

IMMACULATE CONCEPTION SCHOOL  
505 E. North Street  
Morris, IL 60450  
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ics1.org

## **PARENTS' HANDBOOK 2023-2024**

The I.C.S. Parents Handbook contains the guidelines that students and their families are asked to follow during the school year. We've tried not to make an extremely detailed list of rules that are difficult to keep. By the same token, we have attempted to create reasonable guidelines that will facilitate student learning. Immaculate Conception School wholly adopts the Handbook of School Policies of the Diocese of Joliet as the school's own policies.

Your support in keeping these guidelines is extremely important. You must help us by doing your part and by encouraging the students from your family to do their part.

The faculty and staff at I.C.S. remain committed to being a "servant" school that attempts to meet the needs of those it touches. We pray that God will bless all those associated with I.C.S. during the 2023-2024 school year.

Thank you for your prayers and cooperation.

The school has an active School Board. They are an advisory body that meets on a monthly basis.

The Parents Club supports the school in many ways and meets on a monthly basis.

### MISSION STATEMENT

Immaculate Conception School - A Catholic School devoted to building a strong foundation in faith and academic excellence.

### SCHOOL PHILOSOPHY

The primary mission of Immaculate Conception School is to recognize each child as a unique creation of God. Through the hard work of faculty and staff, we are committed to advancing students' spiritual, academic, and physical growth through a sound curriculum, parental cooperation, and the support of the community.

We recognize that parents are the primary educators of their children, and we pledge our partnership with them. We will proclaim the doctrines of our Catholic faith and living traditions, not only as intellectual lessons, but as basic moral values for the foundation of a Christian way of life. We will teach to provide an atmosphere of trust and love, so that personal relationships and friendships can grow. We will pursue our teaching with an energetic commitment to Christian peace and justice reflected with professionalism as we develop the total curriculum and in turn, the total person. Through our own examples, we hope to guide our children to develop a responsible circumstance of life with the attitude of Christ.

Our Catholic school does not exist for or by itself; we are part of the community of Immaculate Conception Church and the larger community of Morris. We are a servant school which seeks with courage to practice what we believe. We will worship with an awareness of the needs of those near us and throughout the world. We will feed the hungry, visit the sick and elderly, console the sad, encourage excellence, and advance academics.

We are united with the parents in our commitment to meet the challenges of sharing the faith which has been entrusted to us.

### ADMISSION

Immaculate Conception School admits students of any race, color, sex, religion, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the school. The class size at I.C.S. is limited to 30 students. A School Board Policy was passed in August 2004 that permits two additional students (class size 32) in fifth through eighth grades. These additional students may be enrolled with permission of the principal after consultation with the teacher. A child entering kindergarten must be five years of age on or before September 1st. A child entering 3-year-old preschool must be three years old and potty-trained on or before September 1st. A child entering 4-year-old preschool must be four years old on or before September 1st.

## **FEES**

It is suggested that parishioner families support the church at a minimum rate of \$15 per week.

Milk may be purchased at noon for all pupils and at recess for students in kindergarten through third grade. Milk fee is \$30 per year for each serving the student receives milk during the day. Preschool juice fee for 3 days is \$25: Two days fee is \$18.

Tuition and fees for families enrolling in the school during the school year or transferring from the school during the school year will be based on a prorated daily rate. Families withdrawing from the school that have overpaid will be given a refund for the amount of the overpayment.

## **TUITION**

Tuition rates for 2023-2024 are contained on the last page.

## **BROWN ENVELOPES**

Brown envelopes containing important information are sent home monthly with the youngest child in the family in school. Parents should read the materials, take the appropriate action, and return it to the school as soon as possible. Families not returning the Brown Envelope by the 20th of the month will be called. Additional notes and reminders are sent home whenever necessary. E-mails are sent weekly and as needed.

## **TRANSFER**

Parents requesting to transfer students from I.C.S. must come to our school office to request a transfer form. Official transfer records will be sent directly to the new school.

The students who seek admission to I.C.S. through transfer from another school are to present verification of grade level. In most cases, this will be a report card. The principal will then request a complete transfer record from the last school attended.

