used by a student.
- I will not use it to communicate with my parents or any other individuals during the school day without the expressed permission of a teacher.
- I am the only person who will use my device while at school. I will not lend my device to other students.
- If I am in elementary school, I will keep my device in the classroom storage bin during lunch/outdoor recess times and during Mass/assemblies. If I am in middle school, I will turn off my device and lock it in my locker.
- Immaculate Conception School cannot be held responsible for damaged or missing devices.
- My device can be turned **on** during:
 - The time period before morning announcements
 - During class time with the permission of the teacher
 - Indoor recess
- My device will be turned **off** during:
 - Morning/afternoon announcements
 - Lunch
 - Outdoor recess
 - Dismissal
- If my device connects to the Internet, I will not access the Internet during school hours without the expressed permission of a teacher.
- I understand the consequences of not following the Immaculate Conception School Bring Your Own Device guidelines. They are:
 - First violation – Immaculate Conception School will contact the student's parent and student BYOD privileges will be suspended for no less than two weeks. Disciplinary consequences (demerits or detentions) may also result.
 - Second violation – Immaculate Conception School will contact the student's parent and student will lose BYOD privileges at Immaculate Conception School. Privileges may be reinstated the following school year. Disciplinary consequences (demerits or detentions) may also result.

Media Release

Immaculate Conception School respects the privacy and security issues involved with the use of

technology. Therefore, Immaculate Conception School will take all reasonable precautions to ensure the privacy of the students' identities in all published material.

By completing the Handbook form on School Admin, parents are giving their consent for their child(ren) to appear in all school publications to include, but not limited to, photos; artwork; profiles; stories; voice recordings; podcasts; video; live webcam; email; blogs.

Parents also give their consent for their child to participate in creating and editing published content as instructed and supervised by Immaculate Conception School personnel.

Disclaimer

Immaculate Conception School cannot be held accountable for the information and content that students view and retrieve via the network. Immaculate Conception School cannot be held accountable for inappropriate use of technology and Internet content while at school or at home. Whilst every effort is made to ensure the information contained in this document is accurate and up-to-date it should be noted, however, that this information is subject to change without notice and Immaculate Conception School can accept no liability for the accuracy of all the information presented at any given time. Immaculate Conception School cannot be held accountable for data loss due to network or system failures.

Cellular Phone Policy

Cellular phones are to be turned off once students arrive at school each morning and should not be used anytime during or after the school day while on campus without the stated permission of a teacher. Parents are asked to support this policy by not texting, calling, or otherwise electronically communicating with their children.

Middle school students must turn their cell phones off when they arrive at school each morning and put their phones into their lockers immediately when entering the building, where they must remain throughout the day. Middle school students can remove their cell phones from lockers only at dismissal when packing up their bags for departure, but should not turn them on or use them until **after they exit the building** at dismissal.

Elementary school students (grades K-5) should turn in their cell phones to their homeroom teachers upon arriving. The teachers will keep the phones in a secure location until dismissal. Students should not turn on their phones until they **exit the building**.

Violation of any of the policy stated above will result in demerit or detention, and seizure of the cell phone by the teacher or assistant principal until the end of the school day. The content of any cellular device brought into the building, including pictures, text messages, applications, internet history, and phone call records, can be subject to review by the principal or assistant principal at any time and without prior warning if inappropriate use of the device is suspected.

Student Organizations

National Junior Honor Society (NJHS)

ICS sponsors a chapter of the National Junior Honor Society. NJHS members are a select group of 8th graders that exemplify scholarship, character, service to others, citizenship, and most importantly, leadership. Consideration for this organization is initially based on academic achievement. After grades and exams are calculated for T2 in 7th grade, (the average includes all terms and subjects from 6th and 7th grade combined up until that point) eligibility is determined. Any student with an overall average of 93% or higher at that time meets the *scholarship* requirement for NJHS, and is eligible to apply to this organization (please note that no special considerations are made for a B+ in an advanced curriculum course). The application focuses on the other four pillars of NJHS: *service, leadership, citizenship* and *character*. Student applications are reviewed by a committee of teachers and rated with respect to each pillar on a numerical scale from 0-5. In addition, each student is required to participate in a formal interview with a faculty member or administrator also rated on a numerical scale of 0-5. Acceptance to NJHS takes into account all three parts of the application process. Students who clearly demonstrate strength of character, dedication to service, interest in community leadership, and positive attitudes towards school, as well as exceptional academic achievement will be accepted. Students will receive a letter in the mail notifying them of their acceptance or denial to NJHS. Decisions made by the committee are final. An induction ceremony for the new members will be held at school during the first trimester of 8th grade. Families and guests are welcome to attend.

