

# Immaculate Conception School



**505 E. North St., Morris, IL 60450**

**(815) 942-4111**

**[www.ics1.org](http://www.ics1.org)**

**Family  
Handbook  
2025-2026**

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## Staff Directory

Principal	Mrs. Stacey Swanson	<a href="mailto:sswanson@ics1.org">sswanson@ics1.org</a>
Administrative Assistant	Mrs. Jasmine Parga	<a href="mailto:jparga@ics1.org">jparga@ics1.org</a>
Director of Development And Alumni	Mr. Kim DesLauriers (Mr. D.)	<a href="mailto:kdeslauriers@ics1.org">kdeslauriers@ics1.org</a>
Teacher – Preschool 3	Mrs. Kelly Martin	<a href="mailto:kmartin@ics1.org">kmartin@ics1.org</a>
Teacher Aide – Preschool 3	Mrs. Emily VanDolson	<a href="mailto:evandolson@ics1.org">evandolson@ics1.org</a>
Teacher –PreKindergarten 4	Mrs. Melissa Thiel	<a href="mailto:mthiel@ics1.org">mthiel@ics1.org</a>
Teacher Aide – <a href="mailto:csmith@ics1.org">csmith@ics1.org</a> PreKindergarten 4	Mrs. Carissa Smith	
Teacher Aide – PreKindergarten 4	Mrs. Carrie Moore	<a href="mailto:cmoore@ics1.org">cmoore@ics1.org</a>
Teacher – Kindergarten	Mrs. Elena VanKuren	<a href="mailto:evankuren@ics1.org">evankuren@ics1.org</a>
Teacher Aide – Kindergarten	Mrs. Margarita Guerrero	<a href="mailto:mguerrero@ics1.org">mguerrero@ics1.org</a>
Teacher – 1 <sup>st</sup> Grade	Mrs. Kristen Hemmersbach	<a href="mailto:khemmers@ics1.org">khemmers@ics1.org</a>
Teacher – 2 <sup>nd</sup> Grade	Mrs. Eileen Ahmann	<a href="mailto:eahmann@ics1.org">eahmann@ics1.org</a>
Teacher – 3 <sup>rd</sup> Grade & After Care Coordinator	Ms. Gina Antonacci	<a href="mailto:ganton@ics1.org">ganton@ics1.org</a>
Teacher - 4 <sup>th</sup> Grade	Mrs. Kim Mathis	<a href="mailto:kmathis@ics1.org">kmathis@ics1.org</a>
Teacher – 5 <sup>th</sup> Grade	Mrs. Rhonda Johnson	<a href="mailto:rjohnson@ics1.org">rjohnson@ics1.org</a>
Teacher – 6 <sup>th</sup> Grade	Mrs. Melissa Feeney	<a href="mailto:mfeeney@ics1.org">mfeeney@ics1.org</a>
Teacher – 7 <sup>th</sup> Grade	Mrs. Emily Moore	<a href="mailto:emoore@ics1.org">emoore@ics1.org</a>
Teacher – 8 <sup>th</sup> Grade	Mrs. Mary Gile	<a href="mailto:mgile@ics1.org">mgile@ics1.org</a>
Teacher – Art/Music/Choir	Mrs. Kaleigh Mattson	<a href="mailto:kmattson@ics1.org">kmattson@ics1.org</a>
Teacher – PE/Health/Tech	Mr. Andrew Talavera	<a href="mailto:atalavera@ics1.org">atalavera@ics1.org</a>
Maintenance Director – AM	Mr. Josh Costello	
Maintenance Director – PM	Mrs. Janis Wethington	
Athletic Director	Mr. John Krenkel	<a href="mailto:icsathletics@ics1.org">icsathletics@ics1.org</a>
Parish Secretary	Mrs. Gloria Folkers	<a href="mailto:gfolkers@ics1.org">gfolkers@ics1.org</a>
Religious Education Director	Mrs. Christina Zettek	<a href="mailto:czettek@ics1.org">czettek@ics1.org</a>

# Family Handbook 2025-2026

The Immaculate Conception School (I.C.S.) Family Handbook contains the guidelines that students and their families are asked to follow during the school year. Your support in keeping these guidelines is extremely important. You must help us by doing your part and encouraging your student(s) to do the same. 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 2025-2026 school year.

## School 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 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 who 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.

## Administration

Immaculate Conception School operates under the auspices of the Diocese of Joliet. Therefore, the school adopts in whole all policies set forth in the Handbook of School Policies and Operational Handbook for Catholic School Administration published by the Diocese of Joliet Catholic Schools Office. Copies of the Diocesan Handbooks as well as our school handbooks are available upon request for on-premises reading. The school administrator, faculty, and governance board are required to follow all policies of the Diocese. Additional school policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by the Diocese of Joliet. The school principal and pastor are the direct administration at Immaculate Conception School and have the authority to amend, revise or delete any section of this handbook during the course of the year as deemed necessary. The School Board serves in an advisory capacity to the principal and pastor.