Admission to I.C.S. should normally be at the beginning of an educational cycle - kindergarten and at the start of a school year. Transfers at other times may be accepted where space is available. In all cases the student and the parents shall be made aware of the basic position of Catholic schools: They are established primarily for the formation of students inspired by faith; they are not havens for those who wish to escape the problems relating to the achievement of social justice in the public sector.

## **STUDENT RELATIONS**

### DIOCESE OF JOLIET - CATHOLIC SCHOOLS OFFICE ANTI-BULLYING POLICY

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

(1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;

(2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health

(3) Substantially interfering with the student’s or students’ academic performance or

(4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”105 ILCS 5/27-23.7 (b)

### **Bullying Conduct**

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

### **Cyber Bullying**

This policy prohibits bullying and intimidation of students through the use of internet and social internet sites (Twitter-Instagram-Facebook, etc.), on personal computers or personal electronic devices, whether on or off the school campus, or during non school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and therefore investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

## **STUDENT CONDUCT**

We ask that pupils cooperate with pastor, principal, teachers, school personnel, and volunteers at all times. The following are some of the things that are expected:

1. Respect for the rights of others always
2. Adherence to instructions of teachers
3. Preparation of materials and assignments completed on time
4. Performance of classroom duties (erasing boards, cleaning, closing drapes, etc.)
5. Courtesy and reasonable quiet in the halls and washrooms
6. Clean up after lunch
7. Adherence to lunchroom rules
8. Pious participation in liturgies
9. Keeping books covered
10. Neatness of lockers, desks, and other school materials
11. Care of and prompt return of library books (Damaged or lost books require a replacement cost.)
12. Asking permission to enter the library, go to the washrooms, etc.
13. Obedience to crossing guards and patrols
14. Weekly laundering of gym clothes
15. Names clearly marked on coats, boots, sweaters, etc. as well as other school supplies
16. Proper care of technology equipment.

The following are unacceptable and won't be tolerated:

1. Disrespect for God, country, adults, or other children
2. Untidiness in work or materials
3. Gum
4. Throwing or bouncing objects in the school building
5. Throwing rocks, snow, ice, or snowballs at school or while going to or from it
6. Shoving and pushing in lines
7. Leaving food in lockers
8. Writing in hard cover books (A fee is levied for this at the end of the school year)
9. Late work (refer to Homework section)
10. Unauthorized student use of a cell phone
11. Other serious matters outlined under expulsion

## **PARENTAL RESPONSIBILITY**

If a parent has a question about something that took place or is taking place in their son or daughter's class, the best route to travel is calmly consulting with the teacher. Please make your official first contact through the school phone or by e-mail. In most cases, things are cleared up by this process.

If this does not satisfy, the parent may then talk to the principal. If this still does not clear the matter or answer the question, the parent may ask to bring the problem before the School Board. An item may be placed on the School Board meeting agenda by giving it to the President 48 hours prior to the meeting. The Board meets on the second Thursday of the month, except July and January.

If you have a question about something that pertains to the school in general, please feel free to contact the principal.

Other important parental responsibilities include:

1. General support of the school
2. Attendance at Mass and reception of the sacraments as a family
3. Home prayer and help in teaching the doctrines and practice of the Catholic faith to your family.

4. Attendance at Sacramental Program meetings and liturgies if you are a parent with a child involved in this.
5. Prompt payment of tuition. School Speak grade access and report cards may be held for families not arranging to pay tuition and fees.
6. Support of the Parish and the school through generous Sunday contributions as per your ability to give
7. Support of school fund raising programs
8. Donation of your time and ability to benefit the school children wherever and whenever possible
9. Making sure your child adheres to the Uniform Policy
10. Attendance and support of Parents' Club and its activities. We are very dependent on their help and support. Since all parents are members, we urge you to join in the fun and activities they sponsor

## STUDENT UNIFORM POLICY

**This policy is applicable to K-8 students.**

Uniform Requirements:

### BOYS

- Navy Pants/Shorts
- Polo Shirt – white, light blue, royal blue, light yellow, dark yellow, grey
- Dress shirt – white button up
- Navy sweater or full or ¼ zip up pullover (ICS logo needed)
- Shoes with laces

### GIRLS

- Navy Pants/Shorts/Skort/Dress/Skirt
- Polo Shirt – white, light blue, royal blue, light yellow, dark yellow, grey
- Dress Shirt – Peter Pan style
- Navy sweater or full or ¼ zip up pullover (ICS logo needed)
- Shoes with laces

Uniform options are available locally at Just Kidding Around, Athletic Outfitters, and LogoWorks. Other options are Old Navy, Target, Walmart, Lands End, etc.