Student Council

The Student Council is a service organization which promotes leadership skills. Representatives are elected from each homeroom in grades 5-8. The representatives serve as a liaison between students and administration. Ideas regarding student activities, school service, and fundraising are brought from the representatives to the administration. In the fall, students in grades 5 through 8 vote on their student council officers for the school year.

A student may be removed by the school from either the Student Council or the National Junior Honor Society for the following reasons:

1. Two unexcused absences from scheduled meetings;
2. Non-performance of duties, in terms of representing his/her constituents properly or performing the duties of the organization;
3. Actions which are detrimental to the welfare and best interests of the school.

A student may be suspended by the school from these student organizations if he/she accrues three demerits in the course of a trimester or if he/she is failing two or more subjects.

Band

Instrumental music is taught once a week to those students who wish to participate in the Archdiocese music program. Any student in grades 4-8 can join the band. Fees are paid directly to the band program. Schedules are given to the students at the beginning of each semester. Lessons occur during the school day, and rotate on a weekly basis so students do not miss the same class repeatedly. Students are responsible for all work that is missed in class during band lessons.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocese Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates were quoted to reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-aged siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete Virtus training prior to the scheduled trip.

Academic Policies

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or

retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

Grades 3-7

Any student who earns an E for the year in language arts, math, social studies, Spanish, or science must receive 15 hours of summer tutoring by a qualified instructor in the subject. Students must take an assessment in the subject area prior to re-admittance on which they must demonstrate at least 70% proficiency. They must take this assessment prior to August 15th.

Any student who earns a D or E for the year in religion will be required to complete a project during the summer, as assigned by the teacher. The project must be submitted to the school by August 15th.

Any student who earns an E for the year in two subjects including religion, language arts, math, social studies, or science will be retained in the current grade if they are in grades 3-5. Students may not repeat grades 6 or 7 at ICS and are required to withdraw from the school.

Grade 8

During the first trimester, a student in the 8th grade who earns an E in two of the following subjects: math, language arts, science, social studies, and religion, will be subject to an academic review conference with the administration. The determination to have the student transfer to another school is a possible outcome of that conference. Any 8th grader with a final average of E in math, language arts, science, social studies, or religion will not graduate with the class, may not repeat 8th grade at ICS, and will not be promoted to 9th grade.

Graduation Requirements

Students in the 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. Eighth grade students must be in good academic, financial, and behavior standing in order to participate in the end of the year graduation activities. Students with excessive absences or those who have received two or more suspensions may not be allowed to graduate.

Progress Reports and Interim Reports

Students receive three interim and three progress reports during the course of the school year. The teacher may require (or the parent may request) a conference at any time. Trimester 3 progress reports are distributed on the last day of school. The letter grades are given based on the Archdiocesan policy as stated on the report.

The marking codes for **grades 3-8** are as follows:

A+ 97-100	A 93-96
B+ 89-92	B 85-88
C+ 80-84	C 75-79
D 70-74	E 69 and Below

Parents of students in grades K-2 will receive a more generally coded, non-numerical progress report at the end of each trimester.

Progress reports are issued electronically at the end of each trimester. A home report of standardized test scores is given at the end of each trimester to students in grades 2 through 8. Progress Reports and school records will be withheld until all financial obligations to the school are met. **The school reserves the right to charge a fee for additional copies of these reports.**

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

Students in grades 5 and 8 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

Instruction/Curriculum

Immaculate Conception School delivers its instructional program and curriculum in concert with the Archdiocesan Course of Studies and policies as well as the regulations of the Maryland State Department of Education for non-public schools. Parents/guardians may contact teachers to review textbooks used in class. Students are required to come to class prepared including all materials itemized on the lists provided on the school website. As a part of our educational philosophy teachers do not offer extra credit or retakes of assessments, nor do they drop the lowest grade for the trimester.

Middle School Exams

At the conclusion of trimester one and three, students in grades 6-8 participate in trimester exams. These larger-scope assessments cover content from the entire trimester (and only that trimester). An 8th grade student will be exempt from his or her T3 exam with an A overall cumulative average in that subject (or B+ in an accelerated class). Graded exams are reviewed in class with the students; however they are not sent home. Parents can review the exams by setting up a time to view them at school.

