



PARENT / STUDENT HANDBOOK

2017-2018

Immaculate Conception School

24 Maple Street
Wellsville, NY 14895
Phone: 585-593-5840 FAX: 585-593-5846
www.icc-ics.org

Approved by ICS School Board May 10, 2017

Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”*

St. John Chrysostom

Welcome to Immaculate Conception Catholic School! In choosing Immaculate Conception School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Immaculate Conception School for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Immaculate Conception School during the 2017-2018 school year.

The faculty and staff of Immaculate Conception School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,
Nora Burdick
Principal

Immaculate Conception School

Immaculate Conception School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Buffalo Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that they are loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Immaculate Conception, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of New York guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

Immaculate Conception School (ICS) began educating children in the current location of 24 Maple Avenue in 1912. Though ICS educated students through grade at one time, ICS now goes through grade 8. A kindergarten program was added in the early 70s and a prekindergarten was added in the late 1980s.

ICS was designated a regional school in 2005 and the name was changed to Immaculate Conception School of Allegany County.

Mission Statement of Immaculate Conception School

Immaculate Conception School is a vital part of the mission of Immaculate Conception Catholic Church. Immaculate Conception School will provide a Christ-centered Catholic education, with a focus on academic excellence, and the development of each individual child.

Philosophy

Immaculate Conception School strives to make an individual's faith a living, conscious, and active part of daily life through our example and instruction. Our goal is to help students develop moral, spiritual, and intellectual values which foster success in later life. ICS is dedicated to excellence in academic education and the development of students within the framework of the Gospel and traditions of Catholic teachings. The ICS community embraces our Catholic values while affirming the intrinsic worth of the individual student. We welcome all students regardless of denomination or ethnic background.

Our varied curriculum is designed to teach skills needed for problem solving and discovery, as well as logical and creative thinking and spiritual growth. School Policy is determined and approved by the Pastor and School Board with input from the administration, faculty, parents, and students. School policy is a guide and leaves wide areas of discretion to classroom teachers.

The teachers:

- are the directors, planners, and managers of the learning experience
- coordinate the instructional programs, combining a variety of techniques, research tools, materials, and enrichment activities.
- serve as models of Christian values
- provide personal support of students through listening and encouragement and promote academic commitment and enthusiasm for learning.
- recognize that parents are the primary educators and support their values.

The students:

- are evaluated on the basis of fixed standards of achievement, creativity, initiative in problem solving and practical application of knowledge.
- must be respectful of the feelings of their fellow students and accept the differences and shortcomings of others.
- learn to resolve conflicts amicably without resorting to physical confrontations.
- learn self-control and respect for authority.
- discern right from wrong as a necessary component of social development.

- practice responsibility for their own actions.

Physical development is equally as important as academic and social development. This is provided by physical education classes, the health curriculum, and extracurricular sports.

Absence

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Immaculate Conception students and is aligned with the state statutes of the state of New York.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

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

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

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

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. Advance assignment mayl be given at the discretion of the teacher.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of New York guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Buffalo is posted on the diocesan website.

Immaculate Conception School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on Friday of each week for the entire school community.

Computer Literacy

Word Processing, Data Base, Spread Sheets, Web Design, Effective Use of Social Media, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

Fine Arts

Music, Visual Arts, Graphic Art

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive using the D'Nealian handwriting method.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Students in Grades 4 and 8 take the NY State assessments.

Mathematics

Mathematics Skills, Pre-Algebra, Common Core, and Algebra I. Students in Grade 8 Algebra take the State End of Course Algebra Test in May. Students who do not meet benchmark scores will receive AIS

Academic Intervention Services (AIS)

The 5th grade math teacher will place students rising to Grade 6 into instructional math groups. **Student math averages, ITBS math stanine scores, and teacher recommendation** based on observations of student skills, effort, and ability determine placement. All 6th grade math students will complete the **same curriculum**. Enrichment will be provided as necessary.

Grade 7

At the **end of Grade 6**, students will be placed into instructional math groups according to their **score on a placement test, their final math average, ITBS math stanine averages, and teacher recommendation** based on observation of student skills, effort, and ability.

Grade 8

At the end of Grade 7, students in **7th Grade Pre-Algebra** will be eligible to **take 8th Grade Algebra** if the following criteria have been met:

- Final average of at least 86% in 7th Grade Pre-Algebra
- ITBS Composite Math score from the previous school year.
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Upon meeting the criteria listed above, students will be placed in **8th Grade Algebra** in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra class. This is a high school level course taken for high school credit. Credit is earned when a passing grade of 65 or higher is achieved.

Students in **Comprehensive 7th Grade Math** will be eligible to **take the Algebra placement test** if the following criteria have been met:

- A final average of 90% or above in Comprehensive 7th Grade Math
- Teacher recommendation
- ITBS Composite Math score from the previous school year.

Upon successful completion of the placement test, students may be placed in **8th Grade Algebra**. Extra work may need to be completed by the student over the summer months to ensure readiness for the Algebra curriculum. This placement is probationary and contingent on acceptable performance in the Algebra class. This is a high school level course taken for high school credit.