If you have questions regarding options, please contact the office.

There will be an **OPTIONAL Out-of-Uniform day on Friday of each week**. Each grade will be assigned one month to choose the recipient of the fee. These optional out-of-uniform days will cost \$1.00 with all proceeds going to a charity of that grade's choice.

In general, the following guidelines may be used (this includes Out-of-Uniform days):

1. All students must look neat and clean.
2. All hair must be out of eyes and neat.
3. **Shorts and skirts that are above the fingertips with arms held down to the sides will not be permitted.** Note: fingertip length may be inappropriate for some students, and the Principal or designee will make that determination. Undergarments should not be visible.
4. All clothing must be in good repair. Jeans should not have holes in them and you should not be able to see through or put your finger through a place that has a grinding. No tight, torn, or frayed clothing will be allowed. This includes sweatpants.
5. Pant length must be off floor for safety purposes. Pants/shorts must cover undergarments and always stay above the hip.
6. Footwear: Shoes must be worn at all times. Laces must be tied. Velco shoes are an option for young children.

7. Shirts and blouses must be full length with the ability to be tucked in. No skin is to show when normal movement occurs (Example: when a student is standing, the midriff is not exposed and when seated, the bare back is not visible). Bare midriffs, tank tops, halter tops, spaghetti straps, revealing necklines, and open-back clothing are prohibited. Also, attire with see-through, sheer, or fishnet materials are prohibited.
8. Gym Class: **All students must have a separate pair of shoes for gym class to be kept in the locker.** Socks must be worn with the gym shoes. Students in grades 4-8 are to wear the school gym uniform.

The following are unacceptable on Out-of-Uniform days:

1. Any clothing advertising alcohol, drugs, or violence.
2. **Leggings for 4th-8th grade WILL NOT be allowed to be worn to school on any day.**
3. Tank tops -this applies to both male and female students.
4. Excessive makeup.
5. Earrings for male students, or any other body piercing on any student.
6. Tattoos either permanent or temporary. This includes hand tattoos and writing on hands with markers.
7. No gang colors or insignias will ever be allowed.
8. Hats, sunglasses, external coats or jackets worn in the school.
9. Rolling down of pants at waist.
10. Writing or logo on the seat of pants.
11. Pajama style pants.

The Dress Code will be enforced by the individual teachers and/or the administration and is valid for all grades K-8. Deviations from this code (for special reasons) may be declared by the Principal or by the teacher (with administrative approval).

Students will be excluded from class until arrangements for acceptable attire can be made. Clean sweatpants, t-shirts and sweatshirts will be available for loan.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (no)
2. Does my clothing advertise something that is prohibited to minors? (no)
3. Are there obscene, profane, drug-related, gang-related, inflammatory, or inappropriate messages on my clothing? (no)
4. Am I dressed appropriately for the weather? (yes)
5. Do I feel comfortable with my appearance in cooperation with the school dress code? (yes)

**Parents need to check their children for compliance before they leave for school each morning.**

### DISCIPLINE

Discipline will be developed in a positive manner. We believe in Restorative Justice. Corporal punishment will not be used. Examples of disciplinary procedures that may be used are: conferencing with the student, reproof, forfeiting the right to be with other students, loss of privileges, detention, suspension, and expulsion.

### DETENTION

Students in grades 4 - 8 are subject to a detention program. Detentions will be given for inappropriate behavior or missing work. Detentions will be served immediately after school the following day.

Students who are to serve a detention will be given a detention slip. The slip is to be signed by one of the student's parents and returned by the students to the principal the next school day. If the detention is for missing assignments, the assignments are to be returned with the detention slip.

If the student receiving the detention participates in athletics, the first detention will result in a warning for eligibility. The second detention will result in the loss of athletic eligibility for a minimum of one week. If a student has three detentions in one grading trimester, his/her parents will be called and a conference will be scheduled at that time.