Immaculate Conception School Accelerated Curriculum

ICS offers an accelerated curriculum in both mathematics and language arts in grades 4-8. Classes denoted as having an accelerated curriculum differ from standard classes in two primary ways:

- Students are held to a greater standard of personal and independent responsibility for their own learning, including monitoring their own grades, corresponding with their teachers about areas of concern, and planning ahead for tests and assignments.
- Students are asked to do work of a higher caliber, often reading more complex and mature texts or writing lengthier essays and papers in language arts, or performing increasingly complex tasks in math that rely on students' recall of prior learning without teacher review, as well as application of concepts to new scenarios.

Placement Criteria

Placement into one or more of these programs is based upon three criteria. When considering student placement in an advanced class, the administration, ELA and mathematics team will rely on a combination of all three criteria to determine placement. Placement is not final and is subject to periodic review by the administration and teachers based on student performance throughout the year.

- Classroom performance
 - This category refers to student achievement on teacher and team-made assessments such as quizzes, tests, and homework assignments.
 - A student generally would need to achieve a grade in Language Arts or Math of an A or higher to merit placement in an advanced class.
- Teacher recommendations
 - This category refers to teacher observations of student effort and conduct.
 - A student generally would need to achieve effort marks of "good" or better to merit placement in an advanced class.
 - Additionally, this category refers to teacher observations of student work ethic, willingness to collaborate, class participation, conduct, and self-confidence.
- Standardized test scores (*Reading, Language Usage & Mathematics only*)
 - Immaculate Conception school uses standardized tests as a comparative tool to evaluate and compare student academic potential.
 - A student would generally need to have standardized test scores in language arts or math that indicate their potential in that subject area exceeds that of the average student in order to merit placement in an advanced class.

Once placed in an advanced course, a student must earn at least a B for the year in that course and maintain good effort evaluations in order to remain in the advanced course the following year. At the end of any trimester in which the student is clearly struggling, it would appear likely that a B for the year may not be probable, or if their standardized testing results are inconsistent, it may be determined that a change in placement is appropriate. Parents will be notified about any changes. Work done outside of ICS at other

schools' summer programs will not be considered when determining placement for students at ICS.

Students new to ICS in grades 4 through 8 will be placed using the results of the shadow day observations, a school administered placement test, teacher recommendation (from previous school), permanent records, and standardized test results. Once classes begin, placement adjustments will be made if determined necessary by the appropriate teacher.

Middle School Awards

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment can qualify for the Honor Roll or the B.U.G. Award.

- First Honors: All A's in major subjects (or B+ in accelerated classes). No "N" or "U" in any subject for conduct or effort, and at least a B in Spanish.
- Second Honors: A's in 3 of the major subjects (or B+'s in accelerated classes), B's in remaining subjects including Spanish. No "N" or "U" in any subject.
- The subjects considered "major subjects" for honor roll are religion, language arts, mathematics, science, and social studies.
- B.U.G. stands for "Bring Up Your Grade." A student will receive this award in T2 or T3 if they brought any of their letter grades up while maintaining their other grades in all major subjects.

End of Year Awards

Qualified 8th grade students are eligible for consideration for the following end-of-year awards:

Presidential Award for Educational Excellence

The purpose of this national award is to recognize and reward educational excellence. It is required that the student be in the 85th percentile or above in the standardized testing areas of Math, Reading and Language Arts. For each trimester of Grade 8, the student must earn an "A" or higher in each academic subject. They must earn at least a "G" in every special area class. The number and reason for missed attendance and tardy arrivals will also be considered. B+ in an advanced class is not considered for this national award.

Presidential Award for Educational Achievement

The purpose of this award is to recognize students who are making an outstanding effort to learn and improve in their academic subjects. These students must maintain a "B" or higher in each academic subject while in the 8th grade. They must earn a "G" or higher in every special area class. The student's attendance and punctuality are considered.

Summer Work Requirements

Students will be notified after the last day of the school year about summer work requirements. All students receive summer work in the subjects of English/Language Arts and Mathematics. It is expected that

students return the following school year having completed all summer work requirements. Summer work accounts for the first grades students receive each year in math and ELA.

Conferences and Teacher Communication

In the best interest of students, the school welcomes and encourages positive verbal and written communication between parents/guardians and teachers. Whenever a situation occurs that causes concern, the issue should be addressed first at the level at which the situation arose. Therefore, parents/guardians should first contact the teacher involved, and then if necessary the school administration. Teachers will be seen by appointment only. Teachers and administrators will respond to parent emails or phone calls within 24 hours, but are not obligated to reply to messages or emails over the weekend, in the evening, or during holidays. Progress report conferences will be scheduled at appropriate times through the year. Out of consideration for the personal family time of teachers and the administration, phone calls to their homes are not permitted.