Students **not eligible** to take **8th Grade Algebra** according to the criteria outlined above will be placed in **8th Grade Math**.

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences and Laboratory Experiences.

Social Studies

History, Geography, Economics, State History, and Current Events.

Spanish

Vocabulary, common expressions, grammar, conversation, and culture.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed in AIS and the student's progress will be monitored. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Accreditation

Immaculate Conception School is accredited through Middle States Commission for New York State Non-public Schools.

Admission Information

Nondiscriminatory Policy

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

As openings become available, the following priorities will be used to accept students to Immaculate Conception School:

1. Members of Immaculate Conception Parish
2. Members of other parishes
3. Non-Catholic students
- 4.

Children entering Pre-K must be four (4) years of age by December 1st.

Children entering Kindergarten must be five (5) years of age by

December 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance assessment and or D.I.A.L.IV.

At the time of registration, all new students seeking admission to Immaculate Conception School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records
 - +All students entering Immaculate Conception School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Immaculate Conception School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one quarter in which to prove themselves both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from attendance at Immaculate Conception School. The recommendation and decision of the school is final. Immaculate Conception School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible.

Immaculate Conception School cannot accommodate students who have *extraordinary* learning differences.

Non-Catholic students whose parents accept the philosophy of Immaculate Conception School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Financial Obligations

**TUITION SCHEDULE
SCHOOL YEAR – 2017-2018**

KINDERGARTEN - GRADE EIGHT

**Immaculate Conception School of Allegany County
Projected Tuition Increase
2017 - 2018**

Actual 2013-2014 Parishoner Tuition	\$3,260.00
Proposed Increase Per Child-Parishoner	180.00
Proposed 2017 - 2018 Parishoner Tuition	\$3,3380.00
Percentage Increase Per Child	5.84%

Dave Rahr's Five Year F
2014-2015 is th
Extended for another 5 years

Actual 2013-2014 Non-Parishoner Tuition	\$3,220.00
Proposed Increase 2017 - 2018 Non-Parishoner Tuition	160.00
Proposed 2017 - 2018 Non-Parishoner Tuition	\$3,380.00
Proposed % Increase Per Child, Non-Parishoner	4.97%

2017 - 2018 Proposed, Parishoner			
# Children	Full	Percentage	Discounted
1	3,260.00		3,260.00
2	5,868	10.00%	5,868
3	8,313	15.00%	8,313
4	10,432	20.00%	10,432

2017 - 2018 Proposed, Non Parishoner			
# Children	Full	Percentage	Discounted
1	3,380.00		3,380.00
2	6,084.00	10.00%	6,084.00
3	8619.00	15.00%	8,619.00
4	10816.00	20.00%	10,816.00

Using a \$180 Parishoner/\$160 Non-Parishoner Increase and a 10%, 15% and 20% Discount Rate

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.

- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

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

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 593-5840

Allergy Policy

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

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

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins Immaculate Conception Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. The School Environment

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

4. Food Allergy Policy

Immaculate Conception School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Immaculate Conception School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Classrooms

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

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

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

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

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

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

Blogs

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

No parent should open a Facebook® account under the name of the school or a particular grade or organization. The only official Immaculate Conception Facebook® page is the one created and monitored by the Immaculate Conception IT Specialist. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Buckley Amendment

Immaculate Conception School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Bullying and Cyberbullying

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

Cell Phones

Student cell phones and personal electronic devices shall be turned off and stored in their locker during the school day. Phones will be confiscated in the case of violations. Items taken from students will be returned to the parent(s)/guardian(s) at the discretion of the teacher or administrator. The administration reserves the right to search the contents of a confiscated cell phone.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

Child Abuse Laws

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

Conduct

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

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

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning

situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Counselor

A certified social worker is available to meet with students on a part-time basis as necessary for the student's well-being.

Crisis Plan

Immaculate Conception School has implemented a "crisis plan" in case of a lock-down emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of a necessary evacuation emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. United Methodist Church
2. Presbyterian Church
3. An alternative site may be chosen if the situation warrants.

Curriculum Assistance

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such organization intervention will meet with a designated staff member at 2:30 PM each day for a period of 2 to 3 minutes.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra

records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Discipline

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

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

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Immaculate Conception School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

State Law requires that **fire drills** be held. During the fire drills, students should follow these regulations:

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

Other required drills are held periodically, including code Red, Code Blue, and Lock-Down.

Facebook® and other Social Media Postings of Student Photographs

Immaculate Conception School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Immaculate Conception School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Immaculate Conception are required to ask permission from parents before posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. As a result of FERPA, parents may be asked to remove a post that contains pictures of students other than their own.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.

6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride with the assigned driver to and from the field trip with their class. Students not on the field trip will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. Cell phones are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

Gifts

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

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

Valentines **will not be** distributed at school. Once again this only contributes to hurt feelings.

Grading Scale

<i>A = 95-100</i>	<i>High Honor Role 94.5 – 100</i>
<i>B = 86-94</i>	<i>2nd Honors 89.5 – 94.49</i>
<i>C = 76-85</i>	<i>Merit Role 84.5 – 89.4</i>
<i>D = 70 – 75</i>	
<i>F = 69 or below</i>	

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

Harassment

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

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, Immaculate Conception School uses E-School Messenger and/or Facebook. Official school-wide emergency communications are sent using E-School Messenger.

