Immaculate Conception School

Mission – Community – Service

Since 1853

Student/Parent Handbook
2026-2027

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.

409 Palmer Road, Columbia IL 62236 | 618-281-5353 | icscolumbia.org

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ABOUT THIS HANDBOOK Families receive this handbook at the beginning of each school year to inform them of school policies. Please note that these policies change from year to year, so please be sure to review them thoroughly. We ask you to keep this handbook and refer to it as needed. Immaculate Conception School retains the right to amend these policies. You will be notified of any changes.

DIRECTORY

PARISH 618-281-5105

Pastor	Fr. Brian Barker	frbrian@iccmail.org	ext 358
Co- Director of Music	Kareb Lundy & Emily Holland		ext 312
Director of Faith Formation	Lizanne Young	lyoung@iccmail.org	ext 354
Liturgy Director/PSR Coordinator	Rebecca Husman	rhusman@iccmail.org	ext 353
Business Administrator	Kara Dell-Hunt	kdell-hunt@iccmail.org	ext 350
Parish Bookkeeper	Sheryl Oglesby	soglesby@iccmail.org	ext 351
Parish Secretary	Michelle Muckensturm	mmuckensturm@iccmail.org	ext 300

SCHOOL ADMINISTRATION 618-281-5353

Principal	Mike Crean	mcrean@icsmail.org	ext 202
School Administrator	Beverly Epplin	bepplin@icsmail.org	ext 200
Executive Secretary	Lori Deffenbaugh	ldeffenbaugh@icsmail.org	ext 201

SCHOOL FACULTY & STAFF

Preschool	Sandra Whitworth	swhitworth@icsmail.org	ext 210
Pre-Kindergarten	Sarah Helfrich	shelfrich@icsmail.org	ext 211
Pre-Kindergarten	Emily Velnosky	evelnosky@icsmail.org	ext 220
Pre-Kindergarten	Amanda Schueler	aschueler@icsmail.org	ext 220
Kindergarten	Heather Billmeyer	hbillmeyer@icsmail.org	ext 212
Kindergarten	Shari Murphy	smurphy@icsmail.org	ext 213
Grade 1	Mandy Borgmeyer	mborg@icsmail.org	ext 219
Grade 1	Jenny Neff	jneff@icsmail.org	ext 218
Grade 2	Sarah Diewald	sdiewald@icsmail.org	ext 216
Grade 2	Emily Meyer	emeyer@icsmail.org	ext 217
Grade 3	Claire Doiron	cdoiron@icsmail.org	ext 214
Grade 3	Tara Kennedy	tkennedy@icsmail.org	ext 215
Grade 4	Peyton Odehnal	podehnal@icsmail.org	ext 222
Grade 4	Angela Ettling	aettling@icsmail.org	ext 223
Grade 5	Trish Denton	tdenton@icsmail.org	ext 223
Grade 5	Keri Voelker	kvoelker@icsmail.org	ext 228
Grade 6	Katie Cornish	kcornish@icsmail.org	ext 229
Grade 6	Jen Schauster	jschauster@icsmail.org	ext 231
Grade 7	Cheryl Tolan	ctolan@icsmail.org	ext 230
Grade 7	Beth Mundy	bmundy@icsmail.org	ext 227
Grade 8	Jodie Hrabusicky	jhrabusicky@icsmail.org	ext 226
Grade 8	Dan Kassebaum	kdan@icsmail.org	ext 225
Band & Music	Matt Hake	mhake@icsmail.org	ext 102
Technology/Athletic Director	Melissa Jansen	mjansen@icsmail.org	ext 104
Stem	Molly Williamson	mwilliamson@icsmail.org	ext 104
Physical Education	Laura Whelan	lwhelan@icsmail.org	ext 101
Spanish	Catie Evans	cevans@iscmail.org	ext 232
Art	Carol Fetcho	cfetcho@icsmail.org	ext 103
Resource	Tiffany Taylor	ttaylor@icsmail.org	ext 224
Resource	Liz Cole	lcole@icsmail.org	ext 224
Co-Dean of Students	Cheryl Tolan	ctolan@icsmail.org	ext 230
Co-Dean of Students	Jen Schauster	jschauster@icsmail.org	ext 227
Counselor	Shea Christensen	schristensen@icsmail.org	ext 352
Latchkey Director	Shari Murphy	latchkey@icsmail.org	
Cafeteria Manager	Connie Huebner	mrshuebner@icsmail.org	ext 105

ACADEMIC POLICIES

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.

PROMOTION AND RETENTION (DP#5123): Students will be promoted upon meeting requirements and determination of the School to the next grade level.

GRADUATION: Students are eligible for graduation after successful completion of the 8th grade level curriculum. The graduate of Immaculate Conception School is confident, inquisitive, reflective, motivated, and spiritually ready for high school.

RETENTION AND ACCELERATION OF STUDENTS (DP#4123): Teachers or parents believing that retaining or accelerating a student will follow these procedures:

1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
2. The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
3. The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal. 6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. Parents must be informed at least 9 weeks before a final decision is made to retain a student. The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal. Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

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 the 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 the teacher and published in each assignment's rubric.

Cheating/Copying: 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.

GRADING SCALE:

Grades K-3

3 - Proficient
2 - Emergent
1 - Below Basic
Blank - Not Assessed

Grade 4-5: 10 point scale

A	**100-90**
B	**89-80**
C	**79-70**
D	**69-60**
F	**59 and below**

Grades 6-8

A+ 99.5 - 100	A 93.5 -99.4	A- 92.5 -93.4
B+ 91.5 - 92.4	B 86.5 - 91.4	B- 85.5 - 86.4
C+ 84.5 - 85.4	C 78.5 - 84.4	C- 77.5 - 78.4
D+ 76.5 - 77.4	D 70.5 - 76.4	D- 69.5 - 70.7
F 69.4 - 0-		

GRADES ONLINE: It is important to be aware of how you are doing. ICS offers confidential online access through FACTS to students and parents. Contact the office if you lose your password. Grades are weighted and will be explained by your teacher at the start of school.

HOMEWORK: The purpose of assigning homework for pupils is to reinforce student confidence in abilities and used to practice for understanding. (DP# 6154). It is expected that most children in Kindergarten through Grade 8 will have some homework each evening. When a student is absent, tardy or dismissed early from school, he/she is responsible for any work missed and is expected to inquire about what was assigned.

MISSING WORK: Unexcused missing work is due the next day at minus 10% credit, 2nd day late minus 20% credit, 3rd day and after late minus 50% credit. After that, the work is still due for 0% credit or an incomplete can 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 situations.

ANNUAL ACADEMIC TESTING: All students in 2nd through 8th grades participate in the Diocesan standardized testing program to be administered during the spring.

