



# IMMACULATE CONCEPTION SCHOOL

321 South Metter Ave.

Columbia, IL 62236

[www.icscolumbia.org](http://www.icscolumbia.org)

MISSION --- COMMUNITY -- SERVICE --- since 1853.

## ***OPEN THE DOORS OF MERCY***

### **2015-2016 HANDBOOK**

*"The mission of Immaculate Conception School is to provide experiences to inspire, challenge, and nurture the mind, body, and spirit of our students within the framework of the Gospel of Jesus Christ and the tradition of the Catholic Church."*

**Your school has a proud history.** You are a part of that! Though many of the "bragging points" of ICS can be attributed to academically aggressive students and upper grade leadership, a dedicated staff, a finely tuned program, and parents have been keen players in school success. The school is committed to help students know they are all smart in different ways. Becoming the best person you can be will give you a happy life. Our first vocation from God is to be happy. Students must learn that choices based on what feels good right now, can often have devastating impact later in life. Self-discipline is leadership at its best.

With Mission---Community---Service as its watchwords, the school has contributed thousands of prayers, thousands of hours, and thousands of dollars to others. Much of this work is done through service projects and the Columbia Kiwanis sponsored Builders Club which has enhanced the service-learning component of the school mission. The school was honored in 2015 by the Southern Poverty Law Center as a Model School for promotion of social justice within the school. Jesus Christ is the reason for our school. He is our model!

Standardized test scores continue to be some of the best in the nation despite the fact the school does not focus on the national standards but on depth of curriculum. Curricular innovations in social studies, science, and math allow this to happen. Over 20 major field trips are taken annually including a local history tour of Columbia and Monroe County, Springfield, Illinois, Memphis, Tennessee, Chicago, Illinois, Gettysburg, Pennsylvania, Washington, D.C., Jamestown Virginia and Colonial Williamsburg, Virginia. Project based learning is encouraged and students were runner-up in eCyberMission, sponsored by the U.S. Army, with a regional winner in 11 of 13 years including a national winner. The school has 14 State finalists in the National Geography Bee in 25 years, 10 National Finalists in the National History Bee in 3 years, a State Scholastic Bowl championship in 2005 and a runner-up in 2008. The Band received its third State First Superior ranking in 2012. This year we had a national poetry contest winner, 4 Diocesan Speech champs, 19 of 19 first places or perfect scores in the ROE Art Contest and Scholastic Bowl was 43-6. The school was Diocesan Chess League Champions and excels in math where we took third in Mathcounts, second at SLU High and first at Gibault. Science is there as well with its major competitors being large middle schools from St. Clair and Madison Counties. The dramatic arts and art have become major components of the curriculum and performances and displays have allowed us to flourish and become confident in new and greater ways. The world of sports and healthy living play a significant role in world of ICS. Whether competing in soccer, basketball, volleyball, or track, ICS is always the team to beat and either at or near the top or competitively respectable. See the yearly profile for last year's accomplishments.

ICPSIA: Premier Agendas Inc, Bellingham, WA, PY2013-14

Other innovations and focus at the school would include Service-Leadership Day, Field Day in the Fall, 7th and 8th grade buddies for Kindergarten and First Grade, Pen pals with students at Parkview School, performances at area nursing homes, Mix-it-Up Day, Team Quest, Science Night, Grandparent Day, Patriotic Rosary for Veterans Day, Secret Santa, support of Sr. Thea Bowman School in East St. Louis, Catholic Urban Programs, St. Jude Hospital, our sister parish of St. Raymond's in Alzate, Guatemala and dance and roller skating units in P.E.

Graduates of Immaculate Conception School have been impressive. National Catholic Education Association "Distinguished Graduates" at ICS include Eugene J. Schorb, C.P.A.; Br. Herb Janson, S.M.; Mark Herrmann, Ph.D.; Fr. John Weissler, O.M.I.; Sr. Joan Weissler, A.S.C.; Marcella Sweeney; and Sr. Jean Marie Kumke, A.S.C. Each has made a powerful impact on our world in finance, education, science, the media, hospital work, and for the disadvantaged. And of course, not everyone is recognized but many do great work! Nearly every year, ICS graduates are a valedictorian, salutatorian, or Illinois State Scholar in the 15 area Catholic and public high schools they might attend. We had 6 Illinois State Scholars from the ICS Class of 2011 and a National Merit Semi-Finalist!

Rules are a necessary part of life. They are designed to make life easier for all. Jesus followed the rules for His day that were just, and helped change the ones that were not. Jesus never asked us to be minimalists. That means -- just do enough to get by. He never asked us to be self-centered --- that means taking care of only you. But we do have an obligation to take care of ourselves and can do this best by looking out for each other. This causes us to be a better person for ourselves. Reach out to others. Satisfaction guaranteed! Following the Gospel message is a plan for happiness in this life!

## **BASIC POLICIES FOR STUDENTS**

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**THE PURPOSE OF CATHOLIC EDUCATION:** Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian values.

Nondiscriminatory Policy: The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other school-administered programs.

**SACRAMENTAL ELIGIBILITY:** A student's eligibility to prepare to celebrate sacraments requires a minimum of two years of formal instruction (not before Grade Two at the earliest for Reconciliation and First Eucharist) and a willingness on the part of the parents to fulfill the necessary conditions to enable the child to regularly and consistently live the sacramental life of the Church. Children of catechetical age in other Christian denominations, but who choose to profess the Catholic faith, are candidates for the Children's Catechumenate. Students of other faiths are respected and often deepen their own faith as they become more aware of the Gospel message.

