

# Immaculate Conception School



## PARENT/STUDENT/STAFF HANDBOOK 2023-2024

400 N.E. 17<sup>TH</sup> ST. GRAND PRAIRIE TX 75050

Phone: 972-264-8777 FAX: 972-264-7742

[school.icgrandprairie.org](http://school.icgrandprairie.org)

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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 2023-2024 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 2023-2024 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,  
Linda Santos  
Principal

### **Right to Amend**

This handbook defines regulations governing students, faculty and staff of Immaculate Conception Catholic School. As the year progresses, other regulations may be added as needed. In that event, notification of such changes will be communicated. The Principal has the authority to implement procedures that support the common good of the school community.

A student who applies for admission and is accepted to Immaculate Conception Catholic School automatically indicates his or her willingness to comply with these regulations. We expect compliance, and we appreciate the cooperation we receive from both students and parents in this regard.

Immaculate Conception School is a Pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Dallas Schools Office. Immaculate Conception School is accredited through the Texas Catholic Conference Education Department (TCCED).

Immaculate Conception school follows all Diocesan policies and procedures.

## **MISSION STATEMENT**

Immaculate Conception School exists to witness the Gospel and to share the spiritual traditions of Catholicism, through service to a diverse range of cultural, economic and religious communities. Our program, in partnership with parents, strives to educate the whole child: spiritually, intellectually, and physically by nurturing a healthy and vibrant soul formation, academic excellence, and the shaping of strong independent minds.

## **VISION STATEMENT**

Our ICS vision is to educate students to become future Catholic leaders who are able to make a positive difference in our world by incorporating strong Catholic beliefs into their lifestyles.

## **SCHOOL PRAYER**

Immaculate Mary your praises we sing, and here at ICS our hearts for you ring. Ave, Ave, Ave Maria.

## **EDUCATIONAL PHILOSOPHY OF IMMACULATE CONCEPTION SCHOOL**

The guiding philosophy of Immaculate Conception Catholic School is to provide a safe and caring environment in which optimum learning can take place.

We endeavor to educate the whole child, providing an atmosphere that encourages students to develop fully the spiritual, intellectual, personal, social, physical and artistic domains.

We strive to challenge each student to become responsible, self-motivated and self-disciplined. The partnership between parents and the school is of utmost importance, our common goal being the development of strong Catholic ideals and character, a sense of self-worth, a spirit of discovery and the experience of learning and living with purpose. We recognize and accept this partnership as the fundamental pillar of our children's education.

Much has been written by the late Pope John Paul II and the Magisterium concerning the role of parents in the education of their children. John Paul II's Letter to Families and his Apostolic Letter, Familiaris Consortio-The Role of the Christian Family in the Modern World, as well the Catechism of the Catholic Church, are all excellent sources for what the Catholic Church teaches. Following are several excerpts from these writings:

"Parents are the first and most important educators of their own children, and they also possess a fundamental competence in this area: they are educators because they are parents. They share

their educational mission with other individuals or institutions, such as the Church and the State.”  
(Letter to Families, John Paul II)

As the Second Vatican Council recalled, "since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. It depends on parents to create a family atmosphere so animated with love and reverence for God and others that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs...However, those in society who are in charge of schools must never forget that the parents have been appointed by God Himself as the first and principal educators of their children and that their right is completely inalienable. But corresponding to their right, parents have a serious duty to commit themselves totally to a cordial and active relationship with the teachers and the school authorities.” (Familiaris Consortio-The Role of the Christian Family in the Modern World, John Paul II)

“Parents have the first responsibility for the education of their children. They bear witness to this responsibility first by *creating a home* where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for *education in the virtues*.”  
(Catechism of the Catholic Church, #2223)

## HISTORY

Immaculate Conception Church, originally named St. Cecilia’s began in February 1916 with mass in parishioner’s home. The school was opened in September 1952 a four-grade school, staffed by four teachers furnished by the Sisters of St. Benedict, of Covington, Louisiana. ICS serves an average of one hundred forty students, grades PK-8. Through the years our faculty has been honored with educators from different countries and four religious orders. Immaculate Conception’s rich Catholic history has built a firm foundation for our future.

## ACCREDITATION

Immaculate Conception Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED) which is the governing body designated by the Texas Education Agency (TEA) for Catholic Schools in Texas. Our school is a member of the National Catholic Education Association (NCEA).



## Section 2: Admission and Registration

### REGISTRATION PROCEDURES

*All admissions information is on the website; this includes information on financial assistance -[www.school@icgrandprairie.org](mailto:www.school@icgrandprairie.org)*

#### ADMISSION

All children entering Immaculate Conception School for the first time shall:

- Immunization Records
- Birth Certificate,
- Baptismal Certificate and First Holy Communion Certificate (Catholics only)
- Report Cards
- Standardized Test Results
- Record of IEP
- successfully pass an admissions test for the grade entering, IF required.

#### Title IX Non-Discrimination policy

All Catholic schools in the Diocese of Dallas admit students of any race and ethnicity to all rights, privileges, programs, and activities of the school and provide equal opportunity and access to persons without regard to race or ethnicity in administration of educational policies, admission policies, and other school administered programs. This policy is in compliance with the Civil Rights Act of 1964.

Our admission procedure is as follows:

- According to Texas State Law, a child must be five years of age by September 1 to enter Kindergarten. A child must be six years of age by that date to enter First grade.
- Beginning the first Monday in February, Immaculate Conception will accept applications from new students wishing to enroll in the school.
- Students in grades 1-8 applying for admission are required to submit a copy of their latest report card and testing scores.
- Students who have received any form of disciplinary action from a school, been referred to Alternative Education, or been the subject of civil or criminal prosecution within two years of applying for entry to Immaculate Conception School must disclose that information before enrolling.
- Students may be required to take an admissions test, the results of which will be reviewed by the Admissions Committee. There is no admissions test for Pre-School through Second grade students, although students must no longer be in diapers or pull-ups and must be independent in the bathroom.

- Students are accepted until available slots are filled.
- Immaculate Conception School will admit 7<sup>th</sup> and 8<sup>th</sup> grade students from other Catholic schools in the area, or students whose families have transferred into the area. Students in 7<sup>th</sup> or 8<sup>th</sup> grade from local school districts will be considered for admission based on Immaculate Conception School testing and an interview with the principal.

We recognize that families of successful students invest in their children. We seek new students who demonstrate they can perform at or above the median level of prospective classmates, who can contribute to those classes, and whose parents are committed to supporting their child(ren)'s educational development. From the group who qualifies, we offer admission first to:

- Siblings of current Immaculate Conception School students
- Children of parishioners at Immaculate Conception and St. Michael the Archangel & St. Joseph in Grand Prairie
- Children of faculty and staff
- Catholic non-parishioners, and
- Non-Catholics

Parents will be advised as quickly as possible about the acceptance of their child. A waiting list will be compiled as needed, based on admissions priorities as of the date of application. Those parents who desire to place their children on the waiting list will be required to pay \$50 to reserve a place. The fee will be credited toward their registration fee upon admittance.

When the school offers to accept the student, a **non-refundable registration fee**, birth certificate, transfer school records, last report card, test scores, and immunization records are required to confirm the student's placement at Immaculate Conception School.

## 5155 IMMUNIZATION REQUIREMENTS

Every student enrolled in a Catholic school in the Diocese of Dallas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health (commonly known as the "Minimum State Vaccine Requirements for Texas School Entrance/Attendance"). Each year, every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. The immunizations must be current. A student who fails to present the required evidence shall not be accepted for enrollment.