High School Visitation Policy

Students in the 8th grade are allowed three (3) excused “shadow days” to help in the selection of a high school of choice. These days do not count as absences nor do they otherwise affect the attendance record in any way. Students will, however, be required to complete any missing assignments.

Students in the 7th grade are allowed one excused “shadow day” to help in the selection of a high school of choice. This day does not count as an absence nor does it affect the attendance record in any way. Students will, however, be required to complete any missing assignments.

Academic Schedule

With time allotted for homeroom at the start and end of the day, the academic portion of the school day is made up of 16 mods, each 20 minutes in length. Five minutes is scheduled between mods to allow for transition between rooms and use of the restroom when necessary. Each class period is made up of one, two, or three mods, depending on the age and subject matter taught.

Rotation of Days

There are five standard schedule days which rotate on a continuous basis. Each schedule may have a slightly different sequence of classes. The days are labeled by letter, A-E. The letter day schedule for each week is posted in News from the Nest. Homeroom teachers have a responsibility to assist students and parents in knowing what schedule day it is and what to bring to school with them (e.g. Phys Ed uniforms on the proper day). In the event of a day with no classes, or a canceled day of school, the schedule will always proceed to the next day in the rotation. A few examples:

Standard 5-Day Week

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	A-Day	B-Day	C-Day	D-Day	E-Day

School Closed for Holiday

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	A-Day	B-Day	C-Day	D-Day	Closed
Week 2	E-Day	A-Day	B-Day	C-Day	D-Day

Inclement Weather

Monday	Tuesday	Wednesday	Thursday	Friday
A-Day	Was B-Day Until County Closed for Snow	After the snow, C-Day changes to B-Day	D-Day changes to C-Day	E-Day changes to D-Day and so on next week

Homework

Homework is important for the reinforcement of skills and for developing good study habits and a sense of responsibility. Parents/guardians are expected to see that their children fulfill their homework responsibilities. Students in grades 1-3 will often need a parent/guardian's help and encouragement with the homework assignments. In grades 4-8, students are encouraged to demonstrate increased independence in their studies and work. Students are responsible for recording daily homework assignments. Teachers will post homework assignments on Google Classroom as a support and for students who may be absent.

Homework may be included in determining the subject area grade on the progress report at the teacher's discretion. Parents/guardians should have full access to both PowerSchool and Google Classroom and are expected to consistently review these accounts. As students get older, ICS encourages them to take a more active role in monitoring their own work by checking PowerSchool and Google Classroom independently, and emailing teachers directly with questions on their own. For questions related to PowerSchool, please contact Carol Dixon at cdixon@theimmaculate.org. For questions related to Google Classroom, please contact the subject area teacher. For questions related to the iPad/Chromebook, please contact the IT Help Desk at helpdesk@theimmaculate.org.

Missing Work Policy for Grades 3-8

The grade will be lowered by 10% for each day an assignment is late without acceptable excuse (e.g. absence). The student will not be able to hand the work in for credit after one week (7 calendar days) from the original due date and the grade will be recorded as zero. If a student is absent from school with an excused absence, it will be HIS or HER responsibility to ask a teacher or another student for the missed assignments. The due date will be extended by the number of days the student was absent with no penalty. Each teacher will maintain a website on Google Classroom as a reference tool for those students who have been absent or for any students needing access to assignments or classroom announcements. Please be sure to check planners as they may be the most accurate with regard to assignments.

Religion Requirements

Religion is a required course at every grade level at ICS, and includes participation in graded coursework. All ICS students, regardless of their personal faith affiliation, must attend religion classes, devotions, liturgical and prayer services. Students also participate in a Family Life program each year, which educates the students regarding the church's teachings on family, marriage, and health.

Accommodations for Students

Each student has God-given gifts that make them unique. With that in mind, ICS attempts to meet the educational needs of all students to the best of our ability. If a student appears to have differentiated learning needs, the teacher, Student Support Team, or school administration will contact the parents directly with concerns. Led by the Inclusion Coordinator, the Student Support Team, along with teachers and the administration hold regular meetings to discuss strategies that assist students who have differentiated needs. If a student is not progressing academically, the school may ask parents/guardians to initiate a professional consultation and/or evaluation through a private practitioner or the student's home public school. Parents/guardians may initiate this process on their own as well.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation. If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the Inclusion Coordinator and school administrators will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodations Plan (SAP) is developed at your child's Catholic school.