## **School Board**

The I.C.S. School Board is a working advisory board consisting of parents/guardians, the principal, and the pastor. The board helps form policies which give direction to the programs in the school within the guidelines established by the Joliet Diocesan Schools Office and the Joliet Diocesan School Board. School Board meets the second Thursday of each month, except June, July, and August.

President – Mr. Rob Martin

Vice President – Mrs. Sam Shannon

Secretary – Mrs. Janine Petric

Member at Large – Mrs. Jessica Barr

Member at Large – Mrs. Laura Garcia

Member at Large – Mrs. Katie Wagner

Member at Large – Mrs. Candice Lucero

Member at Large – Mrs. Katie Wagner

Member at Large - Mr. JC Lawson

## **Admission/Tuition**

### **Admissions/Non-discrimination**

Immaculate Conception School admits students of any race, color, sex, religion, national and ethnic origin, citizenship status, physical or mental disability to all the rights, privileges, programs, and activities generally available to students at the school in accordance with applicable local, state, and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church. No student will be discriminated against based on hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists as stated in the Jett Hawkins Law IL Public Act 102-0360. Questions and/or concerns regarding discrimination in admissions should be directed to the principal, the pastor, and the Superintendent of Schools in the Diocese of Joliet.

All students must present a birth certificate and baptismal certificate upon registration. The school maintains copies of certified birth certificates for each student attending upon enrollment. These documents must be provided by parents/guardians within 30 days of enrolling the student. Students must also present health records indicating compliance with all local and State of Illinois health immunizations. A request for records will be sent to the student's previous school within 14 days of enrollment.

In keeping with the teachings of Jesus, to love and respect one another, the faculty and staff of Immaculate Conception School will make every effort to accommodate student's individual needs as resources allow. As a result of "proportionate share" in Illinois, the outcome of limited resources is limited services. Immaculate Conception School faculty and staff may not be able to meet every needed accommodation for every individual student. Our desire is that every student would have an opportunity to receive a Catholic education, however, the administration reserves the right to deny admission to students whose individual and specific needs cannot be met in our program.

Preschool children are to be three or four years of age respectively on or before September 1 of the current school year and potty trained. Kindergarten students must be five years of age on or before September 1 of the current school year.

Registration for the upcoming school year begins in January or February.

The school principal and pastor will determine the total number of students in each class, as well as classroom placement. In preschool, the student to staff ratio is no more than 10:1 for the three-year-old program and 10:1 for the four-year-old program. In kindergarten, the student to staff ratio is no more than 18:1. In grades 1-2, the student to staff ratio is no more than 22:1 and in grades 3-8, the student to staff ratio is no more than 30:1.

All new students are accepted on a probationary basis for their first year in attendance.

## **Student Transfer Policy (within the Diocese of Joliet)**

The transfer of students from one diocesan grade school to another is governed by local school officials, the Catholic Schools Office and the Superintendent of Schools. Transfer from one diocesan school will not affect the financial aid assistance received from the Catholic Education Foundation (CEF).

When students seek transfer from one diocesan grade school to another the following procedure must be followed:

1. The principal from the school receiving the request will contact the principal of the school where the student is currently enrolled.
2. Parents/guardians will receive a Student Transfer Form at the school where the student is currently enrolled.
3. The school receiving the transfer student will send the completed form to the Catholic Schools Office to obtain the signature of the Superintendent of Schools. Note that all tuition must be paid prior to the transfer and that the student must be in "Good Standing." Transfer students may be admitted following receipt from the transferring school of attendance records, health and academic records, etc. Until such records have been received and analyzed, the child's admission status is probationary.

## **Health/Physical Examinations/ Immunizations/ Exclusion**

Illinois law requires health physical examinations and immunization records for all students immediately prior to or upon entrance into preschool, kindergarten, 6<sup>th</sup> grade, and those new to the state of Illinois. Dental examination forms are required for all kindergartners, 2<sup>nd</sup> graders, 6<sup>th</sup> graders, and those enrolling in an Illinois school for the first time. Dental exams are due before May 15th. Vision examinations are required for all kindergartners and those enrolling in an Illinois school for the first time. Vision exams are due before October 15th.

Should any parent/guardian claim a religious exemption from state-required medical examinations or immunizations, documentation from the medical professional must be submitted to the school office along with the parent/guardian statement of religious objection. This must be in writing and set forth the specific religious belief which conflicts with each immunization. The parent/guardian's statement should be attached to the student's Certificate of Health. The principal shall determine whether to accept or deny the immunization exemption request.