RELIGIOUS EDUCATIONAL TESTING: In order to ensure an effective evaluation of the religious education programs in this Diocesan school, Immaculate Conception School administers the Assessment of Catechesis/Religious Education to 5th grade in odd-numbered years and 8th grade in even-numbered years.

DIOCESAN POLICY REGARDING SEX EDUCATION (DP#6121): Diocesan policy in regards to sex education is based on embracing a full understanding of Catholic teaching on sexuality and sexual morality. The Church's declarations on sex education maintain a fidelity to the Catholic tradition, while remaining sensitive to the requirements and needs for education that occur in the changing situations of cultures and history. (*Educational Guidance in Human Love: Outlines for Sex Education, Sacred Congregation for Catholic Education,* 1981, n. 14). Parents are the first teachers of their children in the full meaning of human sexuality, but not the only teachers. The Church recognizes many essential elements that must guide all instruction in a full understanding of human sexuality. Because of the complexity of sexuality and its powerful impact on every human, Catholic education in Human Sexuality must begin at early childhood and should continue throughout one's entire life. Properly prepared and knowledgeable instructors of the Church's teaching on sexuality are needed to complement the educational work parents do at home. In order to aid parents in their teaching efforts, Catholic Elementary and Secondary Schools are to implement the Diocesan Policy, Regulation and Guidelines for Education in Human Sexuality; and education in Human Sexuality materials shall be on file with the Office of Education.

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 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.

ATHLETIC POLICIES

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.

Immaculate Conception School complies with Diocesean Policy 6145.2.

EXPECTATIONS OF PARENTS AND FANS: ICS expects the parents and fans of its student athletes to always exhibit good sportsmanship, courtesy and respect for all the athletes, officials and fellow fans. Before the season starts, parents of athletes must attend a meeting at which rules and expectations will be discussed. The ICS Athletic Handbook and the Diocesan Sports Policy, which are also provided to parents, explains these expectations in greater detail. *If you have a concern about a particular game, you are expected to wait at least 24 hours before discussing it with the coaches. If you like, you may contact the Athletic Director during this time.*

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 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.

CONCUSSION: ICS will follow the policy of the IJHSAA regarding "Return to Play" after suspected concussion. Coaches are required to take the online certification course.

ATTENDANCE POLICIES

SCHOOL CALENDAR: Refer to the calendar on the ICS website & in FACTS for the most up-to-date information. Students are required to attend daily during the entire school term.

EXCUSE FOR ABSENCE AND FORESEEN TARDINESS: If your child will be absent from school, you should call ICS between 7:30am and 8:00am. If you do not call, the school will call you or the person you have designated as an emergency contact. You will need to send a written excuse with your child upon his or her return to class. Three unexcused tardies per semester will require before or after school detention.

EARLY ARRIVAL AT SCHOOL: Students (not in latchkey) should arrive at school between 7:45am & 8:00am and enter through the main entrance. If students ride early buses or have another valid reason to come early, the gym will be open beginning at 7:30am for teacher-supervised quiet time. At 7:45am, students should go directly to their classrooms and not loiter in the hallways, restrooms or outside. No phones or devices are allowed in the gym or latchkey.

REGULAR SCHOOL DAY: Each school day begins at 8:00am. Students arriving after 8:00 am are tardy, except for late buses. ICS has a closed campus, and all students eat their lunches at school. Students are dismissed beginning at 2:50pm.The school calendar indicates the dates and times of early dismissals.

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. Before school latchkey is available from 6:45am - 7:45am, and students enter through the lower level. After school latchkey is available from 3:00pm - 5:45pm, and students are picked up in the lower level.

SCHOOL CLOSING: When it is necessary to close the school due to bad weather or other emergencies, we will most likely follow the decision of the Superintendent of Columbia Unit #4 District.

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. ICS 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 Regional Office of Education when a student is exhibiting truancy patterns. (Truancy policy approved by School Board 04/20/10).

VACATIONS DURING SCHOOL YEAR: ICS sincerely appreciates all attempts to hold vacations outside of the school year. Students taking vacations during the school year are marked absent and are responsible for the learning missed. Assignments will be given to students AFTER they return to school. Parents are expected to keep their children accountable for making up missed work.

COMMUNICATION

All Crusader Newsletter & school communication will be sent via FACTS email and/or text. All forms, including the handbook, can be found on our website.

CONCERNS OR COMPLAINTS: We follow the principle of subsidiarity---start at the lowest level to fix. Begin by talking it over with the teacher. If it is not resolved to your satisfaction, you may then contact the principal.

CONFERENCES: Parent/student/teacher conferences are held annually.

CONDUCT

CODE OF CATHOLIC CONDUCT (DP#5131): ICS provides a challenging and safe learning environment. Responsible self-control in students is a key to continuing this tradition. Students are expected to practice Christian behavior and attitudes as they show respect for the school and all members of the school community.

EXPECTATIONS OF STUDENTS: ICS expects self-controlled, Christian behavior of its students. Any conduct problems that arise are handled along the authority line of the teacher, principal, school board and pastor. ICS may employ any number of corrective procedures, including suspension from extracurricular activities, detention and suspension from school. If you'd like a copy of the Diocesan Discipline Policy, please contact the school office, or it may be accessed from our homepage under parents/forms.

CONFLICT RESOLUTION/LINE OF AUTHORITY: The following is the procedure for handling problems between parents and teachers:

1. Parents are to discuss problems with their respective teacher. Discussions at school, however, should be scheduled before or after school hours, not during the school day.
2. If the problem is not resolved, parents may then confer with the assistant principal and/or principal and teacher.
3. If the above fails to satisfy those involved, the matter may be brought to the pastor(s).

Conversely, if the teacher is faced with a problem, the following steps should be taken:

1. Discuss the problem with the parents.
2. If the problem is not resolved, the teacher should confer with the assistant principal and/or principal

BULLYING: ICS defines bullying as "when one or more people repeatedly harm, harass, intimidate, or exclude others, and it is unfair and one-sided."

Bullying Behavior Consequences: (These steps are followed per semester.)

1. Verbal discussion with teacher.
2. Removal from activity where behavior occurred. Parental notice.
3. One hour after school detention. Parental notice.
4. Out of school suspension. 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.
5. 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.

MOBILE PHONES & DEVICES: Our technology ACCEPTABLE USE POLICY is in effect. 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.

- 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 ICS is not responsible for lost property.
- Cell phones or digital devices will not be allowed during school assemblies, fire drills or other school evacuations or emergencies.
- 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.

POLICY REGARDING ALCOHOL, DRUGS, AND WEAPONS (DP #5142, 5142.1): The possession, use and/or distribution of alcohol, cigarettes, any form of drugs or weapons (knives, guns, mace, etc.) is prohibited in school buildings, on school grounds, on school buses, and at all school functions including athletic functions. The principal (or the adult in charge) will notify the parents immediately of any such offense. Local police will be notified on firearm and drug incidents as well reported to the Illinois State Police through the School Incident Reporting System (SIRS) in IWAS.