**Student Mass Schedule:** ICS students attend Mass at 8:05 a.m. at Immaculate Conception Church on the following days: Tuesday: Grades 5-8 Wednesday: Grades 2-3 Thursday: All School Mass Grades K-8 (Kindergarten leaves after homily). Collection for St. Raymond's is the first all school liturgy of the month. Several times during the year we will attend Mass at our new church. Full, active, and conscious participation is always our goal, wherever we attend a liturgy. As we Build the Church of the Future and construct our new Catholic Education Center, Mass schedules might need to change.

**VISITORS AND GUESTS:** During school hours, all visitors to ICS must sign in at the office upon entering. We want to be a welcoming and safe place and encourage visits but must be vigilant. **DO NOT** let anyone into school. Get an adult or remind them to enter by the office. They will understand and be impressed! Be respectful and welcoming to all you meet in the halls but make sure guests. When guests come for lunch with students, please eat our food. Do not bring fast food and remind them we are a "nut-free zone".

**VOLUNTEERS:** Parent and parishioner volunteers who tutor and coach play a big role in making ICS a successful school. We don't have 21 teachers. Everyone who comes to help is a teacher too. They are part of our extended staff. Your best teachers are your parents. Every parent wants their child to know and do more than they have accomplished. Learn from their goodness!

## ATTENDANCE

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**EARLY ARRIVAL AT SCHOOL:** For a nominal fee, morning latchkey care is available beginning at 6:45 a.m. in the gym. Students not in latchkey should not arrive before 7:50 a.m., unless they ride early buses or have another valid reason to come early. For these students, the cafeteria will be open beginning at 7:30 for teacher-supervised quiet time. At 7:50, students should go directly to their classrooms and not loiter in the hallways, restrooms or outside.

**EXCUSE FOR ABSENCE AND FORESEEN TARDINESS:** If you are absent from school, you should call ICS between 7:30 and 8 a.m. If you do not call, we have to call you. You need to bring a written excuse upon return to class. 3 times tardy in a semester will require a before/after-school detention. Be on time! School is your job!

**LATCHKEY:** ICS offers before- and after-school latchkey care to help meet the needs of working parents. Our program ensures a safe, happy, structured environment for your child. Make this a rewarding time by following the schedule and helping each other out.

**REGULAR SCHOOL DAY:** Each school day begins at 8 a.m. Students arriving after 8 a.m. are tardy, except for late buses. ICS has a closed campus, and all students eat their lunches at school. Students are dismissed at approximately 3:00 p.m. daily. No afternoon bus service on Wednesdays. Dismissal at 3:00. Safe exit please---watch for cars!

**TRUANCY:** Once a student has missed 10% of the school days in a quarter (exception being prolonged injury or medical condition), parents will be notified. Immaculate Conception School is required by the Illinois School Code to enforce the attendance rules and regulations of the state of Illinois. ICS will seek the assistance of the Columbia Police Department when a student is exhibiting truancy patterns. (Truancy policy approved by School Board 04/20/10).

**VACATIONS DURING SCHOOL YEAR:** One of the reasons our students do so well at ICS is the good attendance of teachers and students. Time on task is a major priority. Students taking vacations during the school year are marked absent and are responsible for the learning missed. Be accountable.

## HEALTH AND SAFETY

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**NUT ALLERGIES:** Several ICS students are allergic to peanuts or other nuts. We prefer that students not bring foods containing peanuts or nuts to school. While we realize that this is an inconvenience for those in "PB&J" loving families, please give allergic classmates the same consideration you would want if you had such an allergy. Please help us protect these children and save these foods for the weekends.

**REQUEST TO REMAIN INDOORS:** Please avoid asking a teacher to stay indoors during recess unless it is really necessary. If you are well enough to come to school and are properly dressed, you will usually not suffer from exercise in the fresh air. Those few who receive permission to remain indoors when their class is outdoors will go to an assigned place and read or study, since no pupil will be allowed in the classroom alone. Wind chill will often determine if we stay indoors and use the gym or classroom for recess.

**Medication:** It is ICS's policy that any prescription or over-the-counter medication shall be self-administered by the student from the principal or his designee, or shall be administered to the student by the principal or his designee only if all these conditions are met:

A written statement from the student's physician with instructions on dosage, time, duration and necessity, written permission from the parent, the medication appropriately labeled, stating the student's name, the physician, pharmacy, and time of specified dosage.

Extended medication will require special arrangements requiring a written release of liability from the parent and written permission from the doctor.

All medication will be kept locked up in the office unless waived by law. It is the responsibility of the student to report for the medication, and the school reserves the right to reject a request for administering medication.

**BULLYING SCHOOL MUST BE A SAFE PLACE FOR ALL.** Every day in our nation's schools and communities, children are teased, threatened, or tormented by bullies. Bullying is a problem that creates a climate of fear, that affects the whole school, and in some cases, the entire community. When we fail to recognize and stop bullying behavior as it occurs, we actually promote violence. We are saying to the bully, "You have the right to hurt people," and to the victim, "You are not worth protecting." Safe schools are everyone's responsibility and everyone can help keep our schools safe. Research says 5% of the population are bullies at one time or another, 5% are victims, and 90% stand by and let it happen. Our goal is to change that via education through Second Step, Steps to Respect, intervention, and counseling. We will follow these steps for infractions:

**Bullying Behavior Consequences:** These steps are followed per semester.

1. Verbal discussion with teacher
2. Removal from activity where behavior occurred: lunch in hallway, recess with teacher or outside of the office for one day. Parental notice.
3. 1 hour after school detention (writing assignment such as copy a textbook, write a letter of apology to the victim or civic duty as decided by the teacher). Parental notice.
4. One day in school suspension. Student must be outside of the classroom, either in another classroom or by principal's office. Parental notice.
5. Parent must come get student when offense occurs. The student will be picked up and out of school for the remainder of that day plus the following day. Pursuit of behavioral modification intervention.
6. Expulsion.