## **SUSPENSION AND EXPULSION**

The reasons justifying expulsion from a Catholic School should be as serious as they are rare. Even when such reasons exist, other avenues must be explored before the decision to expel is reached.

There are three general situations which may lead to expulsion:

1. When the moral, academic, or physical well-being of the student body is endangered
2. Possession on school property of any instrument, article, or device capable of causing bodily harm or injury to another individual
3. When there is prolonged and open disregard for school authority

As soon as it becomes evident that expulsion of a particular child is necessary, the principal should confer with the pastor of the parish and notify the parent(s) or guardian(s) of the student. Every effort should be made to enlist the cooperation of the parent(s) or guardian(s) to avoid invoking this extreme penalty. When a student has been expelled, the Catholic Schools Office will be notified.

Specific cases when expulsion may be necessary are:

1. Use of alcohol or tobacco during school hours
2. Repeated truancy
3. Use of dangerous drugs
4. Possession on school property of any instrument, article, or device capable of causing bodily harm or injury to another individual
5. Willful and negligent damage to the school or church buildings, grounds, or contents
6. Repeated cases of disrespect for authority
7. Any other conduct that may threaten themselves or others morally, physically, or spiritually

While expulsion is permanent dismissal from school, suspension is temporary dismissal from school. A student may be suspended by the principal. Such suspension should be immediately reported to the pastor and the school board.

Suspension may result from:

1. Any of the reasons listed for expulsion
2. Leaving the school grounds without permission
3. Cases of disregard for authority and open defiance of school rules

## **GRADING**

Grading periods are approximately 12 weeks in length. Report cards are usually issued the week after the end of the trimester. Grading reports for students in grades 4 through 8 are available on FACTS SIS. Interim reports are not sent home. Parents should keep updated on student progress by accessing FACTS SIS.

There are separate report cards for grades Preschool, Kindergarten, 1, 2, 3, for grades 4 and 5, and for grades 6 through 8. An explanation of grading is given on the report form. These report cards are recommended by the Joliet Diocese.

A parent teacher conference will be held shortly after the issuance of the first trimester report cards the week of Thanksgiving. Both parents and teachers may schedule a conference at any other time during the school year should the need arise.

## **HOMEWORK**

Homework is given to supplement and reinforce the work in school. Please provide a quiet place for study in your home. It should be noted that there should not be many interruptions during this study time. Parental concern should be shown when your child has no homework or has homework that takes extreme lengths of time.

Up to an hour's homework is recommended for grades 1-6. Time should get closer to an hour as the grades progress. 90 minutes is about the limit for grades 7 and 8. It is assumed, of course, that this is uninterrupted study time, and that study time is used profitably at school. If your child labors to lengths much greater than this or appears under severe stress, there is cause for concern.

When students are absent, we ask that parents and students make provisions to find out what homework assignments have been made. We will be glad to help you find out what the assignments are, but the student is ultimately responsible. Upon return to school, the student is responsible for turning completed work in without being asked for it.

All assignments need to be turned in on the due date. The following day, they will be considered as late. Consequences for late assignments will be per the teacher's discretion. A grade of Zero is possible.

Please remember that if you earn one zero, you will need nine grades of one hundred to have an average of ninety. It is therefore important that all assignments be completed and handed in on time.

## **GRADUATION REQUIREMENTS**

In order to receive a diploma that indicates satisfactory completion of the required courses at Immaculate Conception School, a student must have a passing average in all subjects where a letter grade is given during the eighth grade year and pass two out of three trimesters.

This is an average of all three trimester grades. The average must be a minimum of 1.0 on a 4.0 scale. Pluses and minuses are disregarded in the computation. In addition to a minimum grade average, all required work must be completed and the student must make passing marks on the tests on the United States and Illinois Constitutions.

A student not fulfilling the minimum requirements will be awarded a certificate of attendance at the graduation ceremony and will be "placed" in grade 9 on the third trimester report card. In extreme cases, the student will be required to repeat eighth grade.

Parents need to make arrangements for completing payment of tuition and fees prior to graduation.

