

IMMACULATE CONCEPTION SCHOOL



STUDENT HANDBOOK 2017-2018



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History

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

Mission Statement

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

Immaculate Conception Parish

The parish school is an integral part of the mission of Immaculate Conception Church, which is to teach as Jesus did, to build up the Catholic Community, and to sanctify its members. Its mission is to cooperate with the parents in developing the whole child. We accomplish this by nurturing Christian values in the students and forming them with good spiritual, moral, mental, and physical habits. These habits should be in accordance with the message revealed by God, which the church proclaims. This is achieved by developing fellowship in the life of the spirit and forming students who freely render service to both the Christian community and the whole world community (*To Teach as Jesus Did #14*).

Sacramental Life

It is of vital importance to worship as a community of faith. The students attend Mass regularly as a school family. Mass is also celebrated with the children on Holy days and special days. Family Mass is usually held once a month at 10:00 a.m. at Immaculate Conception Church. The Sacrament of Reconciliation is also offered to the children twice a year.

Philosophy

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

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



Goals

Immaculate Conception School

- Develops the whole person— spiritually, morally, academically, socially, emotionally and physically.
- Educates each student for Catholic living in present-day society, as evidenced by service to God, to neighbor and to country.
- Leads the students to be accountable for their actions during the school year through a wholesome school discipline policy. In this way, students gradually internalize and develop healthy self-discipline.

School Colors

School colors are navy-blue and white.

Alma Mater

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

Accreditation

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

Additionally, ICS has received STEM Accreditation which displays our teachers' commitment to hands-on instruction in Science, Technology, Engineering and Math.

Administration

The pastor, principal, and assistant principal administer the school. The principal reserves the right to amend the handbook as needed.

Admissions

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



Age

A child must be one year of age by September 30th of the current year in order to enter the 1-year-old program. A child must be two years of age by September 30th of the current year in order to enter the 2-year-old program. A child must be three years of age by September 30th of the current year in order to enter the 3-year-old program. A child must be four years of age by September 30th of the current year in order to enter Pre- Kindergarten; and five years of age by September 30th to enter Kindergarten. No exceptions will be made.

Records

New students must present the following: birth certificate, baptismal certificate, communion certificate, immunization record, social security card, current report card, previous report cards, standardized test scores, and educational evaluations if applicable.

Acceptance

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

Counseling Program

Immaculate Conception School offers the services of a counselor to assist students and families. The counselor helps to identify, assess, and help resolve spiritual, social, emotional, behavioral, and academic difficulties that may interfere with attendance, achievement and adjustment in school. All information shared by students, parents and teachers is kept confidential consistent with applicable law, i.e., only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include but are not necessarily limited to circumstances where the child reveals information about harm or possible harm to himself or herself or to another person or where the child reveals information about abuse. The school counselor will act at all times in a professional manner that is consistent with the legal and ethical standards that all school counselors uphold.

Counseling services at ICS include:

- Individual sessions to address personal, social and academic issues related to school
- Small group sessions to address conflict resolution
- Classroom lessons related to positive personal growth and development
- Parent and teacher consultations to address personal, academic and social issues pertaining to school
- Referral assistance to other services and programs in the community
- Provision of resources to parents, students and teachers
- Liaison with other mental health professionals and agencies
- Coordination of evaluations for possible student exceptionalities
- Crisis intervention and prevention
- Coordination of various guidance programs and speakers

Reasons for referral

- Loss of a loved one or pet
- Family change or difficulty
- Friendship problems
- Academic difficulties



- New student concerns
- Difficulty coming to school
- Anger management
- Conflict resolution

Unfortunately, Immaculate Conception School is not able to provide the following services to your child or to the parents:

- Testimony in court in child custody matters other than as to facts, and then, only if subpoenaed.
- Intensive long-term counseling services when they are needed by a child or family.

Academics

Goal

The primary goal of the curriculum is to provide those learning experiences most conducive to inculcating in the students the virtue, knowledge, understanding and skills necessary for the students' spiritual, intellectual, social, cultural and physical development in keeping with the stated philosophy of Immaculate Conception School.

Immaculate Conception school does not have a program for special education. If a parent has an educational/psychological evaluation done for their child, it is the responsibility of the parent to submit the evaluation to the administration for review of possible adjustments. If the student's needs cannot be met, suggestions for alternate placement will be recommended.

Curriculum Objectives

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

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

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



Grading Scale

The following grading system is in effect:

- A/ 94-100
- B/ 86-93
- C/ 78-85
- D/ 70-77
- F/ 69 and below
- O-Outstanding
- G-Good
- S-Satisfactory
- N-Needs Improvement
- U-Unsatisfactory

Graduation

At the completion of seventh grade, students who have fulfilled all requirements prescribed by the Archdiocese of New Orleans will be awarded a diploma. Participation in graduation exercises is a privilege that is earned. Students who fail three major subjects and/or have exhibited a consistent unwillingness to comply with the school's discipline policy in the seventh grade may not take part in graduation exercises. All financial obligations must be met in full at least one month before graduation day.