### .1 Exceptions

There are no exceptions to the foregoing requirement unless the Principal of the school, in conjunction with the Superintendent, asks the family to present a written statement signed by the student's physician (M.D. or D.O.) who is authorized to practice in the State of Texas, stating that:

- a) The physician has examined the student;
- b) The physician has determined that the student has either:

- an allergy to the vaccination(s) identified in the statement and will suffer the severe allergic reaction(s) described in the statement; Revised July 1, 2022 88
- An immunodeficiency described in the statement and will suffer a serious health risk(s), which is also described in the statement, if the student receives the vaccination(s) specifically identified in the statement; or
- a neurological disorder described in the statement and will suffer a serious health risk(s), which is also described, if the student receives the vaccination(s) specifically identified in the statement; and,
- the student will pose no serious health risk to the rest of the school community if admitted to the school without receiving the identified vaccination(s).

c) Exceptions under this policy apply only to the vaccine(s) specifically identified in the physician's statement as causing a severe allergic reaction or a serious health risk to the student.

d) The physician's statement under this policy shall be in a form that is acceptable to the Superintendent of Catholic Schools of the Diocese of Dallas. Such forms are available from the Superintendent at the specific request of a school's principal.

e) Renewal physician statements must be obtained and provided to the school once every year, or when a student transitions between schools, whichever occurs first.

## **.2 Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

## **.3 Conscientious Objections**

Pontifical Academy for Life Statement regarding the use of vaccines:

The Pontifical Academy for Life rejects the claim that Catholics have a moral duty to refuse the rubella vaccine on the grounds of conscience and Catholic teaching. It encourages Catholic parents to vaccinate their children against rubella and other serious diseases despite the unfortunate origin of the cell lines used in the manufacture of vaccines.

Therefore, immunizations are not in conflict with the Catholic faith. Diocesan schools that do not accept state tax funds are not required to accept for enrollment a child who has received an exemption from the immunizations required by Texas state law.

## CONDITIONAL ADMITTANCE

Students entering Immaculate Conception from another school may be required to take a placement test and **will be on probation for their first six weeks of school**. During this period of time, the student will be evaluated by the Admissions Committee to determine his/her adjustment to the school program, and the Committee, in collaboration with the teacher(s), will assess the student's ability to conform to school and classroom rules.

## REGISTRATION

Annually, each family with students currently attending Immaculate Conception School is required to register for the forthcoming school year. Current enrollment does not guarantee enrollment for the following year. In order to register for the following school year, we require:

Current good academic standing, good conduct, and a current tuition and fee standing.

- Catholic parents have encouraged the spiritual growth of their child/children outside of the school.
- All students and their parents agree jointly to abide by school and classroom rules, policies, and regulations.
- The administration and Admissions Committee reserve the right to review each registration and, with due consideration, welcome back students or refuse admission.

## Enrollment Agreement (CSO Policy 3321, appendix 1 #6)

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding

custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individual's information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

## **FEES AND TUITION**

The school offers two tuition plans for families to choose from:

- Prepaid (the entire annual tuition is due prior to the first day of school for the school year of enrollment; for example, tuition for the 2023-2024 school year must be paid in full on or before August 10, 2023.)
- Contract with FACTS Financial Management, which allows for monthly payment of tuition, plus the FACTS fee.

## **Financial Aid**

Limited financial aid is available to qualified families. All applications are submitted online with FACTS management. Access the FACTS website through the link on the school website ([school.icgrandprairie.org](http://school.icgrandprairie.org)). Applications must be completed by April 1st to be considered for all possible scholarships.

Families must complete a new application each year to be considered for financial aid.

### **FINANCIAL AID IS AVAILABLE TO STUDENTS IN GRADES PRE-K-8**

Tuition payments are expected on the due date. Late payments will be assessed a late fee. If the monthly payment is late and has not been paid within 30 days of the due date, the student(s) will not be allowed to attend classes. The student(s) will be allowed to attend classes upon receipt of payment.

The last scheduled payment of the school year must be paid on time. If the last payment is not paid within 10 days of the due date, the students(s) will not be allowed to attend classes. The student(s) will be allowed to attend classes upon receipt of payment. Eighth graders will not be allowed to be involved in graduation activities if there are any outstanding financial obligations.

**PLEASE NOTE: Payments for any school activities, whether made in cash, check or money order should be brought directly to the school office by the parent to ensure that these payments are received in a timely manner.**

## **SECTION 3: Academic Policies**

### **CURRICULUM**

Immaculate Conception Catholic School is a Pre K through 8 institution accredited by the Texas Education Agency through TCCED and the Diocese of Dallas. The school is a member of the Diocese of Dallas, Texas, and a member of the National Catholic Educational Association. The curriculum includes instruction in Religion, Reading, English, Social Studies, Mathematics, Science, Physical Education, Art, Music, Spanish and Computer Science.

The program of religious instruction and spiritual development is the central force unifying the school. We seek to educate students to become dedicated Catholics, to know, love, and serve God, and to work to improve themselves and their society. All students are expected to participate in liturgical and instructional programs, regardless of their own religion.

### **GRADING AND PROGRESS REPORTS**

Students receive report cards at the end of each quarter. Progress reports are issued after the fourth week of each grading period to all students. Progress reports are to be signed by the parent and returned immediately. A student's grades may be accessed at any time through individual family links to the RenWeb database system. RenWeb will be disabled for approximately one week prior to issuance of report cards.

### **GRADING SCALE (CSO Policy 5131.1)**

The following grading scales will be used for grades K-8:

	<b>Grades 3-8</b>	<b>Grades 1-2</b>	<b>Kindergarten</b>
A	94-100	E (Excellent)	M (Mastery)
B	85-93	G (Good)	P (Progressing)
C	76-84	S (Satisfactory)	N (Needs Improvement)

D	70-75	N (Needs Improvement)
F	Below 70	U (Unsatisfactory)

**Levels:**

- 1= Advanced/Above Grade Level
- 2= On Grade Level
- 3=Modified or Below Grade Level

**REPORT CARDS**

All students are evaluated and report cards distributed each nine weeks. These reports will advise the parents of the student’s academic standing in all areas, as well as Conduct and Effort. The first report card is given directly to the parent during the required parent-teacher conference at the end of the First Quarter. The Second, Third, and Fourth Quarter report cards are given directly to the students during school time. PreK and Kindergarten do not receive report cards at the end of the First Quarter, but will receive them at the end of the Second, Third, and Fourth Quarter.

Immaculate Conception School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

**PARENT CONFERENCES**

Conferences are an important means of communication between the parent and the teacher. As a means of ensuring student academic success, mandatory parent conferences are scheduled at the end of the first nine week grading period. Pre-K conferences will be at the end of the Second Quarter. When the parent feels there is a need to schedule an additional conference with the teacher, an appointment may be scheduled at a time convenient for all parties involved. If the problem has still not been resolved, the parent should then contact the Principal.

**ACADEMIC HONORS**

To recognize diligent work, at the end of each grading period, awards will be presented to students for the following achievements:

- Principal’s Honors: All As
- A&B Honor Roll: As and Bs
- Excellent Conduct: Students who consistently display self-control, cooperation and appropriate behavior.
- Perfect Attendance: Zero absences and no more than three (3) unexcused tardies; Excused tardies must come with a written explanation.

*Honor Roll recognition is given to students based on progress in all subjects. At the end of the school year, certificates will be presented to all students who maintained Honor Roll status and/or Excellent Conduct for the entire school year.*

## **FORMATION/RETENTION POLICY**

Retention should be used with caution and only after careful consideration.

At any time during the school year and preferably before the end of the second quarter, when a student is identified as being unsuccessful in his/her core subjects according to established indicators, the following steps will be taken:

A Student Intervention Team will be formed, composed of the principal, parents/guardian, core classroom teachers, and other teachers as deemed necessary. The team will assess the student's progress and work on an intervention plan. Possible interventions may include, but are not limited to, accommodations to the curriculum and/or suggested outside testing. A written summary of the plan will be provided.

### **Grades K-2**

Reading and Math are considered the major subjects in the Primary grades. If a child is not making satisfactory progress in one or both of these subjects, the parent, teacher, and Principal shall meet to determine whether the child will be promoted or retained.

### **Grades 3-8**

The major school subjects are Language Arts, Math, Reading, Social Studies, Religion and Science. A student who has failed one or two major subjects is not eligible for promotion until he/she has removed the deficiency by attending and passing the approved summer school classes.

If a student fails three (3) of these major subjects, the student automatically repeats the grade and is not eligible for promotion to the next grade. The student may NOT make up more than TWO subjects in summer school.

### **All Grades**

Students must be present a minimum of 165 days to be eligible for promotion to the next grade. Exception can be made only in the event of extended personal illness as verified by a physician or at the Principal's discretion.