Students found to be in violation of this policy will receive consequences as determined by the principal with possible conversation with the pastor and if needed, the School Board. Each violation will be evaluated on an individual basis. Disciplinary measures may include: professional family counseling, withholding of privileges, and/or suspension/expulsion. Notification to the juvenile authorities will follow legal requirements.

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.

POLICE QUESTIONING: When students become involved with law enforcement officers, the officer is to be requested to
confer with the student when he/she is not under the jurisdiction of the school if this can be arranged.

- Officer shall properly identify him/herself.
- Parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities
- Student's parent(s) or guardian have (has) a right to be present if the conference is held in the school.
- If the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant.

If there is a warrant and it is impossible for the parent(s) or guardian to be present, and they request it, the administrator should be a witness to the conference held in the school.

RACIAL HARASSMENT POLICY:
(DP #4116.3) Any employee or student who believes he or she has been subjected to racial harassment or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate actions will be taken.
Each school/parish school of religion shall have written grievance procedures available for use by any individual wishing to present a racial harassment complaint. This grievance procedure sha;; include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

SEXUAL HARASSMENT POLICY:

(DP #4116.4) Sexual harassment of any nature is absolutely prohibited in school and parishes in the Diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action, up to and including, discharge or expulsion. *See Diocesan Policy for more detail.*

Definition: Sexual harassment can take many shapes and forms. It can be committed by male or female students toward male or female students. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. It is strictly forbidden for any student to express sexual slurs, jokes, gossip, cartoons, make sexual advances, request sexual favors, or engage in verbal or physical conduct of a sexual nature within or relating to any school or parish setting or activity ON OR OFF CAMPUS. Such conduct is contrary to our Catholic belief in the dignity of every human person. Sexual harassment is conduct that

- is sexual in nature.
- is unwelcome.
- denies or limits a student's ability to participate in or benefit from a school's education program.

Examples of sexual harassment include, but are not limited to,

- making sexual propositions or pressuring students for sexual favors.
- touching of a sexual nature.
- writing graffiti of a sexual nature.
- displaying or distributing sexually explicit drawings, pictures, or written materials.
- performing sexual gestures or touching oneself sexually in front of others.
- telling sexual or dirty jokes.
- generating or repeating gossip of a sexual nature.
- spreading sexual rumors or rating other students as to sexual activity or performance.
- circulating or showing e-mails or Websites of a sexual nature.
- making inappropriate posts on social media.

Education: It is vital that our students are educated about human sexuality within the context of their Christianity. Part of that education shall include training on how to treat each other with respect and dignity. This will include education and training on sexual harassment. Part of that training shall include guidelines on what students should do if they are the victim of or are witness to sexual harassment. Every grade 5-8 shall receive age-appropriate sexual harassment training from an outside expert at the expense of the school.

Claim Procedure: Our students must feel safe at all times at our school. If a student is being harassed by another student, or if they witness harassment, or if they experience retaliation related to a prior issue, they should come forward at once. Every claim of sexual harassment will be taken seriously. Steps to report:

1. Report the issue to a teacher or staff member. If the teacher is able to resolve the issue to the student's satisfaction, then the case shall be documented and then closed.
2. If the offense warrants an investigation, the student (with the help of the teacher) should file their claim with the principal. They should submit their claim in writing by completing an incident report that will be available in the office. The teacher can help the student fill out the report and the report should include details about the other parties involved, specifics about what happened, and the date(s) and time(s) they happened. The parents of the claimant will be notified as soon as possible.
3. The principal (or his delegate) shall objectively investigate the claim, the purpose being to gather all the facts and to decide if the case is indeed sexual harassment.

- If the principal decides that the case is sexual harassment, then the student(s) who committed the harassment will be subject to discipline as detailed within this document.
- If the principal decides that the case is not sexual harassment, but is still inappropriate, then the student(s) would be disciplined through the normal channels.
- If the principal discovers that the claim was deliberately false, then the student making the claim will be subject to discipline as detailed below.

Discipline and Remediation: If a student has committed sexual harassment, or if a student has deliberately filed a false claim, or if a student has retaliated to a claimant, they will face serious consequences. Disciplinary action taken by the principal could include, but is not limited to, the following: • The student must complete a form in which they acknowledge they have committed sexual harassment and that they understand the severity of such an offense.

- The student is suspended (out of school), and the student and his/her parents will undergo additional family counseling with an outside expert at the expense of the family.
- The student may lose the privilege of participating in extracurricular activities (including sports, class trips, etc...).
- The student is expelled.

***Note: The above consequences should be understood as guidelines. The principal shall determine the disciplinary action, depending on the severity of the offense.

FAITH'S LAW: https://www.isbe.net/faithslaw

INTERNET USAGE: See Diocesan Policy on the school website.

SOCIAL NETWORKING: Social networking mediums are relevant and can play an important role with communications and promoting ICS. However, the use by ICS faculty, parents, and students must be in the best interest of ICS at all times. The school may not request or require a student to provide a password or other related account information to gain access to their personal account unless warranted due to off campus use of social media for illegal activity or disrespect which is then subject to discipline.

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: Up to a three-day suspension. Parents are notified and a required assessment will determine a need for counseling or treatment before return.

- Second offense: Up to a five-day suspension for violation. Required treatment program or continuation of previous counseling or treatment program.
- Subsequent offenses: May result in expulsion.

UPPER GRADE CONDUCT POLICIES:

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

- *NON-BEHAVIORAL* infractions (write-up): For these rules, the third write-up and every subsequent write up for the same infraction for that semester, will result in a demerit. Students will be required to serve a one hour after-school detention for every three demerits earned each semester. Once the detention is served the demerits will begin accumulating again.
- *BEHAVIORAL* infractions 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 Catholic teachings.

Disciplinary Procedures:

1. Students who receive three demerits in a semester will serve a 1-hour detention after school as arranged between a Dean of Students and parents. It will not be a study hall unless students have missing or late work.

2. Students must be in their homeroom by the 8am bell. Students receiving three unexcused tardies per semester will serve a 1-hour after school detention.
3. The Dean of Students will e-mail parents:
    a. When the student has acquired three non-behavioral offenses of the same type (uniform, for example); therefore, the first demerit for this type of offense.
    b. When the student has already earned two (when possible) and three demerits for the semester. 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.