Homework

Homework is a necessary part of our students' education. In addition to work done in class, homework (written and/or study) is given. Students are to write each day's homework assignment in the agenda notebook. Parents may also consult their Parent Portal; however these are not primary sources for information. Parents are encouraged to check assignments daily and initial them. Homework counts as a portion of the grade for each term.

The purpose of homework assignments is to supplement schoolwork, foster good study habits, reinforce learning and prepare for the next day's class. The following time schedule is offered as a guide. Homework is not regularly assigned on weekends in primary grades.

- PreK4: 15-20 minutes
- Kindergarten: 15-30 minutes
- 1st grade: 30 minutes
- 2nd grade: 45 minutes
- 3rd and 4th grade: 45 to 60 minutes
- 5th through 7th grade: 60 to 90 minutes

Honor Roll

At the end of each marking period, Alpha Honors are awarded to students in grades 3-7 earning no grade lower than "A" or "G" in all subjects and conduct. Beta Honors are awarded to students earning no grade lower than "B" or "G" in all subjects and conduct. The Principal's Honor Roll is awarded to 6th & 7th, grade honor students earning no grade lower than "A".

Make Up Work

It is the responsibility of the student, upon returning from an absence, to meet with the teacher(s) to obtain a list of work to be made up. A grade of "Zero" or "F" will be given for any work not made up in the time designated by the teacher. Parents of students in grades Pre-K through 3rd who would like to request homework/ class work must call the school office before 9:00 a.m., to give all teachers sufficient time to gather homework/class work assigned. Requested homework may be picked up from the school office any time before



2:00 p.m. Students who are in grades fourth through seventh need to get assignments from a study buddy or through Plus Portals.

Probation

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

Promotion

Students must pass all major subjects for promotion: No more than two subjects may be taken in summer school for promotion. Students in grades second through seventh must attend a state approved summer school program. The principal's permission is required to attend a summer program elsewhere. Kindergarten students must pass the exit exam to be promoted to first grade. First grade students receiving a "D" as a final average in Reading and/or Math must attend 18 hours of documented tutoring from a certified instructor to be promoted to 2nd grade.

Religious Instruction

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

Report Cards

Report cards are issued quarterly in kindergarten through seventh grade. Pre-Kindergarten 3 and 4 report cards are issued twice a year, at the end of first and second semesters.

Standardized Testing Program

In addition to the regular tests given by teachers, standardized tests are administered to the students in grades third through sixth. High School Placement Tests are administered by each high school for eighth grade attendance.

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

Textbooks

Students are required to have book covers on all books at all times. No contact paper should be used on hard cover books. Students who lose or damage a book are responsible for paying the replacement cost. Students are required to have a book bag to transport books and material to and from school. Luggage carriers are not permitted. Wheeled backpacks are allowed in grades 5-7, but are not to be rolled up and down the stairs or when walking in a class line.

Attendance

School Hours

School opens at 7:30 a.m. Students who must be dropped off at school before 7:30 a.m. must enroll in the before-school care program. Any student arriving after **7:50 a.m.** will be considered tardy. After **7:50 a.m.** students must come to the office for a tardy slip. Tardies are recorded on the student's permanent record. Morning assembly will begin at **7:50 a.m.**



Absences

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

Tardies

Tardies are disruptive to the instructional program and may have an adverse effect on the educational progress of your child and others. After 7:55 a.m. tardy students must be accompanied to the office by a parent or guardian to be admitted. Tardiness becomes a permanent part of the student's record. Every fifth tardy will result in a one day unexcused absence. Students with ten (10) or more unexcused tardies are subject to a Saturday detention. **Excessive tardies may result in a student being held back or asked not to return.** Students who arrive at school after **11:00 a.m.** will be marked absent for ½ a day.

Check Out

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

Truancy

The following forms of absences are classified as truanancies:

- Absences from school without the knowledge and consent of the parents.
- Leaving the school grounds during the day without permission.
- Staying out of class without permission.
- Being absent without a parent calling in.
- Truancies will be a cause for expulsion.
- Absences exceeding seventeen (17) days for which a written excuse has not been received.

Arrival Procedures

To insure the safety of the children, the following arrival procedures are to be followed:

- Parents are to remain in their vehicles at all times and refrain from using cell phones.
- Students in PK-3 and older siblings of PK-3 students are to be dropped off at the Avenue B entrance.
- Students in grades PK-4 and Kinder-are to be dropped off at the 6th Street/Guardian Angels entrance.