The principal, in consultation with the Dean of Students and homeroom teacher has discretion to amend these policies as needed. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause using discretion.

## COMMUNICATION AND DISCIPLINE

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**COMMUNICATION:** Open and ongoing communication between you and your teachers is important to your progress and happiness at ICS. Learning to communicate with people is a life skill.

**CELL PHONES (including mobile digital devices):** Technology use is a privilege, not a right. Our technology ACCEPTABLE USE POLICY is in effect. Individual and institutional rights include respect for others and appropriate classroom use of digital devices. Cell phones and digital devices may be brought to school or a school activity under the following conditions:

- Phones must be kept in the OFF position and in the locker during school hours unless requested for classroom use by the teacher. Respect the tech!
- No student may use cell phones or digital devices for picture taking purposes, without adult permission while on school premises or at school activities.
- Parents will be notified if a student violates any of the rules regarding cell phones or digital devices and Immaculate Conception School is not responsible for lost property.
- Cell phones or digital devices will not be allowed during school assemblies, including Awards Night, fire drills or other school evacuations or emergencies. Misinformation and rumors can undo the safety of our school.
- off campus use of cell phone or digital devices for illegal activity, bullying, harassment etc. will be subject to the Illinois School Code and local law enforcement. Principal discretion will be in place.

**First offense:** Cell phones or digital devices will be taken away until 3:00 p.m. that school day.

**Second offense:** Cell phones or digital devices will be taken away for 24 hours (over a weekend if incident occurs on a Friday). A parent must retrieve the phone from the school office.

**Third offense:** Cell phones or digital devices will not be allowed at school for the semester/remainder of the year.

**SOCIAL NETWORKING:** ICS recognizes the popularity of social networking and blogging and supports these mediums. We believe they are relevant in today's environment and can play an important role with communications and promoting ICS. However, the use of such mediums by ICS faculty, parents, and students must be in the best interest of ICS at all times. Violation of this policy exposes ICS to risks and legal liability. Off campus use of social media for illegal activity or disrespect is subject to discipline.

**CONFERENCES:** Parent/student/teacher conferences are held annually. The purpose is to become even better. When we reflect on what we do, we can make changes to improve and also receive acknowledgement of accomplishment. It is important to have you here as a student!

**CONCERNS OR COMPLAINTS:** Begin by talking it over with the teacher. If it is not resolved to your satisfaction, you may then contact the principal.

**DISCIPLINE:** ICS expects self-disciplined, Christian behavior of its students. Any discipline problems that arise are handled along the authority line of teacher, principal, school board and pastor. ICS may employ any of a number of discipline procedures, including suspension from extracurricular activities, detention, and suspension from school. The Diocesan Discipline Policy is on-line.

**Disciplinary Procedures::** The ICS demerit system differs among various types of infractions. We divide infractions into behavioral and non-behavioral offenses.

**Behavioral offenses** usually result in demerits---a warning is normally given unless the offense warrants such as violating make-up rules or ridicule. Expectations are based on the light of the Gospels and...

**RESPECT** ...yourself, classmates, teachers, guests, the school environment and our goal of *mission-community-service*  
...everyone's private space  
...silence when needed and the other's right to hear--- quiet in the hallways  
...other's ideas and differences in what you like and they like  
...the need for safety  
...  
...the need to "own your education" by focusing on learning

Therefore:

- 1) Minimal foundation to cover blemishes is permitted.
- 2) You may wear clear nail polish only. *Acrylic nails worn to school in anything but clear, so that the color cannot be removed, will result in a two-hour detention for every day those nails are worn. The nails will be covered during the school day.*
- 3) You may wear simple necklaces. Call attention to yourself because of Christian behavior and simplistic lifestyle.
- 4) Wear small hoop earrings or earrings no larger than a dime.
- 5) You may wear watches.
- 6) Hair should be of a natural color.
- 7) Headbands and bows in hair should be simple.

**Non-behavioral offense for other than uniforms.** For uniform requirements and infractions, see the next section. For these infractions, usually the third offense in a quarter results in a demerit, as is every subsequent offense in that same quarter.

- 1) Be respectful of your education and of the time you need to spend on learning.
- 2) Own your education and develop pride in your ability to meet your responsibilities. Come to class on time and show respect for your classmates' and your teacher's time.
- 3) Show respect for school property entrusted to your care.
- 4) Show respect for the communication process between your teachers and your parents.\_

**WEAR THE ICS UNIFORM WITH PRIDE AND WITH MODESTY. DON'T ABUSE DRESS-UP AND DRESS-DOWN PRIVILEGES.**

**UNIFORM POLICY SPECIFICS** (*three uniform violations in a quarter will result in a demerit, and every uniform violation in a quarter after the first three is a demerit.* However, there are some violations that may result in demerits or detention.