### **Homework/Make-up work**

Homework reinforces what was learned during the school day, provides the opportunity for independent study, and gives ownership to the student's daily class work. Homework should be expected each day but may not always be written work. Essential components of homework are reading, re-reading, reviewing and studying class work, as well as completing additional assignments not finished in school.



Parent participation, especially in the Primary grades, is critical to ensure students learn their materials and develop good, disciplined study habits. All parents are required to review and sign any teacher designated materials sent home with students.

The time allotment of homework will vary depending on the topic of study, the grade level, and the individual child's study habits and ability. Teacher letters and/or parent meetings at the beginning of the school year will indicate teacher and grade level expectations in this regard.

If a student in 6<sup>th</sup>-8<sup>th</sup> grade does not complete assigned homework, he or she will be given minus 10 points if turned in the next school day. After that student will receive a grade of 0 unless making up the work during homework detention.

### **HOMEWORK Policy 6226**

Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned for the following purposes.

- a) Reinforcement concepts and skills that have been presented in class.
- b) Development the student's creativity and discipline through enrichment projects or research.
- c) Provide opportunity for the student to work independently and to accept responsibility for completing a task.

The school's homework policy shall be published in the school's parent/student handbook. .1 Time Allotments The amount of time which different students in the same grade spend doing homework will vary. The following table provides guidelines for the amount of time the typical elementary student may spend daily in homework.

Grades 1-2: 30 minutes

Grades 3-4: 30-45 minutes

Grades 5- 6: 45-60 minutes

Grades 7- 8: 60-90 minutes

.2 Homework Schedules Wherever elementary/middle school students have several teachers, a cooperative faculty plan for assignments should be prepared and approved by the chief administrator.

### **MAKE UP WORK**

Absenteeism is not an excuse for incomplete schoolwork. It is the student's responsibility to make arrangements with a teacher to discuss deadlines and the taking of any missed test upon returning to school after an absence. If the student is too young to do this, a note or visit by the parent will accomplish the same objective. Any parent who wants to pick up work on the day a student is absent may call the school office by 9:00 a.m., and homework will be ready for pick up at 3:30 p.m. A student will have an equal number of days for each day absent, up to 5 days, to make up work.

### **BOOKS**

All books are the property of Immaculate Conception School. The student is responsible for all books issued to him/her. **Each textbook must be covered at all times.** Stretchy book covers must be big enough to fit the book. Otherwise, corners may become damaged. No contact

paper or sticky book covers are allowed. If any textbook or library book is damaged or lost, the student to whom it was issued will be held financially responsible. Records, including report cards, will be held until financial responsibilities have been satisfied.

## **FIELD TRIPS**

Field trips are an additional tool in the learning process. Parental permission allows your child to leave the school and releases the school and teachers from liability in the event of an accident. Students may be denied participation if they fail to meet academic and behavioral requirements or if the proper permission form is not returned. Parents may also be asked to chaperone, if necessary. Buses will be used for transportation on all field trips. **To optimize safety, we cannot allow a student's siblings to accompany chaperones.**

A signed Field Trip "Release and Permission Slip" releases Immaculate Conception School from any liability in connection with such a trip.

## **FIELD TRIP INFORMATION AND RELEASE FORM (CSO FORM, appendix 2)**

## **SPIRITUAL FORMATION**

All students attend Mass as a school family each Thursday. Each week a different homeroom prepares the weekly liturgy. Additionally, special Masses and liturgies are celebrated throughout the year. Parents, as an important part of our faith community, are encouraged to attend all liturgies.

Second graders prepare for and receive the sacraments of First Reconciliation and First Holy Communion. Eighth graders will be prepared through religion classes to receive the sacrament of Confirmation, and will be expected to attend church retreat(s).

Parents are asked to take responsibility of ensuring that they and their children receive the sacrament of Reconciliation as a family celebration. However, Reconciliation services are scheduled several times a year during the school day so that our students may avail themselves of this sacrament.

Students and their families who are not of the Catholic faith are asked to respect the practices and religious teachings of Immaculate Conception School.

## **LIBRARY**

Immaculate Conception School has a library that is suited for both primary and upper level interest. The school Library will be open during normal school days from 8:00 a.m. until 3:30 p.m.

Books are checked out for one week at a time. If there is not a waiting list, the book may be renewed. A fine of 25 cents is charged for each day that the book is overdue. The fee for lost books is the cost determined by the librarian.

## COMPUTER USAGE

Our objective is to provide Immaculate Conception students with hands-on experience in computer technology as a tool to enhance their learning. As part of this objective we have the opportunity to use the World Wide Web in curriculum-enhancing projects. In a Catholic setting, it is necessary to stress responsible behavior using this technology. The following guidelines were developed to maintain responsible behavior. These guidelines include, but are not limited to:

- **NO STUDENT MAY USE ANY COMPUTER AT ANY TIME WITHOUT AN ADULT PRESENT.**
- Use of the WWW (World Wide Web) is for educational purposes only with specific objectives monitored by a teacher. Every effort will be made to ensure appropriate web sites; however, no blockage program purchased and installed by the school can prevent students from accessing something deemed to be inappropriate. For this reason, it is the students' responsibility to immediately get out of programs or files where they do not belong. Observers share this responsibility.
- To ensure to the best of our ability against computer viruses, students may not download games or programs or bring disks from home. In special circumstances the teacher may determine exceptions.
- Students are expected to be courteous and use appropriate language at all times.
- Teachers will monitor content of any communications or research material.
- Students may never transmit their own or any other person's address or phone number.
- Students will not use the network in such a way that would disrupt its use by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Reminder: copyright laws need to be observed. Be knowledgeable of your source. Publish only what you know to be sources, just as you would for any other document.

The use of the Internet at Immaculate Conception is considered a privilege, not a right. The first offense will result in, but will not be limited to, a two-week suspension for all computer usage within the school.

## BLOGS

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

## VIRTUAL REALITY SITES:

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://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 whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

## **CELL PHONES AND ELECTRONICS**

Cell phones and other electronics are **prohibited** to be used during the school day in or out of the building. Cell phones brought to school must be turned off upon arrival and checked in with homeroom teacher immediately upon entrance to the classroom. Apple watches and other smart watches are not permitted. **Phones may not be turned on until students are out of the building at the end of the school day.**

**\*\*Violations of the above phone rules will result in the phone being kept in the front office and must be picked up by a parent/guardian.**

## **Parental access to student records (CSO Policy 5115.3)**

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge. 12

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. (See #4 in Appendix 1 titled: "Reimbursement for School Costs and Attorney's Fees" for additional information regarding school involvement in family custody disputes. / Parent Section of this Handbook)

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;

- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

## Section 4: Attendance and Absence

### ATTENDANCE/TARDY

Regular attendance is essential to a student's success in school. Absences and tardiness interfere with student progress and may establish undesirable habits. The Texas state law requires 90% minimum of school attendance days of a given school year in order to be promoted to the following grade level. It further states that excessive absence may require a grade to be repeated. Excessive unexcused absences may require a parent conference with the Principal. Absences are considered excused for the following reasons:

- Student or immediate family illness
- Death in the immediate family
- Quarantine
- Weather or road conditions making travel dangerous
- Other unusual, extenuating circumstances as determined by the Principal

A student who is absent from the school all day will not be permitted to participate in school activities on that day or evening. A student must be in attendance at least half the school day in which the activity takes place or the student cannot participate in that activity.

A student must be present for two hours of instructional time to be considered present a half day, four hours of instructional time to be considered present a full day. (A student must arrive before 10:00 a.m. to be considered present for the day. A student who leaves before 12:00 p.m. is counted ½ day absent.

If your child is ill, please call the school by 9:00 a.m. to let us know the nature of the absence and whether you wish to pick up homework for your child. Homework assignments will be ready to be picked up at 3:30 that afternoon. When a child returns to school, a note must be presented to the teacher explaining the absence, date of absence, and a parent signature.