Requests for reasonable accommodations for a student with a disability may be directed to the Principal, Assistant Principal, and/or Inclusion Coordinator.

Guidelines for Student Accommodation Plan (SAP)

Documentation to support the need for accommodations must:

- state the specific disability as diagnosed, using the most recent DSM classification.
- be within 3 years of the most recent testing date; ***Testing documentation older than 3 years is not valid.***
- provide a complete educational, developmental, and relevant medical history.
- describe the comprehensive testing and techniques used to arrive at the diagnosis.
- provide the professional credentials of the evaluator(s); Psychological diagnosis must be provided by a licensed, certified psychological clinician.
- describe the functional limitations supported by the test results and how these limitations affect learning and testing.
- describe the specific accommodations recommended as they relate to the classroom setting.

Evaluation Services through Private Practitioners

ICS families may choose to seek a psychoeducational evaluation through private, licensed psychological practitioners at their own expense. In this case, parents select a practitioner of their preference and arrange testing with that provider to be completed outside of school. Once testing is complete, parents/guardians are encouraged to share the test results with the Inclusion Coordinator and ICS administration. If the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the Immaculate Conception School Inclusion Coordinator and administrators will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan (SAP) is developed at your child's Catholic school.

Evaluation Services through Public Schools

The evaluation process through the public school is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of this process.

Federal law requires implementation of an IEP only in the public sector; however, if there is a need for implementation of an IEP, Immaculate Conception School administrators and/or the School Support Team will consult with the parents to determine the most appropriate academic placement for the child. When appropriate, a Student Accommodation Plan (SAP) is developed at your child's Catholic school.

Outside Services at ICS

Immaculate Conception School works in conjunction with a limited number of outside providers to provide student services during the school day. These services, such as speech/language and occupational therapy, must be approved by school administration. Outside providers are required to complete the Archdiocese of Baltimore private tutor form which is available through the Inclusion Coordinator. Service times are arranged through the Inclusion Coordinator to have minimal interference with classroom learning.

HASA – Hearing and Speech Agency

If you have concerns about your child's speech and language, HASA (Hearing and Speech Agency) is able to provide on-site speech therapy sessions. Parents may make a request for a screening, for a small fee, based on concerns related to one or more of the following areas: receptive language skills (general understanding of language such as: following directions, repeating sentences, story comprehension, etc.) expressive language skills (i.e. expressing one's thoughts, defining, vocabulary, grammar, etc.) phonological abilities (i.e. rhyming, sound/symbol segmentation, etc.) articulation of speech (i.e. the actual way in which speech sounds are produced) ; vocal quality; and/or stuttering. A letter summarizing the screening results will be sent home. If weekly therapy or further evaluation is recommended, those services may be available on campus for an additional fee.

School Communication

News from the Nest is the school's weekly e-newsletter. This newsletter is sent via email weekly and shares key information, administrative announcements, and upcoming events. To ensure timely delivery, please maintain an accurate email address on file with the school office. Multiple addresses can be accommodated. To add or modify an email address, please contact the Office Manager at cdixon@theimmaculate.org.

Sometimes, paper information such as forms, fliers, and field trip forms will be sent home via "backpack mail," meaning in the folder of the youngest and only student in each family.

The Immaculate Conception School website is www.theics.org. The site contains a variety of school information useful for both parents and students, including links to PowerSchool, the Immaculate Conception Athletic Association (ICAA), Home School Association (HSA), and the SchoolAdmin Enrollment Portal.

Individual teacher Google Classroom pages contain information regarding specific classes, school calendars, and homework assignments. It should be checked on a daily basis by students and parents. Teachers are expected to post assignments on Google Classroom by 4:00 p.m. nightly.

PowerSchool is our student information system available to all parents online. It is the best way to monitor a child's learning and to make sure students are turning in work and performing well on assessments. Teachers are expected to update their electronic gradebooks on PowerSchool on a weekly basis.

Please note that all information sent home, posted to the school website, or included in school e-newsletters or announcements must be relevant to Immaculate Conception School's mission and approved by the school administration prior to publication.

Parents should make it a practice to routinely review these sites and communications in order to remain current on their child's progress, school policies, events, and calendars.

Parents should not communicate with students, either via email or texts, during the course of the school day. All messages for students should be delivered via the school office.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet.