Shirts and blouses must

- Be solid white or pastel blue; no logos allowed unless ICS-approved.
- Be without trim or lace for grades 5-8
- Be tucked in at all times when not at recess or in gym class
- Have plain white t-shirts underneath (no logos or designs) Turtlenecks are acceptable

Pants and shorts:

- Pants must be solid navy blue without contrasting stitching or rivets.
- Shorts may be knee-length navy blue or uniform plaid

Belts must be

- Solid black, brown, or navy blue. *No white, green, striped...*
- Worn with pants or shorts at all times for both boys and girls

Skirts and jumpers must be

- Of the adopted school plaid
- No shorter than two inches above the knee ( a credit card held horizontally above the knee)
- **rolling the hem of a skirt upwards will be given a demerit**
- **skirt lengths that earn repeated write-ups** (as determined jointly by the Dean of Students and the Principal) will be required to wear slacks exclusively. They will still be subject to the uniform violation demerits as stated at the beginning of this section.

Sweaters and sweatshirts

- Sweatshirts must be solid navy blue – with or without an ICS logo.
- Students may opt for a long-sleeve white or blue shirt underneath their uniform shirt as an alternative to a sweatshirt.

- Students may also wear white, black, or navy blue button-down sweaters
- NO HOODIES OR OUTERGARMENTS MAY BE WORN INSIDE THE SCHOOL unless permission is granted by the principal due to classroom conditions.

Socks/stockings/leggings must be

- Solid blue, black, or white and must extend below the knee.
- A *small logo* is acceptable as trim (*no stripes up the side or backs, etc...*)

Students who arrive at school in inappropriate clothing will be required to change from lost and found items in order to save parents from having to come to school with different clothes

**Clothing not permitted:**

- Sandals, flip-flops, clogs, hiking boots, turf shoes, boots (*unless to use for playground use*)
- Corduroys, Baggy pants, Non-uniform shorts, "yoga" pants, No torn jeans, even on a dress-down day!!
- Tight jeans (*lady teachers make the call*), Tank tops or other sleeveless tops
- Non-uniform sweatshirts, shirts with advertising Hoodies, Ties

**Dress up days** (*offenses, unless otherwise noted, result in a demerit*)

- normal rules concerning makeup apply unless waived by the principal
- Be modest. Wear skirts and dresses no more than two inches above the knee, front and back (credit card held lengthwise.)
- Be modest in wearing dresses. *No spaghetti straps, strapless gowns, plunging necklines, or excessively tight-fitting shorts.*
- *No bare midriffs.* You might end up wearing a sweatshirt.
- Dress slacks are permitted. *If you think they may be too tight, pick out something else.*
- *No jeans.*
- *No flip-flops or sandals or open-toed clogs.*
- THESE RULES ALSO APPLY TO SCHOOL DANCES—violators will be asked to leave unless they can comply immediately upon being confronted by a chaperone or teacher. recurring violation in the same night will result in being kicked out of the dance.

- **Dress-down days** (*offenses, unless otherwise noted, result in a demerit*)

- normal rules concerning makeup apply unless waived by the principal
- *No torn jeans or torn other pants*
- *No flip-flops or sandals*
- *No short shorts* (no more than two inches above the knee—fingertip rule may also be used)
- *No bare midriffs*

Behavioral Infractions- examples- may result in demerits \_\_\_

- Disobedience or disrespect to a teacher
- Throwing items at another in hallway or classroom
- Talking out repeatedly
- Ridiculing others in class or in hallway -being disruptive
- Physical misbehavior in the hallways
- Leaving class without permission
- Swearing or obscene language or gestures on school grounds, hallways, or classroom
- Gum or candy without permission

**Non-behavioral offense** Any student who commits a non-behavioral offense (such as a uniform infraction) will receive two warnings. The third infraction, and every subsequent infraction in a quarter, will result in a demerit.

1. Non-Behavioral Infractions - examples - two warnings given, then each subsequent infraction during a quarter is a demerit.

- Being unprepared for class
- Tardy to class (skipping class is grounds for in-school suspension)
- Textbooks not covered as required
- Failure to return items sent home for signature
- Uniform items - three uniform violations of any of the following result in one demerit during a quarter. Each subsequent uniform violation is a demerit

2. Students who receive five demerits in a quarter will serve two nights detention. Detentions will usually be served from 3-4 PM on Tuesday, Wednesdays, and Thursdays. Students will not do homework during these periods, as it is not a study hall. However, a teacher may have a student complete missing assignments.
3. Students who receive 10 demerits in a quarter serve four nights detention. On the 11th demerit, students and parents may be called to the school for a conference.
4. Mr. Riley will call or e-mail parents for below unless they want to be notified more often:
  - a. When the student has acquired three non-behavioral offenses of the same type (uniform, for example) - therefore, at their first demerit for this type of offense.
  - b. When the student has already earned three demerits for the quarter
  - c. When the student has been expelled from the classroom. Note that a teacher may choose to expel a student if demerits don't work, the child is increasingly argumentative, or when a demerit seems insufficient.
5. Special cases:
  - a. Three tardies to school during a semester will earn two nights detention. Students must be in their classroom by the second bell at 8 a.m. Continued tardies after that will result in additional consequences as determined by the principal.
  - b. Fighting still equals five demerits as a general rule.
  - c. Vandalism/theft may result in expulsion from the class for two days---in-school suspension.
  - d. Throwing an item at another student in the classroom can result in expulsion from the classroom.