Violations & Offenses:
Uniform Violations: Write-up by quarter
3 write-ups = 1 demerit
*Chronic Offenses: 4 write-ups for same infraction, moves to intermediate offense
*Summation: 5 uniform violations = detention
• Uniform infractions such as belt, shirt, untucked shirt, skirt length, socks, etc.
• Make-up, nail polish, unnatural hair color
• Gum or candy without permission
• Distracting accessories
• Teacher discretion

Other Lesser Offenses: Write-up by quarter
3 write-ups = 1 demerit
*Chronic Offenses: 4 write-ups for same infraction, moves to intermediate offense
*Summation: 5 infractions = detention
• Missing materials for class
• Textbooks not covered
• Forgot to get something signed
• Tardy to class
• Teacher discretion
Intermediate Offenses: Demerit by semester
3 demerits = 1 hour after school detention
*Chronic Offenses: 4 write-ups for same infraction moves to greater offense
• Unexcused tardy to school
• Disobedience Throwing/kicking items
• Talking out repeatedly
• Ridiculing others in class/hallway
• Physical misbehavior in class/hallway
Physical misbehavior on playground
• Disruptive or Disrespectful
• Swearing/obscene language &/or gestures
Violation of dress-up or dress-down policy
• Leaving without permission
• Disregard for school protocol & property
• Tech violations
• Teacher discretion

Greater Offenses: 2 hour detention/1 or more days of suspension/expulsion on case-by-case basis • Fighting including before/after school hours
• Vandalism/theft

- Intent to Harm
- Bullying (see previous bullying section)
- Aggressive physical, emotional, verbal, or sexual behavior toward others
- Failure to show for class/appointment
- Tech violation
- Principal discretion

Electronic Devices: Devices at school are tools for education and are not for personal use. Devices include cell phones, computers, iPads, iPods, robotics, e-readers, recording devices, high tech watches, and other electronics. Students should ask teacher permission to use their phone for personal use.

- Non-behavioral Offenses: (Warning, then can elevate to Behavioral Offense upon repeated violations) Examples include, but are not limited to, checking or using devices for non-school activities before school in the cafeteria or latchkey, or at any point during the school day. Maintenance workers should not be using a device while working.
- Behavioral Offenses: (Demerit, Confiscation, Loss of Privileges, Detention, In-School Suspension, Expulsion on a case-by-case basis) Examples include, but are not limited to, unacceptable or off-task use of device during school activities; looking up unacceptable images or information; use of social media or texting during school; use of social media with intent to harm others; taking pictures, videoing, or recording others at school without permission; using a school device without teacher supervision, including recess or after-school activities.

Procedures for Expulsion from the Classroom:

1. First time in a semester: Student is outside of class for the remainder of the period and must report into the office. Failure to do so is grounds for out of 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: Out of 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 and the entire next day in out of school suspension. Dean of Students notifies parents that a conference is necessary before the 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 out of school suspension, plus an additional two days of out of 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: Principal informs parents and actions are taken in accordance with Diocesan policy.

Discretion: The Principal, normally in consultation with the Dean of Students and the appropriate teachers, has discretion to amend these policies as needed or suspend immediately for any serious matter.

EXPULSION FROM SCHOOL. (DP #5114): When all other means have failed and expulsion is being considered, the following procedure will be followed:

1. The student will be suspended for a period not to exceed ten (10) school days.
2. The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
3. The principal shall meet with the pastor to review the merits of the expulsion.
4. When the decision for expulsion has been determined, the principal shall review the decision with the Diocesean Superintendent of Schools, along with the pastor before the expulsion can be implemented.
5. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
6. In the event of the expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Parents have the right to appeal the decision by meeting with the principal and the pastor to discuss.

ENROLLMENT POLICIES

ENROLLMENT POLICY: ICS exists primarily to educate the children of Immaculate Conception Parish. We welcome non-parishioners when there are open spaces in our classes. Our policy for class sizes is as follows:

Grade	Optimum	Maximum
Preschool	20	20
PreK	20	20
K – 4	23	25
5 – 8	27	30

ICS will exceed the optimum class size only to meet the needs of active members of the parish. In other words, the number of spaces between the optimum and maximum will not be filled with the children of parishioners who do not support the parish or non-parishioners. These spaces will be left open for transfers or children who move into the parish after registration or during the school year.

For grades that are at or near capacity, we will use the following priority list to fill spaces: 1. Active and supporting members of Immaculate Conception parish with children currently enrolled in ICS or current tuition paying children currently enrolled in ICS

2. Active and supporting members of Immaculate Conception parishioners with their first child entering school, including newly registered parishioners who have completed the stewardship pledge and Catholics from parishes Sacred Heart in Dupo and Holy Family.
3. Catholic students from other parishes who are tuition paying students.
4. Parishioners who are not active and supporting who have children at ICS.
5. Parishioners who are not active and supporting with their first child entering ICS.
6. Non-Catholic families with their first child entering ICS.

*All admission is based on the discretion of Pastor

****Parishioners are considered to be active and supporting if they contribute regularly to the Sunday collection and participate in at least some parish activity, such as volunteering for the annual Parish Picnic.**

****Parents who have not been active and supporting in the past and who enroll their child at ICS are expected to improve their participation in the life of the parish.**

Registration of Current Students: Re-registration paperwork for students already enrolled at ICS is sent home with students in May.

Registration of New Students: Registration for new students takes place the third Sunday in March.

Waiting List: If a class becomes full based on the enrollment policy, we will create a waiting list. The list will be prioritized based on the nine factors and the date the child's name was placed on the list.

Admissions Committee: An admissions committee made up of the pastor, principal and a member of the school board will determine admissions to ICS when classes are at capacity.

Readmission Requirement: Except in cases of hardship approved by ICS administration, a student will not be readmitted to ICS unless all fees and bills from the previous school year are paid by August 1.

Continuing Enrollment: Continued enrollment at ICS depends on the school's ability to provide for the needs of the student and the family's willingness to work with school administration to help the child succeed. If the school believes it cannot meet the needs of the child, the principal will recommend alternatives that may be a better fit for the child.

PARISHIONER STATUS: See "Full Stewardship & Funding" for a description of the responsibilities of a

member of a full-stewardship parish and what is expected of our active parish members.

PRESCHOOL AND PRE-KINDERGARTEN: ICS serves 3 and 4 year old students in Preschool and Pre K. This is a self-funding, stand-alone program administered by teachers with early childhood degrees. Teacher/student ratio is 10:1. There are full-time five day a week & three day a week (TWR) options that include lunch.

AGE FOR KINDERGARTEN ENROLLMENT: ICS follows Diocesan regulations (Policy 5111), which states that a child may be enrolled for kindergarten if he or she is at least age five by September 1 of that school year.

ASSIGNMENT OF STUDENTS: The school administration and faculty are responsible for assigning students to teachers. Parents are asked not to request – nor should they expect to have – one teacher over another where two or more teachers are available.

STUDENT RECORDS (DP#5125): Each pupil has a Permanent Record folder in the local school file. These Permanent Record forms are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child. The Permanent Record folder contains only:

- Student's name, birth date and place, parent's names and addresses;
- Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;
- Attendance record;
- Health records and accident reports;
- Record release of permanent record information.