Emergency Contacts

An Emergency Contact Form must be submitted electronically for each student prior to the first day of school. Parents/guardians whose phone numbers are unlisted **must** give the school either the unlisted

number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. This information will be kept confidential. When there is a change of address, telephone, place of employment, or change in the individual(s) emergency number at any time, the office should be notified immediately and the information must be changed in School Admin by the parents. If there is a change in the family status or a change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

School Health Policies

ICS employs a registered nurse, on duty five days per week in the health room. Students must ask permission of their teacher and receive permission before going to the Health Room. The nurse will attend to the student and decide if the student is to return to class or be sent home. NO student is ever sent home alone. Students cannot contact their parents directly. Only the school nurse may contact parents asking that a student be picked up because of illness. If any serious injury to the head or any other serious injury occurs to a student, the nurse will call the parent/guardian. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Emergency family information for each child is to be kept current. It is imperative that ICS have an updated form for each child and the school is informed immediately of any change in living arrangements and medical consideration. It is essential to have emergency contact numbers in the event the child must be sent home from school so that the child is picked up in a timely manner.

Students must have the appropriate health forms on file with the nurse in order to begin school. All required health forms are available under the 'Parents' tab on the school website, www.theics.org.

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post- response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day, and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89 must be submitted and kept on file and be approved

by the school. Exempt students are excluded from school if there is an outbreak of the disease for which they are not immunized.

Communicable Diseases

Parents must call or email the school nurse if their child is diagnosed with a communicable disease. The school must notify the county Health Department. All reports are confidential. Reportable diseases include the following:

Measles - regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Lyme disease
Virus Infections (AIDS and all other symptomatic infections)	
Adverse reactions to Pertussis Vaccine	Animal bites / Rabies
Influenza	Chicken Pox (varicella)
Covid 19	

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

Parents are required to complete a health form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of changes that occur during the school year.

Injuries

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Food Policy

No food is to be sent into the classroom unless it is for the specified schoolwide holiday parties. **All food that is sent into school for parties must be store-bought with food labels.** It is necessary for us to take these measures because of the significant number of food allergies in our community. In some cases,

these allergies are life-threatening.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an Epi-Pen or inhaler with them, the physician must state this requirement on the order.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying a start and stop date. The original medication container or box for inhalers must be brought to school. These containers or boxes should include the following: name of medication, direction for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to the school by the parent/guardian.

Calamine lotion and cough drops may be administered with a note from the parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain anesthetic will be kept in the nurse's office.

Illness

If your child is sick, call or email in the morning. It helps the nurses keep track of illness. You can reach the nurse's office at nurse@theimmaculate.org or at 410-427-4812. Parents/guardians may not send a child to school if he/she has vomited, had diarrhea, or a fever (100.0 °F) within the past 24 hours. If a child has been sent home from school for any of the above reasons, he/she may not return to school the following day and must be symptom-free for 24 hours before returning. Parents/guardians should not send a child to school until his/her temperature has remained normal for a full 24 hours without medication. **Students are not permitted to attend after-school activities if they are absent from school or sent home sick on that day. Students should not be dropped off to school if they are exhibiting any signs of illness or problems.**

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the office.

Vision/Hearing Screening

The school follows the directives of the Baltimore County Health Department and responds to parents'/guardians' requests for individual vision and hearing screening. The testing is usually done for:

- all new students who have not provided documentation of screening in the past year
- all students the year they enter the school in Grades Pre-K, kindergarten, 1, and 8
- grade 3 or grade 4 if funding is available
- any student with a suspected hearing or vision problem as reported by the staff or parents/guardians

Insurance

The school provides the option for parents to purchase health insurance for their child.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department as well as to the Principal.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. The visitor's badge must be visible while in the building.

Recess

All full-day students have daily recess. Please send your student with the appropriate outdoor clothing. No one is to remain in the classroom during the recess period unless working directly with a teacher. If a student has a broken limb or another serious health problem, the parent/guardian is to send a medical note explaining the condition and required modifications. Rain or other precipitation will warrant inside recess. Indoor recess can also occur when the National Weather Service forecasts a heat index (combination of air temperature and relative humidity) exceeding 105 degrees. Additionally, weather that is too cold can merit indoor recess as well. The administration will determine whether recess is outside or not using the following guidelines:

ICS Policy on Determining Outdoor Winter Weather Safety									
		Wind Speed							
Air Temperature		0	5	10	15	20	25	30	35
	40	40	36	34	32	30	29	28	28
	35	35	31	27	25	24	23	22	21
	30	30	25	21	19	17	16	15	14
	25	25	19	15	13	11	9	8	7
	20	20	13	9	6	4	3	1	0
	15	15	7	3	0	-2	-4	-5	-7

Outside for Recess
Inside for Recess

School Counseling Program

The Immaculate Conception School counseling program is available to help faculty, parents/guardians, and students develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling for students, parent and faculty consultation, information services, and referral assistance to other programs and services in the community.