### **Procedures for Expulsion from the Classroom**

1. First time in a semester: Student is outside of class for remainder of the period and must report into the office. Failure to do so is grounds for in-school suspension. Dean of Students notifies parents and warns them what will happen if there is a second expulsion from the classroom.
2. Second time in a semester: In-school suspension for the remainder of the day. Dean of Students notifies parents and warns them of the consequences of a third expulsion from the classroom.
3. Third time in a semester: Student serves remainder of the first day in in-school suspension and then serves the entire next day in another in-school suspension. Dean of Students notifies parents that a conference is necessary before student may return to class and also warns them of the consequences of a fourth expulsion.
4. Fourth time in a semester: Student serves remainder of the day in in-school suspension, plus an additional two days of in-school suspension. Possible probation with conference and behavioral counseling or behavior disorders investigation recommended. Parents warned of implications of a fifth expulsion.
5. Fifth time in a semester: Out of school suspension: Principal informs parents and actions are taken in accordance with Diocesan policy.
6. Discretion: The Principal, in consultation with the Dean of Students and the appropriate teachers, has discretion to amend these policies as needed.



**GRADES ONLINE:** It is important to be aware of how you are doing. ICS offers confidential online access through [mystudentprogress.com](http://mystudentprogress.com) to grades for students and parents. Be responsible and take the time to check yourself. See Mrs. Lewis if you lose your password. Grades are weighted and will be explained by your teacher at the start of school. Student need to learn to “own their education”. Education is your future. Make it yours!

**SUBSTANCE ABUSE POLICY:** ICS students should be drug- and alcohol-free at all times. Penalties for possession, use of alcohol or drugs, or being under the influence of them are as follows:

- **First offense:** Three-day suspension. Parents are notified and a required assessment will determine a need for counseling or treatment before return.
- **Second offense:** Five-day suspension for violation. Required treatment program or continuation of previous counseling or treatment program.
- **Subsequent offenses** may result in expulsion.

**SEARCH AND SEIZURE:** ICS reserves the right to inspect all school and personal property. Any inappropriate items brought to school may be confiscated and not returned.

### **Academic Ethics**

**Plagiarism Policy** Plagiarism is defined as not citing published work and presenting it as your own. On assignments that require research, citations are expected appropriate to grade level of student. This includes, but is not restricted to, intellectual property rights, internet sites, video clips, pictures, research periodicals, work of other students, etc. Violations are subject to guidelines presented by teacher and published in each assignment's rubric.

**Cheating/Copying** is the fraudulent presentation of test or homework as the student's own. It is strictly prohibited and subject to consequences as to the severity of the incident.

**No Homework Nights** "No Homework Nights" apply to those families who attend the described event. Those families not attending should complete assigned work. Students are still responsible for any pre-assigned tests or projects but there would be no new homework for that night.

**GRADE POLICY FOR EXTRACURRICULAR ACTIVITIES:** ICS complies with Diocesan and state requirements when determining whether students with poor or failing grades will be allowed to participate in extracurricular activities, including band and athletics. The principal, dean of students and teachers will work with the parents and student to help the student improve his or her grades. Each case will be evaluated and dealt with individually. Assessments will begin at the first mid-quarter of the school year.

**MISSING WORK:** Unexcused missing work is due the next day at 50% credit. After that, the work is still due for 0% credit or an Incomplete will be given until all missing work is turned in. Excused missing work will be handled at the discretion of the teacher based on the situation causing the work to be delayed. Missing work may be excused in the event of illness, teacher extension of the assignment or other special situation.

### **ATHLETICS**

**ATHLETIC PHILOSOPHY:** The goal of ICS's athletic program is to provide an athletic environment in which the student is given an opportunity for exercise and socially interact. We seek to build knowledge of the game and help students gain the satisfaction of knowing that hard work and discipline can lead to individual and team success. The program is competitive between the schools, among the players and within the individuals as they seek to improve themselves. Athletics should help develop the whole person, foster a sense of pride, deepen a sense of responsibility for one's actions and respect for others' actions, and include God as the center of all activity. Winning is a result rather than an objective of the program. The right to play on a school team comes from doing your best, attendance, and respect.

**GRADE POLICY FOR ATHLETICS:** ICS complies with Diocesan and state requirements when determining whether students with poor or failing grades will be allowed to participate in extracurricular activities, including athletics. The principal, dean of students and teachers will work with the parents and student to help the student improve his or her grades. Each case will be evaluated and dealt with individually. Assessments will begin at the first mid-quarter of the school year.

## **UNIFORMS**

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**THE PURPOSE OF UNIFORMS:** Uniforms are a way of ensuring students dress appropriately so that our focus can be on learning. We expect all students to follow the uniform policy consistently. Please also be sure to write your name in clothing to avoid loss. We send our lost and found items to Catholic Urban Programs several times a year. Save your parents the expense.

### **UNIFORM POLICY SPECIFICS:**

- **Shirts:** Shirts and blouses must be solid white or pastel blue with a collar and with no trim. Turtlenecks are acceptable. No logos other than approved ICS logos are permitted. Shirts must be tucked in at all times. T-shirts worn under uniform shirts must be plain white with no logos or designs.
- **Pants and Shorts:** Pants must be solid navy blue dress pants with no contrasting stitching or rivets. Knee-length navy blue or uniform plaid dress shorts may be worn depending on the parents' discretion. Black, brown or navy blue belts are to be worn with pants and shorts at all times.
- **Skirts and Jumpers:** Skirts and jumpers must be of the adopted school plaid and no shorter than two inches above the knee. (A credit card held horizontally can be used to measure.) Rolling the waistband of a skirt is not allowed. Girls who repeatedly wear short skirts or jumpers will be required to wear slacks exclusively.
- **Sweaters and Sweatshirts:** These must be solid navy blue. Only solid navy or ICS logo sweatshirts are allowed.
- **Socks:** Socks and stockings must be solid white, navy blue, or black with no trim or logos. (Students who come to school in clothes that don't conform to the uniform policy - for example, a too-short skirt - will be required to change into appropriate attire from our used uniform supply. This saves parents the hassle of bringing a change of clothes from home.)