RELEASE OF RECORDS: School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:

- Parents, students, or representatives designated by a written consent of the parents •
Office of Education
- Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access
- Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases
- The courts, in response to a court order
- Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

HOME-SCHOOL CHILDREN POLICY: This is a working policy that will evolve and will be reviewed by the ICS School Board. Children who are home-schooled (not enrolled in a public or other school) may participate in a dual enrollment program. As a parish school, this program is offered in the spirit of including our parish children in school activities, whereas they may not otherwise have similar opportunities. To qualify for this program the following requirements must be met: • The family is considered to be full-stewardship parishioners of Immaculate Conception Church (to be determined by Pastor).

- Students will attend 75% of assemblies AND 75% of masses per school year. (Excused absences will be determined by the principal.)
- Students will be required to complete the standardized testing at the same times as regularly enrolled students. Scores will be kept confidential and will not be included in school ratings. • Students will wear ICS uniforms when participating in school activities.
- Families will sign the ICS Family Pledge and adhere to policies in the ICS Handbook. • ICS Medical and Indemnity Insurance agreements will apply.

• A dual enrollment program registration fee will be instituted and reviewed by the School Board on an annual basis.
• All policies and fees for specific activities will apply.
• A mode of communication between dual-enrollment families and ICS will be established through a homeroom teacher and/or a page on the ICS website.

Activities that may be offered to Dual Enrollment students are:
•Sports teams • School Dances
•Field Trips • Educational Assemblies
•Builders Club • School Liturgy Participation
•School Musical • Volunteer/Service Projects
•ICS Religion Classes • Fundraisers/Charity Drives

Competitions will be made available, if slots are not filled by full-time students and would include: Geography Bee, Scholar Bowl, Science Olympiad, Speech, Spelling Bee, Math Team, etc. Participation in regular core curriculum school classes, such as Science, Math, Band, or Art will be dependent on class size and subject to availability.
• Requirements to include:
• Pre-enrollment testing as needed for placement
• Approval by Principal
• Additional Fees

Families will be accountable for all documentation requirements for activities, such as emergency contact information, sacramental records, sports physical forms, Certificate of Medical Insurance and all other enrollment forms and documents. (approved Nov. 2007)

TRANSFERRING IN: To follow Diocesan Policy and meet the needs of transferring students, ICS reserves the right to accept a transferring student on a probationary basis, or not accept such a student based on an interview, student records and previous attendance status. Certified copies of records are requested within 14 days of enrollment.

TRANSFERRING OUT: If you transfer out of ICS, kindly inform the principal in ample time so that records can be forwarded to the receiving school within 10 days of the request.

FEES & FUNDING

SCHOOL FEES: For parish children, most of the cost of a K-8 education at ICS is paid by the parishioners of Immaculate Conception. In addition to a stewardship commitment or tuition, parents are also responsible for a book bill, lab fee, and additional fees (includes Diocesan test, A-V fees and some field trips) for each child. ***The comprehensive annual student fee for kindergarten is $310, grades 1-5 is $385, and grades 6-8 is $350. New students in grades 5-8 add $40 for a new student Bible.***

PRESCHOOL & PRE-KINDERGARTEN FEES: Preschool and Pre-K are stand-alone, self-funded early childhood programs. They must be paid on the 15th of each month in advance by electronic fund transfer or service will not be continued until the account is current. Enrollment for 5 full days is $6205 annually, and includes lunch. Enrollment for 3 full days is $4305 annually, and includes lunch. Latchkey is available separately.

LUNCH FEES: Hot lunches are served in the cafeteria every school day. ***The menu is available on the website at icscolumbia.org and FACTS.*** As a participant of the Federal school lunch program, the federal government has mandated a minimum lunch price of $3.50 per day. Lunch prices (subject to change due to

rising costs) are Student Lunch $3.50, Extra Main Course $1.00, Milk Only/Extra Milk $0.45, Adult Lunch $3.50, & Adult Salad $3.50. Visitors contact the office by 8am to order a lunch. Lunch will now need to be paid in advance. Lunch balances will continue to be available by viewing FACTS. We will adopt the current practice of most schools that if a student is two weeks past due on the lunch bill, he/she will only be able to receive a cheese sandwich or cheese and crackers until paid up. Federal support is available through the lunch program application if you qualify. The form is online and available through the school's website.

LATCHKEY FEES: ICS offers morning (before) and afternoon school latchkey care to help meet the needs of working parents. Our program ensures a safe, happy, structured environment for your child. Morning latchkey is from 6:45am - 7:30am, and afternoon latchkey is from 3:00pm - 5:45pm. Latchkey costs are per day. Morning latchkey is $6 for the first child and $3 for each additional child. Afternoon latchkey is $12 for the first child and $6 for each additional child. In addition, there is a $10 annual registration fee per family.

ATHLETIC FEE: Families with children participating in our athletic program pay a family fee of $25 for the school year, plus an additional $40 per child per sport except for soccer and baseball/softball the fee is $75. A late fee may be required for students who wish to sign up for a sport after the registration period. Families receiving scholarship assistance may have their athletic fees waived or reduced by contacting the Parish Business Manager.

BAND FEE: If you have a student in band, you will pay a band fee of $45 per month (Sept-April). Band must be paid each month in advance or student will not be able to participate until account is current or payment arrangements have been made. If you prefer, you may make a one-time payment of $360 per child at the start of school to cover the entire school year. Families receiving scholarship assistance may have their band fees waived or reduced by contacting the Parish Business Manager. All band fees must be current for the next school year.

THEATRE FEE: Students in Grades 3-8 participating in the School Musical are asked to pay a production fee of $20. Families receiving scholarship assistance may have their theatre fee waived or reduced by contacting the Parish Business Manager.

ROBOTICS FEE: Students in Grades 6-8 participating in Robotics are asked to pay a production fee of $30. Families receiving scholarship assistance may have their robotics fee waived or reduced by contacting the Parish Business Manager.

LATE PAYMENTS/COMPLIANCE: ICS depends on parents to pay fees fully and on time. If your family is faced with financial difficulty and unable to make a payment to ICS on time, please contact the Parish Business Manager before the payment is due. We will make every effort to accommodate your situation by working out a written commitment for an extended payment program or providing a scholarship application. These matters are kept strictly confidential.

If your family is 15 days past due with payments and we do not hear from you, the Parish Business Manager will make attempts to contact you. On the second contact, the parish priest will be copied on the communication. If no response, the parish priest will reach out to the past due party. If the parish priest does not receive a response within 7 days, a "Letter Out of School Day" will be mailed to the parents not to attend school on a future date unless bills are paid before then. If the child shows up for school on letter out day, parents will be called to pick up unless they bring payment. No report cards for Q4, no graduation ceremony, no class trips, etc., are available until all bills are paid or written payment plans are in place.

All bills must be paid by August 1 to return to school the following year. If you have questions or concerns about payments, please contact the Parish Business Manager at 281-5105. Please also see the Scholarship Fund section.