- Students in grades 1 through 7th are to be dropped off on Avenue D by the entrance of Pagliughi Hall where they will go for their daily assembly.
- Avenue C will now be kept open until **8 AM** for Nursery and PK-1 Drop-Off... *please drive with caution.*

Dismissal Procedures

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

- Parents are to remain in their vehicles at all times and not use cell phones in a school area. A visible sign with your child's first and last name and class must be displayed until the child is in the car.
- Oldest and only children in Grades PK-3, PK-4, K, 1st and 2nd who are riders will be dismissed at 2:45 p.m. at the following locations:
 - PK-3 is dismissed at the school entrance on Avenue B.
 - PreK-4, Kinder, 1st & 2nd grade is dismissed at the side door of the school building on 6th Street.
 - Older siblings of students in PK-3, PK-4, K, 1st & 2nd who are riders will be dismissed at 2:55 p.m. to join their younger brothers and sisters. They will then follow the dismissal procedures listed above.
- Students in grades 3rd - 8th grade will be brought by their teachers at 3:00 p.m. to the cafeteria to wait for their rides.
- Walkers must register with the school office.
- Parents who are arriving for conferences, games, etc. may park anywhere in the school's vicinity after 3:30 PM, except for in front of driveways, or in front of Hebert Hall.
- No student will be allowed to ride with another student unless a written parental note is given to the office in the morning.
- Students must be picked up by 3:30 p.m. **Students not picked up by 3:30 p.m. will be brought to aftercare and charged accordingly. Should this become a repeated situation, it will be required to register the student(s) in aftercare.**
- Students not registered in after-care may not remain at school to ride home with a student registered in after-care.

Extra Curricular Activities

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

The students of Immaculate Conception School have an opportunity to participate in after school activities. These include but are not limited to: Academic Society, Altar Servers, Ballroom Dancing, Basketball, Builders' Club, Choir, Music, Cheerleading, Cross Country, Flag Football, Indoor ball, Mission Club, Soccer, Softball, Baseball, Student Government Association (SGA), and Volleyball. Participation in a game or club activity requires a student to be in attendance at school all day. Suspended students forfeit participation on suspension days. In cases of academic problems, participation in extracurricular activities is left to the discretion of administrators in consultation with the parents. Students placed on disciplinary probation forfeit participation in extracurricular activities.



Library

The use of the Library allows the students to explore the world of reading. All students are expected to follow the following library rules and procedures:

- All students are to enter the library quietly and be seated at the tables.
- Students are to remain seated and quiet at all times.
- Only pencils are to be used in the library.
- Bookmarkers must be used in all books. A page turned back is not allowed.
- Books must be given to the librarian, not placed on the counter.
- Students are allowed to check out one book and keep it for two weeks.
- Books may be renewed for one time only.
- There is a 10¢ fine per book/per day late. Each marking period, library privileges will be revoked to students who have not returned books or paid overdue charges.
- Students tampering with bar code labels in library books will be issued demerits.
- No homework or other class work will be allowed in the library, unless it requires library research or reference.
- Library time is for checking out books and taking AR test. Library time is not free time.
- When leaving the library, students will be dismissed by table.
- The library restroom is not to be used by students.

Field Trips

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

Extended Care Program

The school provides a before and after school program to families requiring such service for a fee. Students enrolled in the program may be at school as early as 6:45 a.m. and must be picked up no later than 6:00 p.m. The after school hours include homework/study hall and supervised play. Additional information and the fee schedule may be obtained from the school office and website. Students enrolled in the extended care program are subject to the school discipline policies and procedures. **A student may register as a drop-in if after care is occasionally needed during the week or month.**



School Information

Every month the school newsletter, *The Charger Chronicles*, will be distributed to parents via hard copy and email. It will also be posted on the website. It is imperative that parents read this newsletter as it contains current information relative to the school. The updated monthly calendar is also distributed in this manner. Tuesday memos are emailed weekly and also posted on the website. Plus Portals is an additional way offered to keep parents and families updated regarding their child's progress (grades, assignments, attendance and disciplinary information) and other specific "class" information.

Conferences

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

Financial Responsibilities

Outstanding Finances

All financial responsibilities (including Parent Partnership Program, tuition, cafeteria, before and after care, tutoring, NSF fees, library fees, pictures, field trips, detention fees, etc.) must be kept current. . Students whose parents/guardians have not kept current their financial obligations will not be permitted to participate in any extra-curricular activities, including sports, clubs, after-school care, etc. Students whose parents/guardians have not kept current their financial obligations will also not be permitted to participate in school sponsored trips.

Food and Nutrition Services

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

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. If a parent wishes to apply for free or reduced lunch, go to the website www.schoolcafe.org. Students are assigned a computerized account number.

School Food & Nutrition Services' accounting system requires funds in your child's lunch account on the first feeding day. No one is allowed to charge on his/her lunch account. Notices will be provided when a lunch account needs more funds. Online payments are now available, call the cafeteria for more information 341-1158.

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

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

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



Dress Code

Every student must wear the prescribed uniform every day unless notified otherwise. **Uniforms must be properly fitted.** Please label all clothing. Kajan Uniforms, located at 1981 Barataria Blvd. #E, Marrero sells the proper uniforms. The administration shall be the final interpreter of the dress code.