## **HONOR ROLL**

There is an honor roll for academic achievement for grades 5 - 8.

Markings are based on an A as the highest and F as the lowest. All graded subjects carry equal weight. 4 points are assigned for an A, 3 for a B, and 2 for a C. For a student to earn a place on the achievement honor roll, he/she must have an average of 3.0 or above. No marks may be lower than a C.

The achievement honor roll is divided into three categories. They are:

1. All A's
2. High honors (3.5 to 3.99)
3. Honors (3.0 to 3.49)

## **ATHLETICS**

We recognize and appreciate the importance of athletics for both boys and girls at I.C.S. We'll do our best to strive for excellence in such a worthwhile program.

A list of students participating in sports will be compiled. That list will be compared with student achievement and conduct each Friday during sports seasons. Teachers are asked to notify the office and coordinator of students who are not completing work, not working to the best of their ability, or are uncooperative in their conduct. The child and parent will receive a warning on the first occasion that his/her name is listed.

He/she will receive only one warning per sports season. On the second occasion that the name is listed during the season, the student will be removed from the team and not allowed to attend the practices for a minimum of one week.

The purpose of these standards is to try to help the student. We feel that sports is a very beneficial activity and are very much in favor of the student participating. Nevertheless, there are academic and conduct expectations that must be met before a student is allowed to participate in athletics. We expect your cooperation and support in these matters.

Physical exams are required each year for students participating in team sports at I.C.S.

Athletes are also subject to team rules made by coaches and by schools playing host to any of our athletic events.

Our Athletic Directors are as follows: Andrew Talavera, Kristy Kitchell, Kelly Martin, and Justin Olsen.

## **PHYSICAL EXAMS**

Preschool: Physical required

Kindergarten: Physical, dental, and vision required

(2 doses of MMR and 2 doses of Varicella required)

Second: Dental required

Fifth: No physical required unless participating in school team sports

Sixth: Physical, Dental required (Tdap booster is required, as well as 2 doses of Varicella and 1 dose of Meningococcal

Conjugate Vaccine (MCV4))

Seventh & Eighth - No physical required unless participating in school team sports

Physical and dental exams are to be turned in by the first day of student attendance. Forms are available in the school office.

Sports physicals are required for students participating in sports in grade five through eight. Physicals required for sixth grade will fulfill the sports requirement. Forms are available through the office of from your coach.

## **FOOD ALLERGIES**

Accommodations will be made for students having food allergies. In conjunction with information/documentation provided by a physician, individual student plans can be written and implemented.

## **ARRIVAL AND DISMISSAL**

**ARRIVAL:** Students in Grades Kindergarten through Third are to be dropped off and enter through Door 5 (St. Angela Room – North Street) at 7:30 a.m. Students in Grades Four through Eight will be dropped off to enter Door 7 (gymnasium – Jackson Street) at 7:30 a.m. Preschool students will enter Door 3 (Religious Ed – North Street) at 7:30 a.m.

Students are permitted to go to the classrooms at 7:40 a.m. We request that students not arrive at school before 7:30 a.m. Pupils arriving after 7:40 are to enter through the Door 1 (Office – North Street).

**DISMISSAL:** Parents of Kindergartners may wait on North Street in their cars for pick up at 2:30 p.m. Students in First through Third grades will be crossed for pickup to the North and Pine Streets parking lot at 2:35 p.m. Fourth grade parents may park on Jackson Street and wait in their cars for 2:35 p.m. pickup and students in grades Five through Eight will be crossed to the Jackson Street parking lot for pickup at 2:35 p.m. Older siblings will go to the pickup area for the youngest family member at dismissal.

Before school care is available beginning at 7:00 a.m. each day in the St. Angela Room. Families are billed for this service by the provider.

After school care is available from dismissal time to 5:00 p.m. Families may use these services every day or on an as-needed basis. Families will be billed by the provider.

The morning classes begin at 7:50. There is a short break in the morning at which time pupils in grades K- 4 may receive milk if ordered. School dismisses for the day at 2:35 p.m. for grades 1 - 8. Kindergarten students & bus riders are dismissed at 2:25p.m. Pupils should be out of the building at 2:50 unless they have the permission of a teacher or the principal and their parents.