Homework

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

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **No tests or quizzes will be given on Mondays or the first day of school of the week. No projects will be due on Monday or the first day of school of the week.**

However, students enrolled in Algebra may expect weekend homework.

Homework due to Vacations/Planned Absences

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. ***Exceptions can be made in advance at the discretion of the teacher.***

Homework Policy Due to Illness

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

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

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Immunizations

All students enrolled in Immaculate Conception School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Instagram®:

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Items Brought To School

Immaculate Conception School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

Library

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

The locks are the property of Immaculate Conception School. Students will be responsible for replacement of any lost lock.

Lost and Left

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left basket. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are encouraged to look for their child's item in the Lost and Left box.

Lunch Program

Immaculate Conception School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- b. Child's name
- c. Name of doctor prescribing the child's medication
- d. Frequency
- e. Dose
- f. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Off-Campus Conduct

The administration of Immaculate Conception School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

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

Out of Uniform Guidelines

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts with school logo
- *jogging suits
- *nail polish
- *jewelry
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *yoga pants
- *leggings worn as pants – leggings must be worn with a dress or skirt
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

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

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

Parents As Partners

As partners in the educational process at Immaculate Conception School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

Parent's Role in Education

We, at Immaculate Conception School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Immaculate Conception School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are well rooted in the child when unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Immaculate Conception School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person they are capable of becoming.

Parent Teacher Organization

Immaculate Conception Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Parties

Students are permitted three class parties a year: Halloween Party, Christmas, and Easter. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling.

Promotion Policy/Retention/Transfer Policy

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

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

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Immaculate Conception School.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (10) weeks.

Progress Reports: Parents may access grades throughout the year through the Parent Portal . Direct communication with teachers is also encouraged.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Immaculate Conception School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 10. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

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

School Hours

Grades Pre-K: 9 AM - 2 PM. Grades K-8: 7:45-2:15 PM. AM – 3:00 PM.
Students not in their homeroom at 7:55 AM are considered tardy.

At Immaculate Conception School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:30 AM. Students arriving at that time will go to the Cafeteria until they are dismissed to their classrooms at 7:55 AM.

Prayer and afternoon announcements begin at 2:10 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Immaculate Conception School offers an After School Care Program. Until 4:30 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:00 AM or who are not picked up by 4:30 PM will receive:

1. a phone call reminding you to not drop off your child early or to pick up your students on time
2. a registered letter reminding you that dropping your child off at school prior to 7:00 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.
3. repeated early drop off or failure to pick up your child from After School Care on time will result in expulsion from the school.
- 4.

Three (3) tardies or three (3) early withdrawal is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM**.

School Property

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

School Safety

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

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

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a

specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6th through 8th grades** will participate in projects directed toward the hungry and homeless.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Wellsville Police Department will be notified.

Smoking

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

Student Records

Immaculate Conception School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or email. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Immaculate Conception School Office for distribution. Completed forms will be sent via the U.S. Mail or faxed. Special handling will require that all postal fees be paid by the parents.

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

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or

the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, they should leave the cell phone in their locker during the school day. At no time during the day should a cell phone be in a student's locker or in their possession. **Items taken away from students will be returned to the parent(s)/guardian(s) at the administrators discretion.**

Electronic Readers (E-readers): Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Immaculate Conception School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Responsible Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

e-Reader Responsible Use Policy:

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Responsible Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Responsible Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the Immaculate Conception IT Specialist and accompanied by the Responsible Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Immaculate Conception School. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.

5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carpool.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades 2 through 7. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Title IX

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

Transfer of Students

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

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.

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

Volunteers

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

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local Radio stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the School Messenger System.

Right to Amend

Immaculate Conception School reserves the right to amend this Handbook. Notice of amendments will be sent to parents by USPS or School Messenger or email.

*Immaculate Conception School
24 Maple Avenue
Wellsville, NY 14895*

Phone: 585-593-5840

FAX: 585-593-5846

<http://icc-ics.org>

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of _____ request that the school allow my/our son/daughter to participate in a field trip to

Educational Purpose:

Date of Field Trip:

Departure from School:

Arrival back to School:

Fee:

Other Information:

Administrator's Signature

Teacher's Signature

We hereby release and save harmless the school of Immaculate Conception and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: _____

MEDICAL RELEASE FORM

Student's Name: _____

Medical Insurance Information:

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical Information _____

Current Medication(s): _____

Mother's Daytime #: _____ **Father's Daytime #:** _____

Mother's Cell Phone #: _____ **Father's Cell Phone #:** _____
(Keep for emergency purposes.)

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Immaculate Conception School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter
_____ to be photographed or videotaped at
Immaculate Conception Catholic School. I realize that the photo may
be published in the newspaper, a magazine, the school website, or other
publication. The video may be used for informational or educational
purposes regarding the programs or curriculum at Immaculate
Conception Catholic School

Signed: _____

Date: _____

Return by Sept 20, 2017