Pre-K 2 & 3

- Girls: Light blue and white cord smock dress with matching bloomers. Dresses are not to be shortened after purchase.
- Boys: Khaki pull-on long or short pants with navy embroidered heavy weight shirt.
- Shoes: Solid black soft sole tennis shoes with Velcro. (New Balance or Stride Rite, Millie T-Strap or Mary Jane, Navy Blue Keds with Velcro strap — Girls Only-Black or Navy)
- Sweaters: Only regulation school sweaters (girls only) or embroidered fleece-lined heavy jackets may be worn in cold weather. Pre-K 3 boys only may wear the regulation sweatshirt.

Pre-K 4—4th Grade

- Girls: Plaid jumper with white straight sleeve and pointed collar blouse. Plaid shorts may be worn during the 1st and 4th nine weeks. Long navy pants may be worn.
- Boys: Navy long pants with embroidered light blue jersey shirt. Navy shorts may be worn.
- Sweaters: Only regulation school sweaters, sweatshirts or embroidered fleece-lined heavy jackets may be worn in cold weather.
- Shoes: Only the required school approved shoes may be worn (**solid black**, soft-sole, laced-up tennis shoes). Boys and girls in Pre-K 4 and Kinder must wear a solid black soft sole tennis shoe with Velcro.

Middle School

- Girls: Plaid skirt with embroidered light blue oxford shirt. Long navy pants (without pockets on the leg and worn at the waist) may be worn.
- Boys: Khaki long pants (without pockets on the leg and worn at the waist) with embroidered navy jersey shirt. Khaki shorts may be worn.
- Sweaters: Only regulation school sweaters, sweatshirts or embroidered fleece-lined heavy jackets may be worn in cold weather.
- Shoes: **Solid** black or brown laced-up shoes

General Uniform Requirements

- Only white t-shirts may be worn under the uniform shirts or blouses.
 - P.E. Uniform: All students in grades Pre- K 4 through 7th grade must wear the regulation t-shirt, shorts and socks purchased from Immaculate Conception School. Middle School students must wear solid white, black or gray non-marking tennis shoes. Pre-K 4 through 4th grade students must wear solid black or blue school tennis shoes. In extremely cold weather, plain navy-blue jogging pants and the school sweatshirt may be worn. For hygienic purpose, only non-aerosol deodorants and anti-perspirants may be used following P.E.
 - Jacket: The regulation school jacket with school logo is the only jacket that may be worn over the uniform. At no time can denim jackets or jackets with advertising and/or logos be worn. Sweatshirt jackets “hoodies” may not be worn.
 - Sweaters: The regulation school sweater with ICS emblem may be worn in grades Pre-K 3 – 7th.
- Sweatshirt: The I.C.S. sweatshirts are the only sweatshirts permitted. The I.C.S. sweatshirt must be worn over the regulation blouse/shirt. A special regulation sweatshirt will be available for 7th grade.
- Coat: In cold weather, a coat may be worn over the school sweater or school sweatshirt. The coat may not be worn in the classroom. A coat may not be made of denim or bear



advertising and/or logos (i.e., playgrounds, dance studios, ball teams, etc.). Sweatpants may NOT be worn under skirts.

- **Hoods may only be worn outside in cold weather.**
- Skirt: Hemline must be at the knee. No sweatpants or leggings may be worn under skirts.
- Socks (**PK-3 - 7th**): All students wear white quarter socks with the ICS logo. Socks are purchased from Immaculate Conception School.
- Tights of navy, black or white are permitted on very cold days. School socks are worn over tights.
- Belt: A navy, black or khaki belt must be worn. Standard belt buckles only.
- Grooming: Absolutely NO tattoos or body piercings. No cologne or lotion is allowed.
Hair: Girls' hair must be well groomed. (NOT BLEACHED, COLORED, TINTED, HIGHLIGHTED OR WORN IN AN EXTREME STYLE.) Only navy, white, gold, khaki or black headbands (no wider than 1"), and ribbons and barrettes are permitted. **Hair beads are not permitted.**
Boys' hair must be worn above the collar and top of the ear and top of the eyebrow. Hair may not be BLEACHED, COLORED, HIGHLIGHTED, TINTED OR WORN IN AN EXTREME STYLE (such as extensions, weaves, shaving or carving into the natural hairline, wedges, spiked, high and tight cut or close shaven on sides and long on top). The Administration reserves the right to judge if a hairstyle is extreme. Students not following the above policies will be required to remain out of school until hair is in compliance with school policies.
- Accessories must be kept to a minimum. For safety reasons, necklaces, chains and bracelets may not be worn. Students may wear a watch and one finger ring. Girls may wear one pair of small, non-dangling earrings in the lower portion of the ear lobe. Absolutely NO body piercing or tattoos are allowed. No jewelry may be worn during P.E. Students may not bring or wear cologne, lotion or make-up. Students are responsible for their own belongings. We recommend that students not bring valued or valuable items to school. The school is not responsible for these items. Make-up, **colored** nail polish and/or artificial nails are NOT permitted in Pre-K 3 - 7th grades.