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of valuable learning time. All students should be dropped off at the GYM between 7:30 and 8:00. Students should not be dropped off/left earlier than 7:30am. No students are to be in classrooms or hallways prior to the 7:50 a.m. bell. All students not in the Gym by the 8:00 bell

are considered tardy and will receive a tardy violation notice to be signed if unexcused. **A mandatory intervention meeting with teacher will be imposed for students with 4 absences, or more than 5 unexcused tardies in one quarter to determine if Saturday School will be necessary, among other interventions.**

### **TRUANCY (CSO Policy 5123)**

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the chief administrator or designated administrator should investigate the situation and apply appropriate remedies.

Any student who is absent from school without a valid excuse on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period is a truant.

A student considered a truant may be subject to disciplinary action in accord with applicable provisions of this Handbook.

### **SCHOOL HOURS for PreK – 8th**

7:50 a.m. to 3:30 p.m.

7:50 a.m. First Bell – students report to Gym

8:00 a.m. Tardy Bell

3:30p.m. Dismissal - Extended Care Program & Study Hall

3:45 p.m. Students not picked up will report to Extended Care.

Any student withdrawn from school earlier than 3:30 p.m. must be signed out from the office before he/she may be released.

### **ARRIVAL AND DISMISSAL**

Parents are asked to observe parking lot directions and use the utmost caution. Upon arrival, if you park, please walk your child safely to the sidewalk. At dismissal, please park in the lot and proceed to the gym to pick up your child. Do not block lanes, and follow directional arrows and directions of the safety patrol. Do not drop off or pick up your child in the lanes of traffic, as this poses a danger to your child and blocks the flow of traffic. **Drop off in the front circular drive is not allowed.** Please remember that the students and teachers who are working safety patrol are trying to ensure the safety of all students, and they must focus on that job.

### **BEFORE SCHOOL SUPERVISION**

The Gym will be open by 7:30 a.m. and morning supervision will begin at this time. Children go to the Gym and sit with their class. At the first bell children enter their classrooms. **There is no supervision before 7:30.** Parents are not to leave the students unprotected and unsupervised by dropping them off before 7:30.

## STUDENT RELEASE

In the event that someone other than the parent or guardian is picking up a student, the following guidelines will apply:

- This person must be on the list of people the parent has approved to pick up their child.
- They will be required to provide a picture identification.
- Should this person not be on the list, the parent will be contacted by phone to verbally release the student to that person.

**This policy is in place to protect both your child and the School.**

## CLOSING OF SCHOOL

In cases of emergency due to inclement weather, Immaculate Conception School will follow the decision of the Grand Prairie Independent School District with regard to the closing or late opening of school. Parents are asked to listen to KRLD Radio 1080 or any of the major television stations for this information. Immaculate Conception School, Grand Prairie will not be announced by name. (However, you might hear Immaculate Conception School- Denton, TX)

Information on school closing or late openings will also be placed on our website, and text messages on Remind 101.

Lunch time:

**1<sup>st</sup> lunch period: 11:15 (K-4<sup>th</sup> grades)**

**2<sup>nd</sup> lunch period: 12:15 p.m. (5-8<sup>th</sup> grades)**

- **Students are required to bring a sack lunch to school each day.**
- **Microwaves are available for student use. Due to time constraints, NO FROZEN entrees may be cooked.**
- **No Fast food or Restaurant food is allowed after the 8:00am bell due to classroom interruptions and distractions.**

## Forgotten Lunches:

- **A child will not be permitted to call home if he/she forgets lunch.**
- **A cheese sandwich lunch will be provided to your child if they forget their lunch.**
- **Fast Food and or Restaurant food is not allowed to be brought to the child after 8:00am.**

## Birthday Celebrations:

- **Birthday celebrations may be celebrated during the child's lunch period.** (This is the only time fast food can be brought in during the lunch period for your child.)
- **IF you would like to celebrate your child's birthday with the class, this is done at your child's lunch time and only snack items can be brought for the class (such as cupcakes, cookies, brownies, donuts, individual ice cream products or fruit cups)**
- **Drinks or entrees for the whole class are not permitted during lunchtime (such as, but not limited to, sodas, pizza, hamburgers, chicken nuggets, hotdogs, etc.**

## VISITORS

Any visitor and/or parent entering the school building for any reason during regular school hours must first come to the office for a Visitor's badge. Visitors must sign in noting the purpose for the visit, and sign out when leaving. If you need to get a message to your child, bring him/her something or pick him/her up during the day, please come to the office. This includes treats for birthdays and/or holidays. We ask that visitors and/or parents be appropriately attired when visiting the school.

The homeroom teacher and room-parents plan holiday celebrations. All students enjoy Christmas, and St. Valentine's Day parties. Any other party-like activity requires the permission of the Principal. The usual time for scheduled parties is the last 45 minutes of the school day.

## EXTENDED CARE PROGRAM

We welcome all students to our Extended Care Program which is open from 3:45 p.m. to 6:00 p.m. All students who have not been picked up by 3:45 p.m. are to report to Extended Care, (Jr. High students report to study hall room 101). The fee will begin at 4:00 p.m. No child is to be unsupervised on school grounds. *Please do not ask your child to wait in an unsupervised location.*

**\*\*\*\* No charge from 3:45pm – 4:00pm\*\*\*\***

- The cost is \$45.00 per full week if paid in advance or \$10.00 per day, if paid in advance or the day of service.  
*NOTE: Students who go to Extended Care after a school sponsored activity or tutoring session will pay the daily fee.*
- Grades Pre-K, K, 1, 2, 3, 4, & 5 will have care provided in Room 405 near the playground.
- Grades 6, 7 and 8 will be supervised in study hall, Room 103 until 5:00 p.m. and then join the other children in portable room 405. *The fee for Study Hall will be \$5.00 per day or \$25.00 per week if the student is picked up by 5:00 p.m. and paid in advance or the day of.* After 5:00pm the regular Extended Care fees will apply.
- A snack is provided to children daily.
- Children are expected to follow the same behavior rules and regulations that are in effect during regular school hours. Repeated failure to abide by the rules will result in exclusion from the program.



- Payments are due in advance or the day of service. A \$5 fee will be charged if payment is not received on time. Users who are more than one-week delinquent in payment will be excluded from the program.
- No extended care is provided on days the school is closed for holidays, snow days or teacher in-service.
- Weeks containing less than five days will have a charge of \$10.00 per day, not to exceed \$45.00 per week.
- LATE FEE: \$6.00 between 6:00 p.m. and 6:10 p.m., and another \$6.00 for each additional 10-minute period after 6:10 p.m. Consistently late pick-up (after 6:00 p.m.) will result in losing Extended Care service.

## **Section 5: Athletics / Extra Curricular**

### **SCHOOL SPONSORED ACTIVITIES**

The school sponsors various activities for students who are eligible. These activities include Athletics, Student Council, Cheerleading, Dance Team, Speech, Yearbook, Choir, Altar Servers, Chess Club, AV Club, and Library Assistants. The school also participates in parish sponsored Scouting programs (Brownies, Girl Scouts, Cub Scouts, and Boy Scouts).

All Athletics are under the direction of the Athletic Director, who is responsible to the Principal. An athletic fee (based on the League fee) will be assessed per child, per sport, to any child participating in sports.

The organized team activities offered each school year typically include soccer, volleyball, basketball, swimming and track.

### **Goals and Objectives**

All coaches and sponsors are to cooperate in achieving the goals and objectives of Immaculate Conception School and the Diocese of Dallas as set forth in the Handbook, and they are to conduct their programs within these guidelines. We strive to offer the student opportunities to develop skills and to enjoy rule-governed play in an atmosphere of Christian values. We encourage each participant to deal with emotions positively and as a good sportsman. We strive to promote a positive self-image.

Parents are reminded that student participation in extracurricular activities is dependent in part on parents' conduct. Parents are responsible for modeling proper behavior and good sportsmanship at all activities.

The school suggests no more than two concurrent extra-curricular activities per year. Students should choose activities carefully; remember that each advance in grade imposes greater academic responsibilities.