PAYMENTS DUE BEFORE GRADUATION: Students will not be permitted to graduate from ICS unless all book bills, band fees, lunch bills, applicable tuition costs, and graduation fees are paid. The principal will

handle special cases.

FUNDRAISING FOR WASHINGTON D.C. AND SPACE CAMP TRIP: All money raised for the Washington D.C. trip is non refundable. The School Board will handle exceptions. A non-refundable deposit may be requested from chaperons to reserve a seat. Students will not be able to attend unless all accounts are current.

MATCHING DONOR GIFTS: The company's matching gift will always be applied in the same manner as the donor's contribution unless requested otherwise.

REFUND: Students transferring or leaving ICS will be refunded any credit once all bills are paid. Field trip accounts will not be refunded except to a similar account in the new school.

FULL STEWARDSHIP & TUITION

FULL STEWARDSHIP: Full Stewardship at Immaculate Conception is an attempt to implement the spirit of the U. S. Bishops' 1992 Pastoral Letter: "Stewardship: A Disciple's Response." This pastoral letter reminds us that, "Once one chooses to become a disciple of Jesus Christ, stewardship is not an option." Stewardship invites everyone to participate fully in carrying out the mission statement of Immaculate Conception Parish: "Rooted in the Gospel of Christ and in the tradition of Catholicism and under the patronage of Mary Immaculate, we commit ourselves to be a welcoming community of faith, worshiping with generations of believers and serving God in all people."

An "active parishioner," or "a full stewardship member of the parish," is one who attends Mass weekly, makes an annual written commitment to generously share their time, talent and treasure, and follows through on those commitments. The renewal of time, talent and treasure will occur annually, ideally the weekend before Thanksgiving. The stewardship of treasure portion of the form will be separated in the parish office by the parish administrator, so that the stewardship of treasure commitments will always remain completely confidential.

PARISHIONER STATUS: A parishioner is a Catholic who lives in the geographic boundaries (Columbia School District) of Immaculate Conception Parish, or whose membership is approved by the pastor. Any Catholic living outside the geographic boundaries of Immaculate Conception Parish must have the written approval of the pastor of ICP before being enrolled as members of the parish.

As part of ***IMMACULATE CONCEPTION PARISH FULL STEWARDSHIP SPIRITUALITY,*** implemented ***on January 1, 2013, students (K- 8) of parishioners practicing full stewardship do not pay tuition. Parents of students, like all parishioners, are REQUIRED to return an annual stewardship commitment form by January 1 of each year, and fulfill their commitment to be active parishioners by attending Sunday Mass and practicing regular and generous stewardship of their time, talent and treasure.***

Immaculate Conception Parish challenges all parishioners to work toward giving 5 percent of household income toward stewardship.

Any active parishioner in good standing who moves outside our parish's geographic boundaries may remain a parishioner, with the written permission of the pastor of Immaculate Conception Parish (and may keep their children in Immaculate Conception School and/or Parish School of Religion as non-tuition paying students, as long as they continue to be "active parishioners"). Any Catholic family that moves into the geographic boundaries of Immaculate Conception Parish or joins the Catholic Church through the RCIA, or another approved parish process, may join the parish immediately (and may enroll their children in Immaculate

Conception School and/or Parish School of Religion as non-tuition paying students as soon as they return their stewardship commitment form). The pastor of Immaculate Conception Parish will be the final arbiter in the implementation of this policy. (approved by Pastoral Council 6-28-16)

VOLUNTEERING TIME & TALENT: In the past, ICS has benefited richly from parent involvement. In addition to providing financial support, parents are expected to participate in school activities and to volunteer to help with extracurricular programs. If a parent cannot volunteer, the school would appreciate an extra donation since volunteer efforts reduce the overall cost of operating ICS.

TUITION: Tuition is paid by members of diocesan churches which do not have schools, or non-Catholics; and how many children they have enrolled:

	DIOCESAN SISTER PARISH MEMBER	**OTHER FAITH**
1st child	$3,623	$6,900
2nd child 3rd child	$1,465	$4,830 $3450

TUITION PAYMENT OPTIONS: Families paying tuition have the following options: •
Annually (due Sept. 1st)

- *Semi-Annually (due Aug. 15th and Jan. 15th)*
- *Monthly (due the 15th of the month from Aug. through Apr.) The Monthly option must be paid in advance on dates noted.*

You may be required to pay your tuition, Preschool, & Pre-K bills by electronic fund transfer directly from your bank account. Payments are deducted monthly from August through April on the 15th of each month.

If a family's situation has changed, they are asked to make an appointment with the Parish Business Manager to set-up a payment plan in writing that is agreeable to all parties involved. For more information on payments, contact the Parish Business Manager at 281-5105.

SCHOLARSHIP FUND: Full stewardship automatically assures that active parish families can enjoy all the benefits of our parish school, and ICS believes that all children should have the opportunity to attend ICS, regardless of their family's financial situation. As such, ICS has created a Scholarship Fund through generous funding from the Parish and Parents & Friends Organization and donations.

Non-parishioner families may apply for assistance in January through an external, confidential resource called Tuition Aid Analysis Service (TAAS), which evaluates the need based on basic financial data the family provides in January. (It takes TAAS approximately 60 days to process an application.) There is no cost to the family to apply for scholarship assistance. Fees are paid by the Scholarship Fund. The scholarship application can be found at support@smartaidforparents.com or contact Parish Business Manager for details at 618-281-5105.

HEALTH & SAFETY

ACCIDENTS/BLOOD PATHOGENS: All accidents and situations involving loss of blood will be sent to the office for treatment and recording. ICS follows the Diocesan Policy for Blood Pathogens.

ACCIDENT INSURANCE: All parents must complete a Proof of Insurance form as required by the Diocese of Belleville. In addition, a student accident policy is funded by the school. Contact the school office for claim forms.

ANNUAL ASBESTOS NOTIFICATION: The U.S. Environmental Protection Agency (EPA) has regulations regarding the asbestos-containing materials in school buildings. These regulations require that all schools conduct surveys to identify the presence of friable and non-friable asbestos in their building and implement appropriate response actions, as necessary. As a new facility, Immaculate Conception School meets all requirements concerning asbestos contamination.

CONCUSSION: ICS follows the IJHSAA and Diocesan policy on "Return to Play" and "Return to Learn" after suspected concussion.

HEALTH POLICIES REGARDING COMMUNICABLE DISEASE:
Chicken Pox: A student is not to attend school until 6 days following the first crop of vesicles. *Measles:* (German or Three Day) A student may not attend school until the rash completely disappears. *Mumps:* A student may not attend school until all swelling has disappeared – usually 12 days from onset. *Scarlet Fever or Strep Throat:* A student may be excluded from school until all abnormal discharges and strep throat have ceased. Temperature must be normal for a full 24 hours.
Whooping Cough: A student must be excluded from school 3 weeks from the onset of the paroxysmal cough.
Impetigo: A student must be excluded from school until all sores are completely healed. *Head Lice:* If a student is found to have lice, parents will be contacted. Live infestations will require immediate pick up by parent and proven treatment administered before returning to school. Severity of nits will cause immediate pick-up and required treatment before return to class.