Discipline Policy

Immaculate Conception School believes in a positive approach to discipline according to St. John Bosco's educational system, entirely based on REASON, RELIGION AND LOVING-KINDNESS. Our educators undertake this commitment with a warm, optimistic, and joyful approach to our youth, "our greatest hope." This system leads students to take responsibility for their actions.

As in all matters concerning your child, the parents should always work closely with the teacher(s). Contact should be made with the teacher(s) before intervention of the administration is sought. Students are always to conduct themselves as Immaculate Conception students and to exhibit the behavior expected of such students. Conduct, whether inside or outside school, which is detrimental to the reputation of the school will not be tolerated.

General Student Expectations

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

- Classroom behavior must reflect a Christian attitude and respect for the teacher and other class members. Disruptive behavior or behavior that impedes the learning process will not be tolerated.
- Students must refrain from the use of vulgar or obscene language, whether written or oral.
- The dress code must be followed at all times and until the last day of the school year, unless the administration has given specific permission otherwise.
- All students are responsible for the care of the school environment. Desks shall be kept in order and classroom aisles shall be kept clear.



- Defacing walls, desks, chairs, benches, books, uniforms or any other items is not allowed. Parents will be held financially responsible for any damages.
- Writing on books, book covers, book bags, notebooks or bodies, etc. is not allowed.
- Students must respect the property of others at all times.
- Gum chewing is not allowed on the school grounds at any time.
- Students may not bring to school any items other than regulation school supplies, unless the teacher(s) or administration gives specific permission.

Conduct Referrals

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

Infractions

Level I – Infractions (Demerits)

- Chewing gum anywhere on campus.
- Pushing or shoving others.
- Eating in the classroom without permission.
- Improper uniform (wearing anything not officially part of the school uniform, wearing the uniform improperly or omission of any part of the required uniform, including the P.E. uniform).
- Wearing makeup, including **colored** nail polish and artificial nails for girls in PK-3 – 7th grade.
- Coming to class unprepared.
- Talking during a time of silence.
- Unsigned test papers, etc.
- Minor inappropriate misbehavior on campus.
- Misbehaving in church/cafeteria/classroom/recess.
- Bringing toys, games, cards, etc. to class.
- Other (to be left to the discretion of the teacher/administration).

Level II – Infractions (Detentions)

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



Level III – Infractions (Suspensions/Expulsions)

- Bullying
- Excessive detentions
- Failure to show up for a Saturday detention.
- Theft—taking property without the permission of the owner. Parents/guardians of the student(s) will be expected to replace the stolen items or pay for damages.
- Fighting—two or more students involved in exchange of blows.
- Assault—unprovoked physical attack or threat of physical attack (written, oral or by computer) on one student by another.
- Vandalism—in cases of vandalism, and/or destruction of property, parents/guardians of the student(s) involved will be expected to pay for the damages. In some cases, students will be made to clean up areas, which they have littered, damaged, or vandalized. If a student accidentally causes damage, it should be reported to a teacher immediately, so that the damage is not misconstrued as vandalism. Students must pay for any damage to property or books.
- Harassment—intimidation of a student or students (written, oral or by computer) by one or more students. Threats made against other students, teachers or any school personnel (written, oral or by computer).
- Use of tobacco, alcohol or any other form of substance abuse.
- Possession/distribution of alcohol, drugs, drug paraphernalia, weapons or other instrumentality.
- Leaving school grounds without permission, including Academy of Our Lady and Immaculate Conception Church/Rectory.
- Disrespectful attitude toward school personnel.
- Behavior which the administration believes warrants suspension or expulsion.
- Insubordination.
- Graffiti style writing on books, book bags, notebooks, etc. considered as gang related.
- Truancy.
- Unauthorized or inappropriate use or posting on the internet from any phone or computer, including but not limited to a home computer.
- Other (to be left to the discretion of the administration).

Disciplinary Action

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

- Demerits: Students may receive demerits for Level I infractions. The parent copy must be signed and returned on the following school day. Failure to return a signed demerit within two (2) days will result in a detention. After five (5) demerits, a student is subject to a Wednesday detention.
- Detention: Students may be required to serve a detention for Level II infractions of the above-mentioned rules. Wednesday detentions are held from 7:00 a.m. to 7:45 a.m. Signed parental copy must be presented for admission. In some cases, students will be required to attend Saturday detentions. (Complete school uniform is to be worn.) Parents will be notified at least one day in advance before the student is detained. However, this does not exclude detention on the same day for serious offenses. Students are required to attend assigned detentions regardless of commitments to extracurricular or outside-of-school activities. Detentions on Saturday are held from 8:00 a.m. to 10:00 a.m. for a fine of \$5.00. Parents must sign the student out of detention in order for the student to be released. Students not picked up on time will be charged \$5.00 for every 15 minutes past dismissal time.
- Suspensions: Students who commit Level III infractions are subject to suspension. Suspension may be in school or out of school. **STUDENTS WHO ARE SUSPENDED WILL BE RESPONSIBLE FOR**



MAKING UP ALL CLASS WORK, TESTS, ETC. MISSED DURING THEIR ABSENCES. After excessive suspensions, a student is subject to disciplinary probation or expulsion.