Four-year-old preschool begins at 7:50 and dismisses at 11:00 a.m. on Monday, Wednesday, and Friday. Three-year-old preschool begins at 7:50 and dismisses at 10:30 a.m. on Tuesday and Thursday.

## **ILLNESS**

If a student becomes ill during the school day, the parents will be contacted. When it is necessary that the pupil go home, he or she may be picked up at the school office.

Should a child be injured, first aid may be administered by school personnel. Parents will be notified and appropriate action taken. The school is not, however, allowed to dispense internal medicine (including OTC pain relievers) without a doctor's note. If a student must receive medication at school, please send the doctor's note and the medicine to the principal. Forms are sent to parents in the first brown envelope concerning the administration of medication by school personnel or by students. Emergency cards are kept on file at the school. If a minor accident takes place (example: scrape or cut) and sending the pupil home is not necessary, school personnel will try to contact the parent at the earliest possible convenience.

If your child contacts a communicable disease, please let the school know immediately so that precautions may be taken. If your child can't participate in gym or outdoor recess because of medical reasons, he/she will need to have an excuse on file in our office.

## **ATTENDANCE**

The State of Illinois provides by law for the compulsory attendance of all children between the ages of seven and sixteen years. It is the duty of the principal and teachers to insist upon daily attendance. Principals have the obligation to see that the requirements of the law of the State of Illinois are met. Schools keep accurate and daily records of attendance, and a summary of these records are kept permanently on file. On time arrivals are of utmost importance as school starts right at 7:50 a.m. and tardiness delays a student's daily learning process. Continued tardies and absences will be brought to the attention of the Regional Office of Education.

## **ABSENCES**

To be marked present for the morning, a student must be present for a minimum of 1 hour and 50 minutes between 7:50 and 11:30 a.m. To be marked present for the afternoon, a student must be in school for a minimum of 1 hour and 10 minutes between 12:10 and 2:43 p.m.

Parents should phone or email the school regarding an absence by 8:30 a.m. on the day of the absence. If your child must leave school during the day because of a doctor's appointment, please send a note or email on or before the day of the appointment to the homeroom teacher. We discourage visits to the doctor during the school time but realize that there is sometimes no other alternative. Please come to the office and we'll call for your child.

In planning vacations, we urge you to consult the school online calendar and to take your vacation during a time when school is not in session. Vacations during the school year are discouraged. If you must take your vacation during the school year, we urge that it be an educational trip. Since it is extremely difficult to give advance work for more than a couple days, it will be given at the discretion of the teacher.

Make-up work must be of a high quality to be counted. It is the responsibility of the student to ensure make-up work is turned in. Tests that are missed must be made up no later than the second day after returning to school from vacation.

### **TARDINESS**

Only Doctor's appointments, late bus arrivals, and road closures are an excused tardy. They are not marked on the permanent records. Any other tardy should have a written excuse and must be presented to the office. A student is considered tardy if he/she is not in the classroom for the 7:50 a.m. bell.

### **INCLEMENT WEATHER**

When weather is such that school will be canceled, an announcement will be made over the local radio station (WCSJ-103.1 FM), and through School Speak and at the earliest possible time. If students must be sent home during the day, we'll have an announcement beforehand through FACTS. Please be sure that you have a plan in place should this occur while you are at work or not able to pick up. Make sure your phone information is updated in FACTS, including your carrier. Emergencies will be communicated via text message.

### **VISITING THE SCHOOL**

Visitors to the school should report directly to the office. They should enter through the North Street door by the school office. We ask that parents contact teachers via the office or email to set up an appointment to meet with them. Teachers are available with advanced notice. Parents are welcome to visit the school at any time. Please make arrangements with the teacher and principal in advance, however. Classroom visits must be prearranged. All visitors/volunteers must have completed the required Diocesan PGC protocols before working in any capacity with students. If volunteering in the building, parents must remain out of the hallway during times of arrival and dismissal.

### **PARENTS IN THE CLASSROOM**

Parents accompanying classes on field trips, serving as classroom helpers, or attending class-room parties must have a current account in Virtus, participated in Protecting God's Children (PGC), undergone a current background check, and be compliant in their VIRTUS account.