## Eligibility

To participate in Immaculate Conception extra-curricular activities, a student must:

- Maintain passing grades in all subjects. The Athletic Director will check all grades at progress report and report card intervals. Any student who receives a progress report or report card grade below 70 is ineligible to practice or compete until a grade of 70 or above is achieved. Eligibility will be re-checked after a minimum of three weeks suspension.
- Demonstrate leadership in Christian conduct and in following school rules. Athletes requiring discipline during an athletic activity must discuss the matter with the Principal, the Athletic Director and the coach to determine if disciplinary probation or dismissal from the team is warranted.
- Make a commitment to the team. A team depends on all members. A student must notify his/her coach of any conflict or reason for missing practice. An unexplained absence from practice may prevent participation in the next competition.
- Pay the required athletic fees.
- Be responsible for any uniform or equipment used during the season.
- All teams playing under the Immaculate Conception and/or Crusader name, or using any I.C. facilities, are required to adhere to all Immaculate Conception policies as stated in this handbook.
- Coaches, parents, and athletes will be required to read and sign a separate Immaculate Conception handbook provided by the Athletic Director which contains rules, procedures, and guidelines

## Section 6: DISCIPLINE

### DISCIPLINE CODE

The goal of our discipline program is to provide excellent Catholic education in an orderly, peaceful community. Immaculate Conception School considers self-discipline essential to the learning process. We believe that all students can behave well at school. Each student has a responsibility to behave in a manner that allows teachers to teach and students to learn, and which does not violate the best interest of any person in the school community. To provide a calm, safe, and secure learning environment, our school practices a disciplinary approach that allows students to develop self-discipline. Parents are responsible to ensure that students know the behavior expected of them and the consequences of inappropriate behavior. Ignorance of school rules will not excuse students from the consequences of their behavior. Teachers will handle inappropriate student behavior in accord with school and Diocesan policies. The Principal and the Assistant Principal are the persons responsible for disciplinary actions taken to maintain an atmosphere conducive to learning. We endeavor to instill in students acceptable habits of conduct. Obedience and respect for the rules of the school are vital.

Each student has the right to:

- A classroom atmosphere conducive to learning
- A teacher who will positively support appropriate behavior
- A teacher who will help limit his/her inappropriate behavior
- The opportunity to develop moral, spiritual, and social decision-making skills

Students must choose how to behave. Teachers and/or the Principal reward appropriate behavior with praise, awards, or special activities.

### **Off Campus Conduct (sports, extracurricular, field trips)**

The administration of Immaculate Conception Catholic 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. Any conduct (verbal, written or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc... The administration reserves the right to discipline a student for activities committed off-campus if they are intended to have a negative effect on a student/faculty member or they adversely affect the safety and well-being of students/faculty while in school.

### **INTERPERSONAL RELATIONSHIPS**

The authority of all school staff is to be respected by students and parents at all times. Adult volunteers must be addressed by their title, such as Coach or Mr. or Mrs., along with their last name. Courtesy and a cooperative attitude are the basis for all interpersonal relationships. Indecent or abusive language, or any attempt to intimidate anyone is unacceptable. **This applies to parents as well as students.** Parents are not to call teachers at home, but rather should call the school to set up an appointment or leave a message for the teacher to contact the parent.

### **GENERAL RULES**

Our students are expected to “Love God, Love Yourself, and Love Others”. By doing this, they are making the commitment to become good citizens and to follow the rules of the school, which are:

- Follow all rules and procedures
- Be in designated areas as directed
- Keep hands, feet, and objects to yourself
- No swearing, profanity, teasing, bullying, or provoking others
- Respect everyone in the school community
- Discourage inappropriate behavior by others

## CORRECTIVE ACTIONS

Following are clear statements of some of the school's disciplinary measures so that the inappropriate behavior, which is opposed to the standards of Catholic education, may be identified and avoided. Parents and students need to understand clearly what is expected and what consequences will follow.

In Pre K – 5<sup>th</sup> grade, rules and consequences will be posted clearly in each classroom and will be enforced by the teacher.

In 6<sup>th</sup>-8<sup>th</sup> grade, along with the listed discipline referrals below, *the principal will have the authority to prescribe disciplinary measures.*

If infractions are more severe, the consequences will be more severe. Infractions are given to students for violation of School Rules. **This listing is NOT exhaustive.** Violation of rules includes, but is not limited to the following:

### **Level I (3 Level I infractions will result in a discipline referral)**

- 3 or more classroom disruptions
- Chewing gum, eating candy
- Lack of courtesy
- Misbehavior in church

### **Level II (1 Level II infraction will result in a discipline referral)**

- Repeated violations of Level I infractions
- Disrespect toward school personnel
- Dishonesty toward school personnel
- Academic dishonesty, (plagiarism, copying homework, submitting Internet prepared essays or projects, submitting
- another's homework under one's own name, giving or receiving information during a test, quiz, or exam)
- Misbehavior at a school sponsored events / Field Trips
- Bullying (physical, mental or emotional) \* details on pg. 14
- Fighting
- Profanity and inappropriate use of words
- Negative physical contact or gestures as determined by the teacher
- Use of cell phone and or electronics during school day

### **Level III (1 Level III infraction will result in a discipline referral and/or suspension)**

- Repeated and willful disobedience in following the code of behavior
- Sexual harassment (verbal or otherwise)
- Intimidation or encouraging violence
- Forgery
- Vandalism
- Damage to the good name of the school

**Level IV (1 Level IV infraction will result in a discipline referral and/or expulsion)**

- Possession of alcohol, drugs or paraphernalia
- Being under the influence of alcohol or drugs
- Possessions of firearms, weapons or other dangerous materials
- Threats (verbal or physical), any type of felonious behavior
- Refusal to fulfill summer school obligations
- Repeated violations of Level I, II, and III infractions to the point of disregarding school policies

**Addendum: Anti-Bullying Policy**

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. \_\_\_\_\_ Catholic School views bullying as unchristian behavior and it will not be tolerated.

We define bullying as an act which:

1. Persistently hurts another individual either
  - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
  - c. Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
  - d. Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense
4. Is unprovoked

Nothing in this policy requires the **affected** student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.

Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Bully is an intentional act and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement when necessary will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The anti-bullying policy of I.C.S Catholic School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.
6. The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, after school detention, in school and /or out of school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Teachers of ICS Catholic School students are expected to:
  - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and way to report bullying.
  - b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
  - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.

- d. Have a designated area (Xbox and e-mail) and method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.
  - e. Teachers will take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of ICS Catholic School students are expected to:
- a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
  - b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
  - c. Obtain anti-bullying information from teachers and /or principal if desired.
3. Students of ICS Catholic School should:
- a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
  - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
  - c. Treat others with the respect and dignity that is expected of any Catholic school student.
  - d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending ICS Catholic School.

These infractions can and will be issued by a teacher or staff member who witnesses the violation. All disciplinary notices must be signed by parent/guardian and returned the next day. Failure to do so will result in a telephone call to parent by student. Continued failure to return signed disciplinary notices will result in Level II infraction.

*THE PRINCIPAL WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY.*

## **POSITIVE REINFORCEMENT**

Students who subscribe to our values and beliefs will be duly recognized.

Students in grades 6-8 may receive gold cards from any teacher or staff member for actions that are over and above what is required of the student. Gold cards will be put in a box in the main hallway and will be drawn weekly for the student selected to be recognized. A free dress day coupon will be awarded if the student's name is drawn.

Students in grades K-5 may receive green cards from any teacher or staff member for actions that are over and above what is required of the student. Green cards will be put in a box in the main hallway and a weekly drawing will take place to determine the Super Star Crusader of the week.

### **Crusader Spirit Award**

Each homeroom teacher will select a student each month that exemplifies the virtues for that month. These students will be recognized after Mass and given a special certificate and a pin that may be worn on their school sweater.

### **Expulsion Procedure (CSO Policy 5177)**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school and will be reviewed only as set forth in section 5177.5.

1 Procedure for Expulsion Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.



- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan schools, the chief administrator should be consulted.

2 General Grounds for Expulsion Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline. Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not— directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs; 29
- i) Theft, extortion, arson;
- j) Habitual truancy; (See Policy 5123)
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

3 Grounds for Expulsion Related to Alcohol and Drug Abuse The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion. b) Notwithstanding section 5177.3(a) above, when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

4. Procedure for Appeal and Review of Expulsion Parish school expulsions may only be appealed to the Pastor, whose decision on the matter shall be final and unappealable. The Pastor may define the appeals process as he wishes, and he does not have an affirmative responsibility to meet with the family or student in said process. Diocesan school and private school expulsions 30 are governed by the school's respective policies and procedures. In general, the chief administrator's decision shall be final and binding without right of further appeal.