- Expulsions: After three suspensions, a student may be expelled. Unacceptable behavior of a parent will not be tolerated. Abusive language, threats or insults to an administrator, teacher, staff member or student are not compatible with Christian philosophy. Such action may result in expulsion of the student. Administrative options are always open to take the action felt necessary for the safety and protection of teachers and students.
- Probation: Students who have consistently shown disregard for school or classroom rules may be placed on Behavioral Probation for a period of time as determined by the Administration. During probation, sufficient improvement in behavior must be demonstrated. If this is not accomplished, the parents may be asked to remove their child from the school.
- Restraint: When situations call for the use of physical force or restraint to prevent harm to a student or to others threatened by the student, teachers and administrators have a duty to protect students from harming themselves and others.

Cell Phones

Use of a cell phone or any electronic device is prohibited on school property, in the school bus, or at school supervised activities. Students who must bring cell phones to school to be used after leaving campus are required to turn the phone off and place it in a book bag. Students not following the above procedure are subject to phone confiscation for three school (3) days **and will receive a detention**. The school does not assume responsibility for lost or stolen phones.

Technology

Archdiocesan Internet Usage Policy

All those associated with Immaculate Conception School are required to read and abide by the Archdiocesan Internet Usage Policy found at <http://www.archdiocese-no.org/isd/usagepolicy.html>.

Immaculate Conception School Internet Usage Policy

The primary purpose of the Immaculate Conception School Internet connection is educational. To this end, the following Internet Usage Policy is in effect:

- Any inappropriate behavior may lead to penalties, including but not limited to the revoking of an Internet account, disciplinary action by the school as it may deem fit, and/or legal action by the school or any third party. Any games or jokes deemed inappropriate by the Roman Catholic Church and/or Immaculate Conception School (which school philosophy is set forth in the parent-student handbook) on the school's computers is prohibited.
- Students are not to participate in any "chat room" activity, social media, or other activities on the school's computers/other electronic devices deemed inappropriate according to the Roman Catholic Church and/or Immaculate Conception School (including but not limited to the production of any such inappropriate material or documents).
- School computers/other electronic devices are not to be used for the transfer of material that is criminal, subversive, treasonous, libelous, defamatory, invasive of privacy or deemed to be inappropriate according to the Roman Catholic Church and/or Immaculate Conception School. I further agree that my e-mail communication at school and from home to school or vice-versa shall similarly not be subversive, treasonous, libelous, defamatory, invasive of privacy, or deemed inappropriate according to the Roman Catholic Church and/or Immaculate Conception School.
- Students are not to allow other persons to use their Internet account.
- Students are not to give their password to anyone.



- All information posted on websites or on social media, such as Facebook, Twitter, etc. can be viewed by the public and should be appropriate.
- Students are not allowed to create official or unofficial Immaculate Conception School websites or to use the name of Immaculate Conception Parish or School in personal websites.
- Students will be held responsible for the results of any of actions in using the Internet connection of Immaculate Conception School.
- Students are subject to serious disciplinary action up to, and including, expulsion for any communication, posting of text, video, pictures, animation, etc. done from any computer (including home location)/other electronic devices that is deemed inappropriate by the administration of I.C.S.
- The official Immaculate Conception School website is <http://www.icschargers.org>.

Immaculate Conception School Digital Device Policies and Procedures

Immaculate Conception School is providing students with access to networked digital devices (including but not limited to tablets and laptops) as educational tools. We wish to encourage our students to develop the skills necessary to utilize technology as a learning tool and to enrich their learning experience through the use of interactive, educational media.

In order to participate, students must use this technology in an efficient, careful, respectful, legal and safe manner, and parent(s)/guardian(s) must agree to be responsible for their child's actions and to encourage proper use of the equipment.