### **TRANSPORTATION**

Bus service is provided to families living on District 54 bus routes and on Saratoga bus routes by Morris Community Schools Transportation. Any further inquiries may be directed to the Bus Dispatcher at Saratoga School (815-416-1745). If a student is going home on a different bus other than the one he/she normally rides, a note must be presented to the principal from both students' parents. The principal will furnish the driver with the necessary form.

Children brought to school in the morning by their parents should the Arrival/Dismissal policies. Parking is not allowed in the drop off section. Students may ride bikes to and from school at the discretion of their parents. Parents waiting to pick up students following after school activities should wait in their cars or outside Door 1 by the office.

### **SUPPLIES**

The school sells only assignment notebooks for grades 2 - 8. Bibles are sold through the Parish Office of Religious Education. Supply Lists are available in the school office and on the school web site. As is mentioned in the Dress Code, students in grades 4-8 are required to have gym uniforms. These may be purchased at Athletic Outfitters or Logo Works.

### **LUNCH**

Student lunch begins at 11:30 a.m. and ends at 12:10 p.m. Pupils will be supervised while eating and on the playground.

ICS uses a lunch program called [School Eatery](#). Information will be sent home to parents prior to the beginning of the school year. This program allows for parents to order and pay from a menu daily lunch through an app or online. The lunches will be cooked daily by a local business and delivered to school prior to lunch times, labeled with your child's name and grade.

It is very helpful to those supervising lunch if students arrive at school with their lunch if they are not purchasing the daily lunch. If, however, you need to deliver a lunch to the school for your child, please leave it on the bench between the front doors. **Please have your child's name on it.**

If a child does not have a lunch, one will be provided. Families will be billed \$3.00.

Hamburger Days, Pizza Days, Sub Days, and Spaghetti/Pizza Bread/Pasta Salad Days are held on most Wednesdays during the school year. Lunch orders in the brown envelopes are due in the office the Friday before the first Wednesday of each month. Late orders won't be accepted. These Wednesday lunches begin in September.

## **LOCKERS**

Each student is assigned a locker at the beginning of the year. Locks are no longer to be used on lockers. We ask that students not leave food in a locker overnight.

Periodic inspections will be made.

## **FIELD TRIPS**

Students take field trips for the dual purpose of learning and enjoyment. Permission slips will be sent home for any off-campus events. A child may not attend without a parent's signature and the form returned. Walking field trips around the school community are covered through our blanket signed statement that is done at the beginning of the school year and kept on file. This will need to be updated each school year. School events that require transportation have forms for children that will not be riding with their own parent and for parents driving other students other than their own. These will come home prior to the event. Any student or adult without the proper signed forms will not be permitted to ride/drive. If parents don't want to have their child/children participate, they will withhold them from attending.

Parents will be notified concerning details of class trips involving their children. Many times, however, pupils are taken to a Nursing Home, Goodwill Park, or some other nearby place in conjunction with classroom activity. These will have forms that come home separately. Parent drivers will need to complete additional paperwork, as well as students riding with another parent. Those will be made available as needed.

## **BIRTHDAY TREATS AND PARTY INVITATIONS**

Parents are welcome to send birthday treats with their children. Please, however, make arrangements with the teacher beforehand. **If sending treats, please avoid any chance of nuts or nut products to help keep our students safe.** Invitations may not be sent through school unless you are inviting the whole class.

## **TELEPHONE AND CELL PHONES**

Students are not allowed to use the phone without permission of either the principal, the secretary, or a faculty member. We discourage the use of the school phone and will allow it only in an emergency.

While students are allowed to bring cell phones to school, these should be turned off and **kept in lockers during the school day**. A student with a cell phone that is not in his/her locker during the day will have the phone taken away. It will be returned to the student's parent in the school office. A student using a cell phone during the day without permission for either a call or text message will have the phone taken away and sent to the office. The phone will be returned to the parent.

## **DIocese OF JOLIET - CATHOLIC SCHOOLS OFFICE**

### **4005 EQUAL EMPLOYMENT OPPORTUNITY**

The Diocese of Joliet guarantees equal employment opportunities in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, genetic information, sexual orientation, mental or physical disabilities, or any other characteristic protected by law.