HIV/AIDS. ICS follows procedures established by the Diocese of Belleville, the Illinois Department of Public Health, U.S. Catholic Conference, American Red Cross and the U.S. Centers for Disease Control concerning students infected with HIV or having AIDS. These are our procedures:

- Students with HIV who are enrolled or seeking enrollment are permitted to attend ICS. Unless exceptional conditions are present, the students will not be excluded.
- When a student is infected with HIV/AIDS, the principal and pastor must be informed. • The type of educational and care setting for the student will be determined with the help of the student's physician, public health personnel and the Office of Education.
- Those personnel in immediate contact with the student where potential for transmission might occur will be informed of the student's infection.
- Students transferring from another school in order to avoid contact with a student with HIV/AIDS will not be accepted at ICS.

IMMUNIZATIONS: Prior to entering Preschool, Kindergarten, every pupil shall be immunized. (Illinois School Code, 105 ILCS 5/27-8.1).
School health forms not on file by October 15th will result in removal of said child until health forms are on file. This applies to all new students to Immaculate Conception School.

MEDICATION: The Illinois School Code authorizes schools to administer medication to students. The administration of medication to students during regular school hours and school-related activities is discouraged unless absolutely critical to the health and well-being of the student. Teachers and other non-administrative school employees cannot be required to administer medication to students.

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 if necessary, shall be administered to the student by the principal or his designee only if all the following conditions are met:

1. A written statement from the student's physician with instructions on dosage, time, duration and necessity.
2. Written permission from the parent.
3. ICS receives the medication appropriately labeled, stating the student's name, the physician, pharmacy, and time of specified dosage.
4. 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. 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.

PEST CONTROL: ICS maintains a month- to-month contract with V. Red Smith Pest Control of Waterloo, a state- licensed company which adheres to all codes and compliances.

PHYSICAL & DENTAL EXAMINATION: *The Illinois School Code requires a health examination before entering kindergarten and 6th grade.* We require a record of these examinations. Forms are available on the ICS website.

All students who participate in sports must have an approved physical on file with the school in accordance with Diocesan regulation 6145.2a 10D.

Students in Kindergarten, 2nd Grade, and 6th Grade must have the State Dental Form on file. The form is available on the ICS website.

PREGNANCY: In the spirit of the pro-life message proclaimed by the Church, ICS permits the enrollment and attendance of pregnant students on a case-by-case basis.

PROCEDURE FOR COMPLIANCE WITH THE MISSING CHILDREN RECORDS ACT: Upon notification by the Illinois State Police of a child's disappearance, the school in which the child is currently or was previously enrolled must flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. "Missing person" in this context means a person 17 years old or younger reported to any law enforcement authority as abducted or a runaway. The school must immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police the missing person has been recovered, the school must remove the flag from the student's record. ICS follows the Diocesan Policies listed above.

REPORTING OF CHILD ABUSE: It is the clear responsibility of school personnel to report any situations that raise reasonable suspicion of child abuse or neglect. Everyone is a mandated reporter. Cases will be handled through the principal's office.

REQUEST FOR CHILD TO REMAIN INDOORS: Please avoid asking a teacher to keep a child indoors during recess unless it is really necessary. However there will be some cases when these requests should be made and granted. If you find it necessary to make such a request, please do so in writing.

RESPONSE TO INTERVENTION/SPECIAL EDUCATION/STUDENT SUPPORT SERVICES: The school provides basic counseling and special academic services through a contracted company with scholarships available. Severe academic/counseling cases will be processed through Columbia Community Unit #4. Speech and Occupational/Physical Therapy will be under the umbrella of the Unit District. Faculty and staff will work with parents and qualified professionals, including outsourcing.

SICKNESS: Any student sent home due to any type of illness will not be permitted back to school until they are symptom free for 24 hours or with a medical release for that illness.

VISION EXAMINATION: All students entering kindergarten, or otherwise school for the first time, need a vision exam by a licensed eye care provider.

WELLNESS & COUNSELING: ICS provides basic counseling services at school. Services will be recommended for students based on faculty/staff observations and consultation with parents.

SCHOOL POLICIES

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. Anyone who claims they are discriminated against should notify the principal.

BAPTISMAL CERTIFICATES: Catholic students not baptized at Immaculate Conception Church must present a certificate of baptism upon registration at ICS. A copy will be made and kept in our files.

CUSTODY: Immaculate Conception School abides by the Diocesan Policy with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, ICS will provide the non-custodial parent with access to the academic information regarding the child. We are happy to provide copies of report cards to both parents upon request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If the parents cannot agree on custody issues, the school may require parents to make other arrangements for the child.

EMERGENCY CONTACTS: Parents provide emergency contact information upon registering their child. Please inform the office of any changes in emergency procedures during the year. ICS staff will act on your intentions or use discretion if needed in an emergency.

FIELD TRIPS: Field trips are privileges designed to enhance learning. No student has an absolute right to attend a field trip. Failure to meet academic, behavioral or financial requirements may cause students to be denied participation. Any school-sanctioned event, off school grounds, requires parents to complete a Consent and Medical Release Form found on the school website and at the end of this handbook.Students who fail to submit this form will not be permitted to attend. Other forms and phone calls will not be accepted. Since all field trips are academic, students who miss the trip will have required coursework at school. ***Parents who wish to chaperon field trips will be expected to follow ICS's chaperon guidelines and will need to have attended the Initial Diocesan Child Protection Policy training, complete annual refresher courses, and meet all requirements.***

RELIGIOUS FORMATION: To encourage growth in the faith formation of the child, Immaculate Conception

School provides religion classes as well as regular opportunities to celebrate the Eucharist and receive the sacraments of Reconciliation and Confirmation. In addition, students participate in other forms of prayer and worship. Service, which is a part of our Baptismal call, is a part of our school life. Children preparing to receive the sacraments are involved in a special sacramental preparation program. A child usually celebrates the Sacraments of Reconciliation and Eucharist in the 2nd grade. The Sacrament of Confirmation is conferred on the 8th grade students. Parents are expected to participate in their child's sacramental preparation. Parent meetings are held to educate the parent and to give the parent assistance in working with their child. Attendance at parent meetings is a responsibility that parents should not take lightly. It is expected that all parents attend these meetings.

SACRAMENTAL ELIGIBILITY: A student's eligibility to prepare to celebrate sacraments requires a minimum of two years of formal instruction (not before 2nd grade 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 who now 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: Students attend Mass at 8:05 a.m. at Immaculate Conception on the following days: 6th - 8th grades on Tuesday, 2nd - 5th grades on Wednesday, & All School Mass (grades K - 8th) on Thursday.