5. Tuition and Fees Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

### **Grievance Policy Parents (CSO Policy 1214.a)**

Parent Concerns or Complaints: The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

## Section 7: EMERGENCY CRISIS PROCEDURES

### EMERGENCY DRILLS

Tornado, Lock Down, Shelter in place and fire drills are for the purpose of practicing behavior in the event of an emergency. Students will be instructed as to where to report during such a drill. Students are expected to rise in silence when the alarm sounds, and remain silent until the drill is concluded. The drills do not end until the students have reported back to their classrooms.

### CRISIS MANAGEMENT PLAN

Immaculate Conception School has a plan in place regarding emergency situations in school. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Travis Elementary
2. Parish Rectory

There is an evacuation procedure posted in each classroom, as well as codes used over the intercom to signal teachers of action needed. All doors of the school are kept locked. Persons wishing to enter the school must ring the doorbell to gain entrance. Visitors to the school must check in with the office for a Visitor's badge before being admitted to the school grounds.

**Students must observe all security procedures, and are never to open exterior doors to admit visitors, whether students or adults.**

## Section 8: Uniform Policy

### GENERAL

The uniform is important in contributing to the general school atmosphere. The entire uniform is to be worn daily unless a "free dress day" has been approved. Repeated violations of the uniform code will result in a parent conference or other disciplinary consequences.

Grooming has a bearing on class behavior and attitude. Emphasis is placed on cleanliness and neatness. No oversized clothing is allowed. The school reserves the right to decide whether a student's grooming is acceptable for any school function.

School uniforms may be purchased year round from Kid to Kid Uniforms or from the Uniform Resale Program. Any uniform items not purchased through Kid to Kid must be identical in appearance to Kid to Kid items. No extra pockets on pants, or tags/logos on the outside of the clothing will be allowed. The Immaculate Conception School Crest is embroidered on the upper

left side of all school sweaters (no frayed sleeves may be worn) and must be purchased from Kid to Kid Uniforms.

**We strongly suggest labeling all your child's clothing with their name, as many items are left unclaimed in Lost & Found each year.**

### **Boy's Uniform Grades K-8**

- Light blue polo shirt (K-5) Red polo shirt (6-8) with embroidered school logo (this shirt style is optional – can be worn with shorts or pants any day except for days students attend Mass)
- Red cardigan with logo (no frayed sleeves or holes) (K-5)
- Navy cardigan with logo (no frayed sleeves or holes) (6-8)
- Navy blue dress slacks
- Navy blue dress shorts (optional – seasonal until November 1 and after Spring Break)
- Long or short sleeved white oxford shirt with embroidered logo (shirt must be buttoned completely down the front and tucked in straight so that the belt is visible from all sides)
- Black socks, no trim or visible logos. No knee socks are allowed. Socks must cover the ankle, and must be visible at least 1 ½ inches above the tongue of the shoe.
- Tie (6-8) to be worn with button down shirts on Mass days only
- Belt (optional in Kindergarten and First grade)
- Short sleeve **white** undershirts may be worn, but should not show.

**BOYS' FULL DRESS UNIFORM: Embroidered Oxford shirt, navy slacks, belt, (and any solid Navy tie 6<sup>th</sup>-8<sup>th</sup> only).**

### **Girl's Uniform Grades K-8**

- Plaid jumper (K-3)
- Plaid skirt (4-8) must be no shorter than 1" above the top of the kneecap (front and back of knees), and no longer than 3 inches below the knee.
- Grades K-3 – long or short sleeved white blouse with peter pan collar. Uniform plaid tie with pearl snap.
- Grades 4-8 – long or short sleeved white vented 3/4 sleeve blouse with embroidered school logo.
- Navy blue dress shorts (optional – seasonal until November 1 and after Spring Break) must be no shorter than 2" above the top of the kneecap. No rolled up shorts will be permitted.
- Light blue polo shirt (K-5) Red polo shirt (6-8) with embroidered school logo (this shirt style is optional – can be worn with shorts or pants any day except for days students attend Mass)
- Navy blue pants (not allowed on mass days)
- White bobby socks with no trim or logos. (K-5) White knee socks for dress uniform only. No socks with trim or ruffles are allowed. Socks must cover the ankle, and must be visible at least 1 ½ inches above the shoe.
- Navy blue knee high socks (6-8) with no trim or logos.

- White tights (K-5) or navy blue tights (6-8). If socks are worn with tights, they must be the same color as the tights.
- Red cardigan with logo (K-5) (no frayed sleeves or holes)
- Navy cardigan with logo (6-8) (no frayed sleeves or holes)

**GIRLS' FULL DRESS UNIFORM: Jumper with Peter Pan shirt and uniform plaid snap tie, white knee high socks (K-3); Skirt with embroidered white vented  $\frac{3}{4}$  sleeve shirt, white knee high socks (4&5); Skirt with embroidered white vented  $\frac{3}{4}$  sleeve shirt, navy knee high socks (6,7, 8).**

On Mass days, the full dress uniform must be worn, including the tie (solid navy tie) for boys in grades 6-8. No shorts will be allowed. If a student does not have a tie, they will be given a tie to rent.

The optional uniform shorts may be worn on non-Mass days from the beginning of school until November 1st, and then again after Spring Break.

No jackets, sweaters or sweatshirts other than those that are part of the Immaculate Conception School uniform are to be worn inside the classrooms or school building. No layering of long-sleeve t-shirts under short sleeve uniform shirts will be permitted.

### Shoes

Boys – Solid black shoes with non-marking soles. Shoes must have *tied* black laces or Velcro. No high tops or unlaced shoes are acceptable. No shoes with wheels or lights are acceptable.

Girls - Black/White or Navy/White saddle oxfords **or** Adidas Superstar/Grand Court w/Navy stripes are required for girls in grades K through 8. Shoes **must** have *tied* white laces.

### Hair

Hair must be neat and clean. Students are not permitted to color, bleach or highlight their hair if the outcome is a distraction to the learning environment. No extreme styles are permitted.

Boy's haircuts are to be conservative and short. Students should not have hair hanging in their eyes, or over their eyes. Boys should not have hair hanging over their ears, or over their collar.

Moustaches and goatees are not acceptable for junior high students. All acceptable hairstyles are at the discretion of the principal.

Hair accessories (scrunchies, barrettes, headbands and bows) must complement the school uniform. Hats or caps may not be worn in the buildings.

### Jewelry

Jewelry for girls must be simple and tasteful. **NO dangling or hoop earrings are permitted.** Only simple stud earrings may be worn in ears. No more than one bracelet, one necklace (to be worn under blouse), one pair of earrings, one watch or one ring on each hand may be worn at one time. No chokers are allowed.

Boys are not permitted to wear earrings. No chains, medals, or necklaces are to be worn outside the uniform collar at any time. Any jewelry must be simple and tasteful, and no more than one bracelet, one necklace, or one watch is to be worn at one time. No chokers are allowed.

## **Make-up**

Students may not wear make-up of any kind, including lip-gloss, unless explicitly given permission by the Principal for special occasions. No fake or acrylic nails are allowed. Only pale pink or clear nail polish is permitted in grades 6-8.

## **UNIFORM RESALE PROGRAM**

Immaculate Conception offers gently used uniforms for sale (each item is \$5). Parents whose children have outgrown school uniform items may donate these items to the school.

## **Spirit Day Fridays (Optional)**

Students may choose to wear blue (normal jean color) denim jeans (or appropriate length denim shorts during the shorts seasons) along with our school Crusader Spirit Shirt (purchased at Kid to Kid) on Fridays for \$1. No jeggings, extremely tight, acid washed, or extremely baggy jeans will be permitted. Shoes worn on these days must be safe to run in. No boots, ballet flats, slip-ons or dress shoes are permitted.

## **P.E. UNIFORM**

For students in grades 6-8, the P.E. uniform consists of:

- Shorts with Crusader Athletics screen print – available at Kid to Kid
- P.E. Uniform shirt – Grey Crusader Athletics shirt – available at Kid to Kid. Tennis shoes with non-marking soles – required even if students are participating in a free dress day.