In providing equal opportunities in its employment practices, the Diocese of Joliet may consider any conduct (during working or non-working hours) of an applicant/employee that may be inconsistent with his/her position or the philosophy, goals, objectives, rules and regulations of the Diocese of Joliet and/or the moral and religious teachings of the Roman Catholic Church, as determined by the Bishop of the Diocese or his designee.

In addition, there are certain "ministerial" positions in the Diocese of Joliet, and individuals filling those positions may need to strictly adhere to the foundational teachings of the Catholic faith. Those individuals may be selected according to certain criteria, such as being Catholic, male, unmarried, not part of a civil union, etc., and preference in hiring/retention shall be given to people who meet those criteria. Such preference is allowed under state and federal law and does not constitute illegal discrimination.

Questions and/or concerns regarding discrimination in employment should be directed to the pastor or parish administrator, the Superintendent of Catholic Schools and the Human Resources director for the Diocese of Joliet.

### **5110 NON-DISCRIMINATION**

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national/ethnic origin to all the rights, privileges, programs, and activities generally available to students at the schools. Questions and/or concerns regarding discrimination in

admissions should be directed to the principal (if applicable) the pastor (or parish administrator) and the Superintendent of Schools in the Diocese of Joliet. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

As per Illinois PA 102-0360, Schools in the Diocese of Joliet do 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.

Schools in the Diocese of Joliet allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

#### **1430 MISSING PERSON and HIS/HER SCHOOL RECORD**

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

#### **1440 REPORTING DRUG VIOLATIONS to AUTHORITIES**

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A "drug violation" is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System ("SIRS"), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

#### **1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES**

Upon receiving any report from any school personnel regarding a verified incident involving a firearm

in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident **and** to the Illinois State Police. Reports to

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the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

**1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES**

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

**ASBESTOS MANAGEMENT PLAN**

Please be advised that the Asbestos Management Plan for Immaculate Conception School required by 40 CFR763.93 and the Illinois Asbestos Abatement Act is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel and their representatives and parents at the following location: 505 East North Street - Morris, Illinois 60450.

During 2021, Immaculate Conception School underwent the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan.

If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact the school office. We will provide a copy within 5 working days after receipt of a request for inspection. The school will charge a reasonable cost for making any copies.

If you have any questions about the school asbestos management plan or its contents, please contact the principal: Mrs. Swanson at 815-942-4111; or Richard Kaffka, the Diocese of Joliet designated person at 708-334-0585.

**TUITION AND FEES 2023-2024**

**Book Fees**

|  |       |
|--|-------|
| Preschool book fee per student                         | \$175 |
| Kindergarten through Eighth Grade book fee per student | \$250 |

**Tuition**

|   |        |
|---|--------|
| Preschool 3-year-old  | \$1320 |
| Preschool 4-year-old  | \$1900 |
| Families with one child K-8   | \$4400 |
| Families with two children K-8  | \$6750 |
| Families with three children K-8  | \$8600 |
| Families with four or more children K-8   | \$9600 |
| Non-Catholic/Non-Parishioner K-8<br>(With each additional child being \$3600 per student) | \$7300 |

**Immaculate Conception School**  
**Tuition Management Policy**

Please be sure your FACTS email is set to be delivered directly to you and not to SPAM or JUNK. It should be in your address book. All tuition and school correspondence will be sent via the email(s) you have on file.

Tuition is due on the date you set up in your FACTS account. The steps below will be the procedures that will be followed for late payments.

- If the payment is not made by the 30th of the 1st month (month due), you will receive an email from FACTS as a courtesy reminder.
  
- If the payment is not made by the 30th of the 2nd month (following due date), you will receive a phone call from the school. At this time, we require direct communication with a plan for payment or need financial assistance.
  
- If the payment is not made by the 30th of the 3rd month, and there has been no communication from you to set up a plan for getting caught up, you will be notified that at the end of that trimester, your child(ren) will not be able to return to school until payments are made.
  
- If you are a two account family (mom and dad separately), both accounts will need to be current in order to enroll for the following school year.

Communication is vital in tuition management, and we understand that situations do arise unexpectedly. Please keep in mind that we will do our best to work with families when communication has been made.