**CLOTHING NOT PERMITTED:** The following types of clothing are not allowed on any school day: corduroys, baggy pants, non-uniform shorts, sweatshirts, ties, boots, turf shoes, hiking boots, bib overalls, lowrise jeans, tank tops or other sleeveless tops, clogs, sandals, or shirts with advertising. In addition, no makeup, excessive jewelry or fads are allowed. Nail polish colors other than white, clear, or pastel pink are not permitted.

**DRESS-UP DAYS:** School Picture Day and The Feast of the Immaculate Conception (Dec. 8) are dress-up days on which uniforms need not be worn. Other dress-up days may be allowed for special events. Watch the school newsletter for notices of dress-up days and the guidelines that will apply.

**JEAN DAYS:** When designated by the principal, non-uniform clothing may be worn provided they do not include any non-permitted clothing items.

**SCOUT UNIFORMS:** On days of Scout meetings, Boy and Girl Scouts may wear their official scout uniforms to school, provided they do not include non-permitted items.

**ACTIVITY/TEAM SHIRTS:** On days of special team/group events, team members may wear the approved ICS team shirt. For in-house activities, navy uniform slacks should be worn. For outside school activities (AND AT SCHOOL DISCRETION), khakis or navy slacks can be worn.

**WEATHER WEAR:** All students K-8 are required to wear a jacket/sweatshirt when the temperature is 60 degrees or below. Boots are required to play in the snow at recess. Please be sure that students bring hats, gloves and scarves to school as students go outside for recess in all temperatures. Hoodies may not be worn in the classroom except on a non-uniform day. Sweatshirts - Navy blue, with or without ICS logo. No other logos permitted.

### **TRANSPORTATION**

**BUSES:** Bus rules and regulations will be given to bus students the first few weeks of the school year. No child will be permitted to ride another bus, or get on or off other than a regular stop, unless he or she has a note from the parent, signed by the principal and presented to the bus driver.

***The following bus rules are enforced on every Columbia Unit 4 school bus:***

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment
12. Do not bring pets on the bus.
13. Do not bring flammable material on bus.
14. Bus driver is authorized to assign seats. **Car Drop Off and Pick Up:** Remind your parents about school safety. They may not like it, but it might help keep us safe. Children help raise busy parents too!

**SCHOOL NIGHT TRANSPORTATION:** There should be no stopping for refreshments after SCHOOL NIGHT events. Get home to get some sleep for your best performance the next day.

**FIELD TRIPS:** The best teacher is experience. Our field trip programs travel over 4,000 miles annually. We want every student to have these experiences. Few students in the nation can say they stood where Dr. Martin Luther King, Jr. gave his "*I have a dream*" speech and visited the National Civil Rights Museum where he was assassinated. Few have taken a hometown field trip, or trips tied directly to the curriculum. Our trips are a privilege. Good behavior at school allows Teachers and the Principal to leave without worry. This is called trust. It allows the program to continue. When you travel as a group, you give up your own individual freedom to get a lot from the group freedom to travel! 8TH Graders may be placed in a position of trust as maintenance crew, earning credit for D.C. Basic rules for field trips that must be followed:

### **FIELD TRIP RULE S:**

1. Stay with your group and chaperon at all times. Chaperons make the trips possible and are extensions of the staff. Do not put your parent on a spot with poor behavior or silly requests.
2. All adults are in charge on the trip and must be listened to and respected at all times.
3. Talk in conversational tones at all times. Remember to be respectful and considerate of other people and cultures at the places we visit.
4. Remain seated while on bus. Absolutely no seat swapping without permission.
5. Don't be a litter bug. Keep the bus clean. It is our home for a good part of the trip. Water and dry snacks only on the bus.
6. Courtesy is a must when someone is talking to you, especially during a guided tour.
7. Head phones only during approved times.
8. Do not bring along anything you cannot afford to lose. If you wish, chaperons will hold your cash for you. Do not bring along large sums of money or expensive technology unless you can afford to lose it!
9. No boys are permitted in girls rooms and no girls in boys rooms.
10. Some events are dress-up days. Comply with the rules.
11. During free time, you will only be permitted to restricted areas. In hotels, students are not allowed to use the stairwells except in case of fire. Students are only allowed on the floors our rooms are on.
12. Since this is not a dating experience, students are not to pair up.
13. Living on a bus is a lesson on community life. We need to laugh, have fun when it's time, use the rest rooms at the rest stops, and most importantly sleep when it's time.
14. Travel light with layered clothing that can be removed.
15. ICS is very proud of its students and the fact they are capable of the trust a trip like this takes. Please use your very best manners on this trip and be respectful to all.
16. The Trip Director will use discretionary powers in solving disciplinary problems. Students might have activities withheld from them or be confined to their hotel room.