## **FREE DRESS DAY GUIDELINES**

All students are required to be in complete uniform unless a designated free dress day is announced. All students are allowed a free dress day on their birthday. On those days when a student has a free dress day, these guidelines must be followed:

- No rock band T-shirts, shirts with inappropriate graphics or text, tank tops (with straps less than 3 inches) or halter tops may be worn
- Shorts, skirts and dresses worn by students must follow the same guidelines as uniforms (skirts and dresses no shorter than 1" above the knee cap, and shorts no shorter than 2" above the knee cap)
- No baggy or sagging pants will be allowed
- No tight fitting jeans or skirts will be allowed
- No low cut blouses are to be worn
- No shorts are to be worn on Mass days, unless special permission has been given

**The school reserves the right to require a student to call his or her parents for a change of clothes if he or she comes to school in an outfit considered a distraction or inappropriate by the Administration**

## Section 9: Health

### **Immunizations**

Immaculate Conception School follows the Texas Department of Health rules concerning immunizations. The school must receive a current immunization record before the first day of classes or will not be admitted.

### **Illness**

In consideration of your child, classmates and our staff, please keep your child home from school if he/she is ill or not feeling well. Providing rest at home will best comfort your child and facilitate a speedy recovery. Children should be kept at home when they have a bad cold, sinus infection, sore throat, eye infection, unusual skin eruption, swollen glands, nausea, vomiting, diarrhea, fever, or suspected communicable disease. **Your child should be free of these symptoms or illnesses for 24 hours prior to returning to school.** Any child exhibiting such symptoms will be sent home. Parents are urged to schedule doctor and dental appointments after school hours. If unable to do so, students are responsible for work missed during this time.

### **Medications**

During school hours, authorized school staff will give only prescribed medication that is necessary for a child to remain in school. These medications must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. We are able to give your child “over the counter” medication as long as the required form has been filled out in the school office. In addition, a signed permission form from the parent/legal guardian will need to accompany the medication. Each student’s medication must be in a properly labeled container with the following information:

- Student’s name
- Physician/Dentist’s name
- Date
- Name of Medication
- Dosage
- Directions for administration
- Duration medication is to be given

Please give the written medication permission form and **properly labeled medication to the school office. No medication is to be kept with the student. The only exception may be an inhaler which the student can keep on his/her person. The inhaler must be prescribed by a doctor and the student must have written permission from the school office to carry it.**

## STUDENTS WITH LIFE THREATENING ALLERGIES

Students who have a life-threatening allergy (e.g. food, insect bite/sting allergy) including students with a history of trouble breathing associated with above noted allergy must have the following:

- EpiPen auto-inject dual pack and Benadryl
- Medical Administration form (found on school website) by the first day of school and accompanying physicians note. All forms previously submitted must be renewed annually at the start of each school year.

## AUTHORIZATION OF CONSENT TO TREAT MINOR (CS0 Policy, appendix 1 #5)

I/We, the Parents/Guardians listed below, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location. I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s). In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, Revised July 1, 2021 Appendix 1 treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES available for all school staff. If medication changes in between times, parents are asked to inform the school.

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



## Section 10: Miscellaneous

### **CUSTODY ISSUES**

If parents are separated or divorced, the school presumes that both parents have access to their children unless one parent provides legal evidence that he/she has the sole right. If parents cannot agree on custody issues, the school may require parents to make other arrangements for the education of their children. Matters must be settled before the school year begins.

### **TRANSFERS**

When a student transfers to another school, the School Administration, teachers, and school administrative assistant should be notified at least 48 hours in advance. All school and library books must be returned. No transcripts, grades, or records of any kind will be released until all requirements are satisfied, and tuition and fees (including volunteer hours owed) are paid.

### **SAFE ENVIRONMENT**

Due to Diocesan Safe Environment policies, all volunteers working with students must have a background clearance report completed before they will be allowed to participate in any way with students. The clearance includes:

- Criminal Background Check (every two years)
- Safe Environment Training/Video (every year)
- Screening Form (one time only)
- Interview (one time only)
- Reference check (one time only)

If you plan on volunteering or chaperoning during this school year, please contact the school office immediately for further information.

### **PROPERTY**

Care of school property is the responsibility of all students. Any damage done must be reported; and the parents of the student responsible for the damage are financially responsible for replacement. The Principal will determine payment. No records or report cards will be issued until these assessments have been paid.

### **LOST AND FOUND**

All Lost and Found items should be turned into the office. Students who have lost items should accept the responsibility of finding the missing article in the Lost and Found. **Please write your child's name in all articles (uniforms, book bags, etc.). Toys, cell phones, valuables, and large sums of money should not be brought to school.**

## ASBESTOS STATEMENT

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, Kindergarten through Twelfth Grade, to be inspected to identify any asbestos-containing building materials. The laws further require the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos materials. The primary concern arises when the materials begin to deteriorate or become damaged.

The Immaculate Conception School campus has been inspected and a management plan approved. It deals with materials distributed in various locations. These materials are not accessible to the building occupants or students. In keeping with the management plan, asbestos containing sites have already been neutralized. Our management plan outlines in detail the methods we will use to maintain the materials in a safe manner. It is on file for your review in the school office at 400 N.E. 17<sup>th</sup> Street, Grand Prairie, TX 75050.

### Reports to and cooperation with law enforcement (CSO Policy 1312.7, appendix 1#2)

a) Reports to Law Enforcement Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

b) Cooperation with Law Enforcement and Child Abuse Investigations Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests. From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible. If the officer refuses to 39 delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if

the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

## Section 11: Parents

### **PARENT ORGANIZATIONS/VOLUNTEER RESPONSIBILITIES**

Parents are strongly encouraged to become involved in any of the parent groups or volunteer opportunities, which support and strengthen the school programs.

- **School Advisory Council** – The School Advisory Council exists to assist the Principal with recommendations on planning priorities and policy issues. The Council provides support as appropriate to enable the Principal to lead and direct the school. Membership on the Council is determined by a consultative process of discernment to provide the Principal with the necessary breadth of experience and diversity of opinion in addressing planning and policy concerns. Parents are welcome and encouraged to attend the meetings.
- **Volunteer Opportunities** – The school has many opportunities for talented and interested parents. Typically these include room parents, health screening volunteers, library volunteers, coaches for athletic teams, Scout leaders, Adopt-a-Street volunteers, fundraising volunteers, field trip drivers, clerical help, I.C. church and St. Michael activities excluding Mass participation or special Mass celebrations, etc. **If you plan on volunteering in an activity that involves contact with a student, you will be required to fill out a Diocesan Safe Environment Screening Form, available in the school office. (Please refer to SAFE ENVIRONMENT on pg. 9 for further information).** Each family is required to contribute a minimum of thirty (35) hours of service to the school during the school year. If donations are made in lieu of volunteer hours, the donation must be equal in value to 1 hour of service and accompanied by a receipt. All donations must be items requested by the school. Each family is responsible for submitting their earned hours to the school office. Hours may not be shared between families. A family not wishing to participate in the volunteer program will be assessed a fee of \$10 per hour. The volunteer program helps cut costs to ensure a reasonable tuition and accessibility to the community of a quality Catholic education, and, of equal importance, builds community.
- **Off-Premises Fundraising** – Fundraising outside of school and parish grounds for all groups that use the Immaculate Conception School name **will not be allowed** unless previously approved in writing by the Principal. All requests must be submitted in writing at least one month prior to the fundraising event. This policy is in effect to protect the children from unforeseen incidents and to limit liability to the school in the event that someone should be injured during that activity.
- **On Campus Fundraising** – All fundraising requests must be submitted for approval to the Principal using the Fundraising Request form available in the school office.