If the physical condition of the child is such that any immunization should not be administered, the examining physician, advanced practice registered nurse or physicians' assistant responsible for performing the health examination shall endorse this fact on the student's Certificate of Health Examination form.

Should there be a health concern outbreak, non-immunized students will be excluded from school until the outbreak has been cleared.

All students must be immunized according to Illinois School Code.

Students will be excluded from school on October 15<sup>th</sup> if the student is noncompliant in regards to health physical examinations and immunizations.

## **Tuition/ Tuition Assistance/Delinquency Policy**

All families are expected to be current in their financial responsibilities, which include Tuition, Fundraising, Fees, and any other financial obligations of the school. Please refer to the current tuition and fee schedule posted on the school website, [www.ics1.org](http://www.ics1.org), or in the school SIS (FACTS).

Tuition assistance programs may be available to make Catholic education accessible to families who otherwise may not be able to meet their total tuition obligations. Tuition assistance funds are supported by parishioners at large, community members, and the Catholic Education Foundation (CEF) of the Diocese of Joliet. Please see the school principal for additional information regarding tuition assistance. Please note that a FACTS Grant and Aid application must be completed online by any family requesting tuition assistance.

In the event that any school financial obligations become delinquent, the following procedure will be followed:

- Thirty (30) days past due date-a reminder email will be sent from FACTS as a courtesy reminder
- Sixty (60) days past due date-a phone call will be made attempting to resolve the delinquency. At this time, direct communication with written plan for payment or a need for financial assistance is required.
- Ninety (90) days past due date and no communication to set up a plan for payment, notification will be sent stating that at the end of the trimester, your student(s) will not be able to return to school until payments are made.

The person who electronically signs the registration form in the school SIS is the responsible party. When multiple parties contribute towards financial obligations, the school will not negotiate between those parties. Both parties' accounts need to be current in order to enroll for the following school year.

The school reserves the right to assess a late fee for delinquent accounts.

### **Tuition Prorating Policy**

Families' tuition will be prorated upon enrollment or departure from Immaculate Conception School according to the policy below:

- Prorating for families **enrolling** at Immaculate Conception School – A percentage of the full year tuition will be assessed based on the date enrolled in the school. Fees for registration, book & tech fee, and fundraising will not be prorated.
- Prorating for families **departing from** Immaculate Conception School – A percentage of the full year tuition will be assessed through the last date the student(s) in the family were enrolled in the school. Fees for registration, book & tech, and fundraising will not be prorated.

### **Religion/Faith Formation**

All Catholic schools shall provide appropriate and regular occasions for prayer, liturgical worship and the celebration of the Sacraments of Reconciliation and the Eucharist to ensure religious instruction and spiritual formation of students.

### **Liturgical Celebrations**

School Masses are celebrated on Wednesdays (and Holy Days of Obligation) during the school year. Students are given the opportunity for planning the Mass on a rotational basis. Parents/guardians and grandparents of enrolled students are welcome to attend Mass. Community members are also welcome. All non-Catholic students will attend the weekly liturgy and will take the required religion class.

Students in grades 3-8 will participate in the sacrament of Reconciliation during Advent and Lent. Students in grade 2 will participate in the sacrament of Reconciliation during Lent.

Preparation for the sacraments is special and assists both the parent/guardian and child in developing a deeper love for and understanding of the sacraments. We stress the importance of family involvement in the sacramental preparation. Similarly, after reception of a sacrament, the continued participation in the sacrament is the responsibility and privilege of the parent/guardian.

## **Parish Support**

It is expected that all Immaculate Conception School families will regularly attend Sunday Mass and contribute to the best of their ability to our parish. It is suggested that families support the church at a minimum rate of \$15 per week. Lack of school family support of our parish directly impacts tuition. We are grateful for the subsidy we receive from the Immaculate Conception Parish community.

## **Religious Education**

The curriculum developed by the Religious Education Office and the Catholic Schools Office is followed by all teachers of religion and integrated into all other subjects when possible and appropriate. The General Directory for Catechesis, The Catechism of the Catholic Church and the National Directory for Catechesis serve as the basic sources for religion curriculum. Church teaching defines parents' and/or guardians' role as primary educator of their children. The priority given to their own faith formation as parents/guardians as well as their direct involvement in the faith formation of their children is essential to making this role a reality.