**VIOLATIONS:** The future of these educational trips depend on an outstanding amount of cooperation which we know you will deliver. Remember, we will not threaten to send you home if we find you're not mature enough to travel. **We will send you home or leave you at home.**

### **Empathy Prayer**

**Christ, Merciful Savior, whose very breath enveloped the world with empathy and peace, bless us, and sanctify the image of your holy cross.**

**Give us strength to always live in your example.**

**When we are tempted to bully someone, your cross calls us to respect all people.**

**When we are tempted to create problems, your cross encourages us to find solutions.**

**When we are tempted to be selfish, your cross invites us to form healthy relationships.**

**When we are tempted to hurt others, your cross enlivens us to care.**

**When we are tempted to act in anger, your cross frees us to love.**

**When we are tempted to give up, your cross challenges us to try again.**

**0 Prince of Peacemakers and loving, empathetic friend, who experiences our joy and pain, hear our prayer, for with you, 0 Jesus, we can transform our minds, our hearts, and our world. Amen.**

**( Rick Byers)**



**11 KEYS TO SUCCESS IN SCHOOL** God does not ask us to be successful...only faithful. But these keys will help you have a good school experience:

1. **Confidence:** an unshakable belief in oneself based on a realistic understanding of one's circumstances; a trait that most people admire in others and strive to acquire themselves. Know yourself and your strengths and limitations.
2. **Curiosity:** being eager to know and learn; always showing interest and giving special attention to the less obvious; always being the **person** who says, "I want to know more about ...."
3. **Decisiveness:** arriving at a final conclusion or making a choice and taking action; making decisions with determination. Choose right over wrong.
4. **Empathy:** demonstrating caring and understanding of someone else's situation, feelings and motives; always thinking about what it's like to walk in someone else's shoes.
5. **Flexibility:** being capable of change; responding positively to change; being pliable, adaptable, non-rigid and able to deal with ambiguity.
6. **Humor:** viewing yourself and the world with enjoyment; not taking life or yourself too seriously; being amusing, amused and, at times, even comical.
7. **Intelligence:** thinking and working smartly and cleverly, being sharp in your dealings; "not reinventing the wheel"; planning before acting; working efficiently and focusing on quality over quantity. (Important note: This is different from IQ, the common abbreviation for intelligence quotient.)
8. **Optimism:** expecting the best possible **outcome** and dwelling on the most **hopeful** or positive aspects of a situation; believing that the glass is half full rather than half empty.
9. **Perseverance:** having passion, energy, focus and the desire to get results. Motivation, persistence and hard work are all aspects of perseverance.
10. **Respect:** remembering that it is just as easy to be nice; protecting another person's self-esteem; treating others in a considerate and courteous manner.
11. **Self-awareness:** a sophisticated form of consciousness that enables you to regulate yourself by monitoring yourself, observing yourself and changing your thought processes and behaviors.

## Immaculate Conception School Profile 2014-2015

### The Sacraments of Confirmation, First Eucharist, First Reconciliation

MIXITUP MODEL SCHOOL from *Teaching Tolerance*

State Band Contest: 1st Chaminade Honor Band: Maggie Parks, Thomas young, Mason Babcock, Isabella Garcia, Sophie Spurgeon

DuBourg Band Festival Jazz Band: National Anthem at Grizzly Stadium

National History Bee Finalists: Sarah Rose, Hannah Weiler, Adam Stearns, Ben Traxler Regional Finalist: Nick Prindiville

National Geography Bee: School Champion: Nick Prindiville

Scholastic Bowl: Varsity: 43-6---Regional Champion Winter on-line tournament-Team 1<sup>st</sup> of 14, National Quiz Bowl-1<sup>st</sup> State

Mater Dei Scholastic Bowl: 3rd of 25 schools Junior Varsity 31-5

eCyberMission: 2<sup>nd</sup> State: Megan Levine, Marie Prindiville, Rose Sippel

Science Olympiad: SIUE- 1<sup>st</sup> Lucy Settle, Kaleb Chism, Lexi Hennes, Mary Wessel, Hannah Janson, Trevor Stockard

Mathcounts--- 3<sup>rd</sup> over-all 1<sup>st</sup> small school division Lucas Herrmann, Sarah Rose, Spencer Biske, Mary Wessel

St. Louis U. High Math Contest: 2<sup>nd</sup> of 15 schools: 3<sup>rd</sup> over-all---Jack Sainz Johnny Adams, Adam Stearns, Rob Guetterman, Ben Traxler

Gibault Math Contest: 8<sup>th</sup> gr. Johnny Adams-1<sup>st</sup>, Lucas Herrmann-2nd 7<sup>th</sup> gr. Spencer Biske-1<sup>st</sup>, Mary Wessel-2<sup>nd</sup>

Rosati-Kain Math Contest: 4<sup>th</sup> of 23 schools Hannah Janson, Mary Wessel, Maggie Schulte, Jane Whelan, Claire Huebner, Lexie Hennes

Illinois Math League: 8<sup>th</sup> gr. 4<sup>th</sup>---region of 72 schools 1 Johnny Adams 2 Thomas Young 3 Jack Sainz 4 Mason Babcock 5 Lucas Herrmann

7<sup>th</sup> gr.: 3<sup>rd</sup> 7 county region, regional 2<sup>nd</sup> ---Spencer Biske, Maggie Schulte, Ben Traxler, Ben Lambert, Kaylum Furlow, Rob Guetterman

Ryan Gallagher, Mary Wessel, Nick Prindiville 6<sup>th</sup> gr.: Jacob Whitworth, Kalia Jerkatis, Rose Sippel, Autumn Ramey, Grant Mathany

Vianney Academic Decathlon: 27 schools 1<sup>st</sup> Math Spencer Biske 2<sup>nd</sup> Science Jack Sainz

ICS Science Fair: Best of Fair Jane Whelan

Wordmasters: 1<sup>st</sup> Sarah Rose, 2<sup>nd</sup> Jack Sainz, 3<sup>rd</sup> Johnny Adams