## COMMUNICATION POLICIES

Communication is essential – please read posted notes or newsletters from the school. They are meant to keep families informed of events, changes in policy, and information regarding school life. Communication from any organization or faculty and staff to students, parents, or the greater community must first be submitted to the Principal. **All letters and correspondence to be sent out under the auspices of the Immaculate Conception School name must be submitted in writing for approval, preferably at least one week prior to the letter being distributed.** It will be proofread for spelling and grammatical errors, as well as content. We strive to provide our students with educational excellence and therefore we must be careful to maintain that excellence in all of our communications. By instituting this policy, we also hope to provide parents with the security of knowing that any correspondence they receive under the name of the school and on the official school letterhead has received the approval of the Principal.

## TEXTING/SEXTING

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

## 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. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

## Reporting of Child Abuse or Neglect

State law requires that allegations of child abuse be reported immediately to the Texas Department of Human Services or Child Protective Services. For reporting abuse, neglect, or exploitation of children, call 1-800-252-5400 or go to <https://www.txabusehotline.org>.

## APPEALS PROCEDURE

While our goal at Immaculate Conception is to make every effort to ensure effective communication between families and staff, misunderstandings sometimes occur. If this should happen, the following guidelines and procedures should be observed.

- Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff or faculty related grievance, an attempt must be made to settle the matter first with that person.

- If the concern persists, the parent should contact the Principal and a conference will be scheduled, possibly including all parties. Every attempt will be made at mediation, understanding and resolution.
- If this does not bring about closure on the matter, or if the matter is not resolved, this issue may be addressed to the Pastor of I.C.S. with the knowledge of the Principal.

We hope we can resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we may model problem solving for each other and for our children.

### **CLASSROOM VISITATIONS**

Parents or guardians are always welcome in the school. However, all visitors must comply with safe environment procedures. There will be several days scheduled for visits to the classroom. Other classroom visitations are permitted, but require the permission of and a prior appointment with the teacher. All visitors must sign in and out at the school office and obtain a Visitor's badge before visiting classes. Appropriate attire is mandatory.

### **CONFERENCES WITH FACULTY AND STAFF**

The best educational atmosphere that can be set up for the students is one of family, teacher, and school working to complement each other. Our commitment is to work professionally and constructively for the education of our students in a safe environment. Our lines of communication need to be open and direct, and family/school relations and communications that are handled confidentially and sensitively are important.

All concerns relating to the student's religious, academic and social development need to be discussed first with the individual teacher. Parents are encouraged to communicate their concerns and to practice doing this in a way that promotes a positive relationship between school and family. In this way the teacher can best review your comments, consider your suggestions, and plan for the future. We have a lot of work to do together, so let us all protect and guard the quality of our relationships.

### **POLICY/PROCEDURE CHANGES**

The Principal, in consultation with the Pastor, is authorized to implement policies and procedures that support the common good of the school community. New policies and procedures will not be made to apply retroactively so as to affect any student, faculty or staff member's rights as provided in this handbook.

Immaculate Conception School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday folder or through email communication.

### **Custody and Family Law Issues (CSO Policy 5161.3, appendix 1 #1)**

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is

important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

**Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.**

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is Revised July 1, 2021 Appendix 1 necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

### Parental Cooperation and Behavior (CSO Policy 5161.3, appendix 1 #3)

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

### Reimbursement for School Costs and Attorney's Fees (CSO Policy 5161.3, appendix 1 #4)

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

**Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.**

## Section 12: Technology

Children's Online Privacy Protection Act (COPPA) Waiver (CSO Policy, Appendix 1 #9) – this information will be sent home in both English and Spanish for parent to sign/return

Dear Parents, Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a user name, and email address. Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher. Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list. If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below.

By checking the OPT-IN box, you expressly authorize Immaculate Conception Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list. If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.



## Section 13: Last Section (Signature Pages)

### **Signature Page Acknowledgement and Agreement Parent (CSO Policy, appendix 1 #10)**

For hard copy handbooks: By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print):

School Name (print):

Parent Name (print):

Parent Signature:

School year: Date:

For online acknowledgement: By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school

**\*Parents and students must both sign.**

### **Release and Indemnification (CSO Policy, appendix 1 #8)**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

### **Parent Consent Release form (CSO Policy, appendix 1 #7)**

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together

determine the range of activities that are appropriate for a particular student’s participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student’s participation, and students and parents should sign where indicated below for each activity.

**Signature Page Acknowledgement. & Agreement Parent (CSO policy, appendix 1#9)**

<b>Student Name</b> <b>(“Student”):</b>
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<b><u>Athletics: Subject to the Release and Indemnification terms below</u></b> , by my/our initials below, I/we consent to Student’s participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student’s continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.
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<b>Parent(s) initials:</b>
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<b><u>Transportation to/from Athletics: Subject to the Release and Indemnification terms below</u></b> , by my/our initials below, I/we consent to Student’s use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.
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<b>Parent(s) initials:</b>
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<b><u>Extra-curricular Activities: Subject to the Release and Indemnification terms below</u></b> , by my/our initials below, I/we consent to Student’s participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable polices and rules of conduct when engaged
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in any School-sponsored activity, whether academic, extracurricular, or otherwise.

**Parent(s) initials:**

**Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable polices and rules of conduct.

**Parent(s) initials:**

**Video/Image Release:** I/we understand that, from time to time, photographs and video images are taken of students, individually and as a class, for use in school yearbooks, promotional and marketing materials, the school website, and similar publications. **Subject to the Release and Consideration and Indemnification terms below**, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student, for the following purposes: individual student and class pictures; school or Diocesan promotional, marketing, or organizational publications (e.g., yearbook, school, or Diocesan publications); and for use on the school website. I authorize the School to publish such photographs, images, and video in any manner and medium, to alter the same without restriction, and to copyright the same.

**Parent(s) initials:**

Yes:

No:

**Student: *If age 18 or over, initial appropriate box to the right:***

Yes:

No:

## Activity Participation Consent And Release Form

By my signature below, I/we consent to \_\_\_\_\_'s ("Student") participation in activities sponsored by \_\_\_\_\_ (the "School")'s, including activities held on the School's premises and activities held at other venues. I/we understand and acknowledge that Student's participation in school-sponsored activities may expose Student to contact with one or more persons or objects that have been infected with, and/or exposed to, diseases or viruses, including the virus commonly known as COVID-19. I/we understand that, as a result, Student's participation in school-sponsored activities may expose Student to the risk of exposure to or infection with diseases or viruses (such as COVID-19). I/we understand that the potential risks associated with exposure to or infection with the diseases or viruses (such as COVID-19) are not fully known, but may include significant and serious illness, bodily injury, disfigurement, or temporary or permanent disability. I/we understand that the use of personal protective equipment may not fully protect against or mitigate the risks posed by Student's participation in school-sponsored activities. I/we understand and agree that information regarding the COVID-19 status of Student and/or individuals that live in the same household as Student may be disclosed to others in the School community, as the School—in its sole discretion—deems necessary.

Nevertheless, having considered the risks, including those outlined in this Release, I/we consent to Student's participation in school-sponsored activities. Accordingly, for good and valuable consideration, including without limitation admitting Student to the School and allowing Student to participate in school-sponsored activities, **I/WE HEREBY ASSUME ALL OF THE RISKS OF STUDENT'S PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES, INCLUDING WITHOUT LIMITATION, THE RISK THAT STUDENT MAY BE EXPOSED TO OR BECOME INFECTED WITH DISEASES OR VIRUSES (SUCH AS COVID-19).**

**I/WE HEREBY, FOR MYSELF AND MY HEIRS, SUCCESSORS, AND ASSIGNS, AND ALL THOSE CLAIMING BY OR THROUGH ME, WAIVE, RELEASE, AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE SCHOOL AND ITS AGENTS, EMPLOYEES, OFFICERS, DIRECTORS, CONSULTANTS, RETAINED PROFESSIONALS, DONORS, AND AFFILIATES (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ANY LIABILITY, LOSS, EXPENSE, OR OTHER DAMAGE, INCLUDING PERSONAL INJURIES, PROPERTY DAMAGE, DEATH, COSTS OF COURT, AND ATTORNEYS' FEES, ARISING FROM OR IN CONNECTION WITH STUDENT'S PARTICIPATION IN SCHOOL-SPONSORED ACTIVITIES, INCLUDING THOSE WHICH ARISE OR ARE ALLEGED TO ARISE FROM THE NEGLIGENCE OF ANY INDEMNITEE.**