While using a digital device for educational purposes can be very enjoyable, students must realize that they are not toys. In order for a student to use a digital device at ICS, the student and his or her parent(s)/guardian(s) must understand and agree to adhere to our policy:

- Once a digital device is in the possession of the student, the student must realize that the digital device is his or her responsibility and that upon loss, damage or theft of the digital device, the parent(s)/guardian(s) of the student will be responsible for monetary compensation for any damage or loss incurred through negligence or willful harm.
- Parent(s)/guardian(s) of ICS students must agree to pay for the cost of repair or replacement of digital devices and any accessories due to loss, theft and/or damage as a result of the action or inaction of his or her child.
- Technological equipment given to the students must be handled with proper care. Care must be taken that the digital devices at all times be in a secure position, safe from damage from the environment in the form of dropping or falling, damage from liquids, impact of any part of the digital device with any surface or any other danger to the physical and electrical integrity of the unit. An digital device must never, for instance, be placed in a location where someone may sit on it or from which it can slide off or drop.
- Students must use the touch and button interfaces appropriately, using an adequate and safe amount of pressure on the buttons and/or screen, never pushing with unnecessary force or hitting any part of the digital device.
- Should it have one, students must never remove an digital device from its protective case. Should the case come loose, the student must bring it to the teacher and have the teacher properly re-affix the case.
- Students must report improper functioning, damage, loss or theft of an digital device or any of its accessories immediately to the nearest ICS faculty or staff member.
- Students must use the digital devices only in the manner directed for educational purposes. Use of unauthorized apps or of authorized apps in unauthorized manners is forbidden.



- Students must never change the configuration of a digital device in any way, unless instructed to do so by a teacher. This includes installing, removing, or moving any apps, changing any configuration settings upon the digital devices, renaming folders, changing the digital device background, setting up lockout codes, etc. In short, the student should return the digital device in the exact same configuration that it had when the student received it.
- When detaching or attaching the digital device to its power cord, students must take care to hold the tab at the base of the cord properly (not by the cord itself) and to never use force. Students must never yank or push or pull hard. Students must make sure to align the part of the tab marked as the top (non-blank side) with the screen of the digital device.
- When returning digital devices to a cart, students must place the digital device at the designated position on the shelf proper for that digital device, as it is labeled, and make sure to connect it properly to its power cord. Students must look for a visual indication that the digital device is charging before leaving it in the cart. In the event that a connection cannot be made, the student must inform the librarian and/or his or her instructor.
- Students must always use the same digital device.
- Student must always use the digital devices ethically and responsibly.
- Students must never use a digital device in any manner that violates the local law, state law, federal law, school policies or Archdiocese policies.
- Students given school accounts to services on the internet and ICS network must follow all proper use guidelines set by ICS and the Archdiocese of New Orleans including, but not limited to security, bullying, abuse, propriety, and legality. Never divulge your passwords to or allow use of your account by any other party. Behavior in the digital medium is subject to all rules, policies, and penalties set by ICS regarding student conduct.

Violation of the I.C.S. Digital Device Policy and Procedures will result in the loss of the privilege to use digital devices for an indefinite amount of time and possible disciplinary action. Damage, loss or theft will result in fines for repair and/or replacement of damaged or lost equipment.



School Safety

Safe Environment

In the Charter for the Protection of Children and Young People, the Catholic bishops of the United States, address their commitment to working with parents, educators, civil authorities and various organizations in the protection of children and youth in our care.

Children and youth of the Archdiocese are taught their identity, created in the image of God. Training teaches personal safety skills, recognition of possible abusive relationships and the importance of identifying trusted adults in their lives.

Any parent that does not want his/her child to take part in this program is to give written authorization for the child to opt out of the program. A form in this regard is to be signed and returned to the Archdiocese. The form is available in the school office. More information is available on the Archdiocesan website http://www.arch-no.org/safe_environment.

Anti-Bullying Policy

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose. It will not be tolerated at Immaculate Conception School.

The following are the standards for the Anti-Bullying Policy at Immaculate Conception School:

- EVERYONE will be kind to each other.
- EVERYONE will smile and greet each other.
- EVERYONE will take time to get to know one another.
- EVERYONE will look at situations from another's point of view.
- STUDENTS will speak up for anyone who is being bullied.
- STUDENTS will report bullying immediately to the nearest adult.
- STUDENTS will invite those who would like to join into games and conversation.
- STUDENTS' hands, feet, and words will be used for helping and learning.

TEACHERS will listen without judging.

- TEACHERS will take any reports of bullying seriously.
- TEACHERS will look out for students who are being bullied.
- TEACHERS will be actively involved whenever supervising.

Interventions

Any episodes of bullying are to be reported to the administration. The following interventions are in place:

- The child shall meet with an Administrator/Counselor. A parent may be called.
- The child could write a reflection or prayer about the effects of his/her actions which may be shared with others. Community service may be assigned. A parent may be called.



Disciplinary Consequences

Primary: Wednesday detention **7:00 a.m. – 7:45 a.m.**

Middle: Saturday detention

SEVERE consequences will be issued for retaliation or "getting even" with the reporter or bullied student.

ICS will follow the anti-bullying policy of the Archdiocese of New Orleans found on the Archdiocesan website.

Legal Custody of Students

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

Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school may provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order to be kept on file at the school. All parents are invited to visit the ICSChargers.org website for information on their child(ren)'s school activities.