VISITORS: During school hours, all visitors to ICS must sign in at the office upon entering. DO NOT let anyone into school. No fast food lunches may be brought to students from guests or visitors.

VOLUNTEERS: Parent and parishioner volunteers play a big role in making ICS a successful school. To volunteer at ICS, you must complete the online Diocesan Child Protection Training and refresher course annually, and have completed the Diocesan Volunteer Application and the Sexual Misconduct Questionnaire Form. All extra-curricular activity coaches, including athletics, must pass an Illinois State Police background check, complete fingerprinting, and meet Diocesan accreditation requirements.

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.

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

1. Observe classroom conduct and be courteous. Use no profane language.
2. Do not eat or drink on the bus and keep the bus clean.
3. Cooperate with the driver.
4. Do not smoke.
5. Do not damage bus or equipment.
6. Stay in your seat.
7. Keep head, hands, and feet inside bus.
8. Do not fight, push, or shove.
9. Do not tamper with bus equipment, bring pets on the bus, or bring flammable material on bus.
10. Bus driver is authorized to assign seats.

CAR DROP-OFF/PICK-UP: Upper level (main school entrance) is reserved for bus drop off at the farthest

end of the front sidewalk, with space for parent drop-off in at the sidewalk before and after the crosswalk. Parents wishing to enter the school with their students should park on the upper level to enter the Main Entrance. Lower level parking is reserved for Latchkey.

NO AFTERNOON BUS: Students will be dismissed at 3pm. Certain days there will be no bus service will be available in the afternoon. Please make arrangements. Students loitering will be directed to latchkey.

UNIFORM

PURPOSE: Uniforms are a way to ensure students dress appropriately so that our focus can be on learning. Uniforms also save parents money and reduce competition for the latest fashions and brand names. Parent supervision frees ICS teachers and staff from the role of uniform police. We expect all students to follow the uniform policy consistently. Please also be sure to: retire uniforms that are worn and faded, fix saggy hems quickly, and write names in clothing to avoid loss.

All decisions regarding uniform regulations will be that of the teachers, Deans of Students, and administration. Students who arrive at school in inappropriate clothing will be required to change into lost and found items in order to save parents from having to come to school with different clothes.

UNIFORM SPECIFICATIONS:
Three uniform violations in a semester will result in a demerit, and every following uniform violation in the same semester is a demerit.

Shirts & Blouses:
- Must be solid white or pastel blue with a collar. No ruffles or trim in grades 5-8.
- No logos allowed unless ICS-approved.
- 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 & Shorts:
- Pants must be solid navy blue without contrasting stitching or rivets.
- Shorts may be knee-length navy blue.

Belts:
- Must be solid black, brown, or navy blue.
- Worn with pants or shorts at all times for both boys and girls.

Skirts & Jumpers:
- Must be of the adopted school plaid.
- No shorter than fingertip length.
- Rolling a skirt upwards is not allowed.

Sweaters & Sweatshirts:
- Must be solid navy blue crewneck with or without an ICS logo
- Students may opt for a long-sleeve white or blue shirt underneath their uniform as an alternative to a sweatshirt.
- Students may also wear white, black, or navy blue button-down sweaters.
- No hoodies or outer garments may be worn inside the school unless permission is granted by the principal.

Socks & Leggings/Tights:
- Ankle length socks must be solid black, navy, white, or ICS blue with minimal trim or logos.
- Knee length socks must be black, navy, or white with minimal pattern, trim or logos.

Leggings/tights must be solid black or navy and go to the ankle.

Shoes:
- Athletic Shoes must be worn daily.

Makeup/Simple Accessories:

- Only minimal make-up is permitted.
- Natural hair color only.
- Only simple chain/pendant necklaces allowed.
- Earrings should be smaller than a dime, hoops included.
- Headbands, bows, and wristbands should be simple.
- Watches allowed.
- No ankle jewelry or dangling earrings.

Hairstyles:

The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

OUT OF UNIFORM GUIDELINES: *violations of these guidelines will result in a demerit*

Dress Down or Dress Up days:

- All skirts/shorts must be fingertip length or longer
- NO torn clothing
- NO political/advertising clothing nor apparel with subject matter deemed inappropriate for this age level
- NO spaghetti straps without a shrug/cover-up, strapless dresses/tops, plunging necklines, bare backs or midriffs, tank tops, or excessively tight-fitting clothing
- Footwear must be suitable for safe participation in PE/recess.

ACTIVITY SHIRT: Team members may wear the approved ICS activity shirt for school activities. For in-house activities, navy uniform bottoms or uniform skirts should be worn. For outside school activities and at school discretion, khakis or navy bottoms or uniform skirts should be worn.

SPIRIT WEAR/CLUB SHIRTS: On Fridays, students may wear ICS Spirit wear or club shirts or hoodies(ie: chess, soccer, track, scholastic bowl, etc.) with uniform bottoms.

WEATHER WEAR: Dressing for the weather is important. We follow the St. Louis Children's Hospital guidelines for outdoor recess. Students will go outside if the weather, including wind chill, is 20 degrees or above. Students are required to wear a jacket or sweatshirt if 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.

Any new state and/or federal regulations passed during the school year for non-public schools will be followed at Immaculate Conception School as directed by the Diocese of Belleville.

FAMILIES ARE EXPECTED TO READ AND ADHERE TO ALL POLICIES LISTED IN THIS BOOK. CONFIRMATION OF THIS AGREEMENT IS CONFIRMED THROUGH THE FACTS ENROLLMENT PROCESS.

Immaculate Conception School
409 Palmer Road
Columbia, IL 62236
(618)-281-5353
Mission * Community * Service

Curricular/Co-curricular Activities
Consent and Medical Treatment

I/We, the parent(s) / guardian(s) of_____
request that Immaculate Conception School allow my son/daughter to participate in a field trip to

___ _____

In consideration for the making of the arrangements for this trip, we hereby release and save harmless the School and all its employees from any and all liability arising to my/our son/daughter as a result of this trip. We/I agree that it is our responsibility to arrange for our son/daughter to be transported home at our expense in the event of a violation of civil law or if deemed necessary by the designated trip leader.

We further authorize any emergency medical treatment, including hospitalization, that may be necessary as a result of any accident or injury arising from participation in the above activity and assume responsibility for payment thereof. We understand that this authorization is in advance of any diagnosis and is given as authority to render any treatment deemed necessary.

Transportation will be by: _____Bus_____

Parents or Guardians signature:_____

_____

Date:_____

Student Information

Name:_____ Birth date:_____

Phone number:_____

Special medical needs:_____

Father's Name: _____ Mother's Name_____

Cell/Work Phone #:_____ **Cell/Work Phone #:_____**

Insurance company for
Hospitalization:_____

Policy #:_____