The counselor is available five days a week to students. They may ask for help and present on their own, or they are referred by a teacher, member of staff, administration, or the child's parent. The ICS Counselor, along with the administration of the school, will talk with students when necessary if risk factors such as emotional issues, suicidal ideation, or other issues that pose a threat to the emotional, physical, or psychological well-being of the student are present.

Parental consent is not required for counseling related to school issues. Should these issues persist or a need for ongoing counseling is identified, the counselor and/or the teacher will contact parents/guardians to discuss the situation. Referrals for counseling are accepted from faculty and staff, parents, and students. The school counselor may be contacted by calling 410-427-4814 or 410-427-4815. If the counselor is unavailable, a message may be left on the confidential voicemail.

Liturgical Celebrations & Prayer Experiences

All students in grades Pre K-8 will respectfully attend various liturgical celebrations during the school year. All baptized Catholics will have the opportunity to participate in the Sacramental Life of the Church.

Daily Prayer

Prayer is an integral part of the daily life of the Catholic student. Every school day begins with morning announcements which include prayer. Every teacher also begins each class period with prayer. Each day will conclude with a final prayer over the announcements.

School Mass

Students in grades 1 - 8 will attend Mass at least two times a month. Due to capacity limitations and safety, seating for visitors is not available.

Reconciliation Services

Twice annually, during Advent and Lent, students in grades 2 - 8 will attend reconciliation services. These services will be announced on the school calendar. Parents are also invited to join the school at these services to receive the sacrament.

Lunch, Recess, and Snack Policies

Lunch can be brought from home or pre-ordered through Yay Lunch. In order to participate in the lunch program through Yay Lunch, parents/guardians must go to www.yaylunch.com to register for an account and select lunches. Lunch orders must be submitted by Sunday at 12:00 p.m. for the upcoming week. Chick-fil-A sandwiches with chips can be purchased for lunch on alternating Thursdays. These orders are also placed in advance, but are coordinated through the H.S.A.

Teachers and/or volunteers are on duty to monitor the lunch and recess periods. Volunteers on lunch or recess duty are asked to circulate around the room or recess field to supervise all students, not just their own children. Volunteers are asked not to bring fast food or other treats for their own children when they are performing their volunteer service. If your student forgets their lunch, it can be dropped off at the Elementary or Middle School office.

Beverages and Snacks

At the beginning of the school year, students may order milk for the year. For safety reasons, children who choose to bring their own beverages must bring non-glass containers. Carbonated beverages may not be brought to school. Students may always carry a reusable water bottle with them throughout the day that they may fill with water before coming to school or at ICS. Students in grades Pre K through 5 should bring a nutritious snack from home.

Ice cream is available for purchase on Fridays during lunch. Students pay for their selection with tickets/coupons. A book of ice cream tickets/coupons can be purchased through the H.S.A.

No food is to be sent in for birthdays or celebrations unless a class party is scheduled. In order to keep students with food allergies and sensitivities safe, ALL food must be store-bought with ingredient labels.

Policies Regarding Legal Matters

Student Records

Student records are maintained in a school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

Immaculate Conception School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Immaculate Conception School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the school. Parents should submit to the Administration a written request that identifies any record(s) they wish to inspect. The school will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the school correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the school decides not to amend the record as requested, the school will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To school officials who have a legitimate educational interest in the information. A school official is a person employed by the school or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the school has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the school.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The school also may disclose appropriately designated “directory information” without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the school to include this type of information in certain publications. Examples of such publications may include but are not limited to: a playbill; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The school has designated the following as directory information:

- Student's name
- Parent/Guardian names
- Address
- Telephone listing
- Email
- Grade level

Parents who do not wish the school to disclose the above information without their prior written consent must notify the principal by the first day of school.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Immaculate Conception School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Policy Regarding Student Record Requests for Graduating or Transferring Students

ICS will not release information or school records to any other school, health care provider or testing facility without a written release by the parent or guardian. All documentation or recommendations required for graduating or transferring students must be submitted to the school office, not individual teachers. School office personnel will handle distribution of recommendation forms to the appropriate teachers, collection of the completed forms, and mailing to the prospective schools. Records requests require ten school-days notice from the date of submission of the permission form to the school office.

Parents/guardians should notify the principal if their child/children will be transferring to another school. All ICS property must be returned before a transfer can be issued or records sent to a new school. It is also understood that all fees including but not limited to tuition, extended day, etc., must be up-to-date before school records will be released to a new school.