Child Abuse Policy

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

Insurance

The accident insurance coverage purchased by the school provides coverage on an EXCESS BASIS only. This means that only those medical expenses, which are NOT payable by your own personal or group insurance, are eligible for coverage under this policy up to the limits.

Emergency Information

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

Emergency Dismissal

In case of an emergency, Immaculate Conception instituted a telephone/text broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service is provided by APNotify. We will continue to report school closings due to inclement weather or an emergency closing on WWL-AM 870, WWL-TV Channel 4, WDSU-TV Channel 6, WVUE Fox 8 and ABC 26. Parents always have the privilege of checking their child(ren) out early at their own discretion whether or not the school announces such. Absence because of threatening weather is always an excused absence. It is the policy of the Archdiocese of New Orleans to close its parish schools whenever the Parish (Jefferson Parish) closes its schools. In cases such as this, the Immaculate Conception Early Learning Center will also close.



Emergency Other Than Natural Disaster

Because the safety and welfare of the students is the primary concern, it may be necessary to close school until such times as deemed safe to re-open. Parents will be asked to provide the school with specific information regarding persons authorized to pick up their children. It is the policy of the Archdiocese of New Orleans to close its parish schools whenever the Parish (Jefferson Parish) closes its schools. In cases such as this, the Immaculate Conception Early Learning Center will also close.

Visitors/Unauthorized Personnel

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

Fire and Safety Drills

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

Firearms— Act 833 / Weapons

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

The law mandates that the principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any persons or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons.

Search and Seizure Policy

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

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



Asbestos Notification

In accordance with Asbestos Hazardous Response Act (AHERA), A Management Plan has been prepared and approved by the State Dept. of Environment Quality (DEQ). This management plan is available for you to review in the Business Office during school hours. If you desire a copy of the plan, it will be made available to you at a cost of \$100.00 (which covers the cost of reproduction).

Pets

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

HEALTH AND SAFETY

In view of Immaculate Conception School's commitment to provide for the health, safety, and well-being of our students, the services of a School Nurse is available for their health and safety needs

Medication

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

Immunizations

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



Personal Belongings

Lost or Damaged Belongings

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

Lost and Found

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

Forgotten Items

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

Transportation

Riding the school bus is a privilege that we gladly extend to our students and their families. The following rules are to be followed:

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



School Closings

Parents will be notified by AP Notify of unscheduled or emergency school closings. It will also be announced on TV (WWL-TV Channel 4, WDSU-TV Channel 6, WVUE-TV Channel 8) and over the AM radio station WWL 870 kHz. Please listen to the media for information, as school telephone lines need to be kept open for emergencies. It is the policy of the Archdiocese of New Orleans to close its parish schools whenever the Parish (Jefferson Parish) closes its schools. In cases such as this, the Immaculate Conception Early Learning Center will also close. (See Emergency Procedure on page 12)

Special Holiday Activities

Special holiday treats are planned by the teachers, who will then contact parents for assistance.

- Classes may not order out (pizza, hamburgers, etc.). The Administration reserves this right for special occasions and these will be handled by the Administration.
- Students may not receive flowers, balloons, etc., at school nor are they allowed to bring these items to school.
- Birthday treats are permitted for grades Pre-Kindergarten through 4th grade. Parents who wish to contribute cupcakes or cookies for students' birthdays or other occasions must make arrangements with the teacher. If permission is granted, please follow the directions of the teacher.
- When invitations are distributed at school, every child in the class must receive an invitation.

Telephone

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

Parents should refer to the school newsletter, monthly calendar, Plus Portals, or the web site for information on school activities, early dismissal, dress-up days, etc. Do not call the school office for this information so that the phone lines are not unduly tied up.

Withdrawal Requirements

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



Immaculate

• Elementary School •

Conception

Parent/Student Agreement Form

Public Information/Communication Release

I agree that, for the 2017-2018 school year, the name, voice and/or likeness of my child (student) may be used in news publications, audiovisuals and other electronic transmissions issued by employees or designees of the Immaculate Conception School Community or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to photographs, videotapes, live broadcasts, sound recordings and/or electronic transmissions related to school activities. I waive compensation or reimbursement of any kind related to use of the above material for myself of the minor child.

Parent/Guardian Signature _____ Date _____

I have read and agree to abide by

- Immaculate Conception School Parent/Student Handbook
- Archdiocesan Internet Usage Policy at <http://www.archdiocese-no.org/isd/usagepolicy.html>
- Digital device/Chromebook, Cell Phone Policies and Procedures
- School Internet Policy
- Anti-Bullying Policy from Archdiocesan website
- Public Information/Communication Release
- Safe Environment at http://www.arch-no.org/safe_environment
- Counseling Program
- Authorization and Release

Student Name _____

Student Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Homeroom _____ Date _____

Please detach this page from the agenda and return it to your child's homeroom teacher within five days of receiving this document.