Diocesan Speech Champions: Sophie Spurgeon, Lucy Settle, Mason Babcock, Isabella Garcia

Regional Meet: perfect scores: Sophie Spurgeon, Isabella Garcia, Mason Babcock, Eli Garcia 1<sup>st</sup> Place: Lucy Settle, Caroline Keefe, Ally Curry,

Allison Shuler, Katie Grawitch, Jacob Feldker

Diocesan Chess Champions: 4-0: Johnny Adams, Lucas Herrmann, James Ramette, Tyler Wahle

Young Authors Conference: Hannah Weiler, Lucy Settle, Maggie Schulte, Kalia Jerkatis, Lexie Brooks, Caroline Keefe, Sydney Wahle,

Ally Curry, Emma Tippen, Jaylin Brister, Sophia Holobaugh, Ava Langhans, John Bollone, Caroline Roche, Ava Blaskiewicz, Claire Wachtel,

Regan Kenner

VFW Patriot's Pen: 1<sup>st</sup> James Ramette, 2<sup>nd</sup> Claire Huebner, 3<sup>rd</sup> Sarah Rose

National 7<sup>th</sup> Grade Poetry Contest: Claire Eppinger

IEPA Green Solutions Contest: Caroline Keefe-top 6 in State

DAR Essay Contest: Spencer Biske

The Messenger Christmas Writing Contest: Henry Schulte

Gibault Art Contest: Isabella Garcia-runner-up Best of Show

1<sup>st</sup>: Maggie Parks, Sophie Spurgeon, Hannah Weiler, Claire Huebner, Delaney Lundberg, Noble Faris, Reagan Herrmann

Monroe/Randolph Art Contest: Judges Choice: Isabella Garcia, Maggie Parks, Eve Melliere, Emma Melliere, Jacob Whitworth, Jane Whelan,

Spencer Biske 1<sup>st</sup> place: Kaleb Chism, Hannah Weiler, Sarah Rose, Caitlyn Schwartz, Ally Curry, Alison Shuler, Kalia Jerkatis, Noah Chism,

Anna Adams, Delaney Lundberg, Maggie Schulte, Kaylum Furlow

Monroe/Randolph Spelling Bee: 2<sup>nd</sup> James Ramette, 3<sup>rd</sup> Noah Newton

ZooBooks illustration: Maria Biske

KC Spelling Bee: 1<sup>st</sup> Allison Stark 2<sup>nd</sup> Audrey Sullivan 3<sup>rd</sup> Jack Keeven

ICS Team Quest Competition: Chloe Graff, Kaylum Furlow, Brianne Massie, Emily Gillan

ICS Science Fair: Best of Show: Jane Whelan

Talent Show winners: Isabella Garcia, Spencer Biske, Sophie Spurgeon

Liturgical Musicians: Maggie Parks, Mason Babcock, Lucas Herrmann, Eve Melliere, Claire Eppinger

Soccer: Parochial Boys: 1<sup>st</sup> St. John Neumann Tourney, undefeated Diocesan Champs 17-0, Parochial Girls Diocesan 2<sup>nd</sup>, 9-2-2

Volleyball: Parochial Girls: Diocesan 2<sup>nd</sup> 15-3, Junior Girls: 3<sup>rd</sup> in Diocese St. Clare Tourney: 5<sup>th</sup> grade champions

Track: 3<sup>rd</sup> over-all 2<sup>nd</sup> Junior Girls Diocesan Champions: Dylan Altadonna, Mary Wessel, Marie Prindiville, Zoe Swip, Megan Levin

IESA State Track Meet: 3<sup>rd</sup> Marie Prindiville

Knights of Columbus Essay Contest \$1000 Scholarship: Lucy Settle

Kiwanis Club Scholarship: Sophie Spurgeon

Fr. Ed Hustedde Fine Arts- Academic-Service Scholarships: Sarah Rose, Johnny Adams, Isabella Garcia and Mason Babcock

Spirit of ICS Award: Sarah Rose, Adam Stearns, Ryan Swindle

DAR History Award: Jack Sainz, Sarah Rose

ICS Band Award: Johnny Adams, Isabella Garcia, Jack Sainz

Perfect Attendance: Sarah Rose

Emerson Excellence in Teaching Award: Tiffany Taylor

Peabody Leaders in Education: Mike Kish

Fr. Hustedde-Fr. Hellrung Service Award: Gibault Catholic High School: Mike Kish

ICS Business Partner Award: Lizanne Young

More than 20 Field Trips

St. Jude Mathathon-\$1,886

Service-Leadership Day

Living Stations

Church Buddies

Mixitup Day

Builders Club: **President:** Sophie Spurgeon **VP:** Adam Stearns **Sec.:** Mason Babcock **Treas.:** Jack Sainz **Service.:** Andrew Gibson

**Fund Raising:** Dylan Altadonna

**Social Director:** Isabella Garcia

**Talent Show:** Thomas Young

**Kids Against Hunger:** Lucas Herrmann-Ryan Swindle

\*Executive Producers "State Fair"

\*Kids Against Hunger 14,472 meals

\* \$6703.92 to 11 different charities

\* Patriotic Rosary-269 cards to vets

\*Hunger is Scary-1,572 items

\*Griffin Center 138 Christmas gifts

\*SVDP Coat Drive

\*Funderwear Drive 1,377 items

\*Safety Month

\*Talent Show

\*BC Week-75 Virtues honored

\*Mission Day \$1092