Non-Custodial Parent

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. Immaculate Conception School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Change in Name or Family Status

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of the change of custody, a copy of the portion of the court order that describes the custody arrangement must be on file with the school.

Emergency Plans

Staff members are informed on procedures for emergency situations including injuries, bomb threats, intruders in the building, fire, and civil defense. Drills for fire, severe weather, and other potential threats are conducted during the school day following the recommended best practices of the Maryland State Department of Education. Exit notices are posted in every room. Students and adults leave the building quickly and silently to a pre-designated area.

If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure.

Parents/guardians will be instructed on how dismissal will occur when they arrive on campus. If, during the course of the day, the school building is rendered unsafe for the students, the children will be taken to the church grounds or into the church until the building is once again safe or parents are notified and students are picked up. The designated point for a full-campus evacuation, should one ever be needed, is Trinity Episcopal, located across Joppa Road. In case of an emergency, parents will be notified via email. Additionally, announcements will be posted on the website.

The school's crisis management plan is amended on a regular basis to remain current. Revisions are made in conjunction with a school appointed team, the Office of Risk Management for the Archdiocese of Baltimore, and the Baltimore County Police and Fire Departments.

Inclement Weather Policy for Early Dismissal, Late Opening, and Closure

ICS follows the policies and decisions of the Baltimore County Public School System regarding early dismissals, late openings, and closures due to weather. We encourage you to sign up for the Baltimore County alerts <http://www.bcps.org/news/mobileapp.htm>. ICS will send out Swift K-12 alerts when possible. Information regarding late openings, early dismissals, or school cancellations will be announced over the radio and on various television stations. AM radio station WBAL is generally the first to break news of weather-related school closings, dismissals, or delays on their website www.wbal.com. ICS follows all decisions of Baltimore County Public Schools *except* in the event of hot weather. Because ICS is air-conditioned, the school will not close for hot weather. Students in the half-day preschool morning classes *will* attend school if the opening of Baltimore County is delayed by one or two hours.

Miscellaneous

Home School Association

The Home School Association (HSA) promotes the mission of the school by providing a means for members of the school community to be of service to the school. The association promotes Catholic school education as it facilitates appropriate communication between the home and school community. Families become members of the HSA upon enrolling a child(ren) at ICS. Dues are incorporated into the annual tuition and fees. The Executive Committee, elected by the parents/guardians, can and does conduct the routine business of the association, but only the general membership can create the spirit of dynamic good will that the association seeks to establish and perpetuate. Members of the HSA are encouraged to attend general meetings, participate in the activities and fundraisers sponsored by the association, and volunteer to the extent that they are able.

Volunteers and VIRTUS

ICS depends on parents for help and support through our volunteer program. Together the community shares in the responsibility of educating and caring for the children at ICS. Volunteers are needed as room parents, in the library, reading programs, Teachers' Resource Center, playground areas, kindergarten, lunch program, educational programs, field trips, and on the Home School Association Executive Board. Any service given will be greatly appreciated. All volunteers are required to wear a badge while in the school building, which is acquired by going through a Raptor security checkpoint at the front desk.

All volunteers must complete the VIRTUS training. This is an online course that takes approximately an hour, but it is absolutely required for any adults who will have substantial contact with students. More information about this program, including a link to the online training site, can be found under the 'Parents' tab on the website, www.theics.org.

Smoke and Drug-Free School Zone

ICS complies with the Drug Free School Zone and the Drug Free Workplace Act of 1988. There is no smoking or vaping allowed on our campus at any time.

Restricted Areas

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty rooms, library office, and empty classrooms are restricted areas for students. Corridors are to be generally clear of traffic except for movements at the change of class. For the safety of students, no child is permitted to return to the classroom or lockers after school hours unless accompanied by a staff member.

Non-Discrimination Statement

The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- Title VI of the Federal Civil Rights Act of 1964; and
- Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - Discriminate against a current student, prospective student, or the parent of guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Immaculate Conception School:

Receipt of Handbook Confirmation Form



2022-2023 School Year

****The Receipt of the Handbook Form should be electronically signed through SchoolAdmin.**

By signing below, you affirm that you have received this handbook and recognize Immaculate Conception School's authority in enforcing the policies stated herein.

Please list each of your children and their homerooms, then sign at the bottom of this page. Remove this portion and return it to the homeroom teacher of your oldest child.

Child's Name: _____

Homeroom: _____

Parent Signature: _____

Date: _____