## **Curriculum**

### **Curriculum Expectations- Diocese of Joliet Learning Standards**

Immaculate Conception School curriculum is aligned with the Diocese of Joliet Catholic Learning Standards and the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. Immaculate Conception School is recognized by the Illinois State Board of Education and registered with the State of Illinois. The school annually complies with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition. All schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] and relevant case law including Plyler v Doe, 457 U.S. 202, 102 S Ct 2382 (1982). Immaculate Conception School follows the course of study and time allotments prescribed by the Catholic Schools Office of the Diocese of Joliet.

Students at I.C.S. are taught in the English language and in the required subject areas: Fine Arts (Art, Drama, and Music), Physical Education, Health, Language Arts (English, Writing, Phonics/Word Analysis, Reading/Literature, Spelling/Vocabulary, and Oral Presentation), Mathematics, Religion, Science, Social Science, and Technology.

### **Textbooks/Consumables**

All textbooks are the property of Immaculate Conception School or the State of Illinois. Students are responsible for the condition of the books issued to them. Damaged books will be replaced or repaired at the student's expense. Students will not write, scribble, draw in or deface any textbook or text that is the property of the school.

### **Supplies**

I.C.S. requires each student in grades 2-8 to have an approved student planner. Students will receive their planner at the beginning of the school year. The cost of each planner is \$6 and will be charged to your family's FACTS account at the beginning of the school year. If the student planner is lost or becomes messy, or tattered, a student may be required to purchase a new one from the school office at the same cost. Students may also purchase a bible through the parish office of religious education for \$8. School supply lists are available on the school website, the school SIS, or the school office.

### **Field Trips**

A field trip is a first-hand experience that supplements classroom instruction and learning objectives. It is an observational experience having definite educational objectives. Field trips may be taken only with the approval of the principal, who in cooperation with the classroom teacher will define the educational

benefits of the experience. Field trips are considered an academic/educational experience and therefore school behavioral policies and expectations remain the same. A permission slip, signed by the parent/guardian, is required in order for a student to be permitted to participate in a field trip.

Parents/guardians who wish to chaperone, attend, or participate in a school approved field trip must have an active and compliant Virtus account which includes completion of Protecting God's Children (PGC) Training. Parents/guardians, who are compliant, may be asked by the teacher or school office to attend a field trip. Parent/guardian chaperones are selected to attend field trips at the discretion of the teacher and school principal.

School field trips that include or require overnight travel or stay are NOT permitted.

## **Report Cards/Standards Based Grading & Assessment/Weighting Percentages**

The student report card identifies key standards and grade level descriptors that align with Diocesan Curriculum/Standards. These standards and descriptors identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to the diocesan learning standards.

The evaluation forms are designed to report student achievement. The achievement grade is objective and based on the child's performance as measured against the standards. Effort and Behaviors that Support Learning are marked with symbols and are not included in the achievement grade.

### Report Card Codes for Kindergarten through Grade 3

All work that is assessed should reflect the same code as the report card. The following is the code officially approved by the Catholic Schools Office of the Diocese of Joliet:

4 – Work Exceeds Expectations ~ Student demonstrates an in-depth understanding of concepts, skills, and processes that exceeds the grade level expectation of the curriculum.

3 – Work Meets Expectations ~ Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teacher assistance. (Most students will achieve in this range.)

2 – Work Approaches Expectations ~ Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.

1 – Work Needs Improvement ~ Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.

NG – Not Graded ~ Used when a particular subject is not taught.

A+ = 100%      B+= 92-91%      C = 82-79%      D+= 76-75%      F = 69-0

A = 99-96%      B = 90-88%      C+= 84-83%      D = 74-72%

A- = 95-93%      B- = 87-85%      C- = 78-77%      D- = 71-70%

- – Not Offered ~ Used for subjects not offered at the school grade

level. Report Card Grading Codes for Grades 4-8

CR - Credit Earned ~ Use when requirements have been satisfied but which do not readily lend

themselves to the conventional grading system.

\* – Not Offered ~ Used for subjects not offered at the school grade level.

### Diocesan Weighting Percentages

Assessment is defined as vehicles for gathering information about a student's achievement. Thus, assessment should take many different forms. Formative and Summative assessment types are both used.

Grading periods are approximately 12 weeks in length. Report cards are usually issued the week after the end of the trimester. Diocesan schools in grades K-8 are required to utilize the FACTS Student Information System (SIS) for the purposes of reporting student progress and communicating student progress to parents/guardians. Parents should familiarize themselves with the school SIS (FACTS) to monitor their student's progress and see their interim reports. These will not be sent home.

### **iReady Testing**

Students will use iReady testing for benchmarking three times per year: Fall, Winter, Spring. These results will be given to parents. Benchmarking is used to show individual growth and achievement. This format of assessment will be used in lieu of a standardized test.

### **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.

### **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.

## **Academic Honor Roll**

Honor Roll is calculated for students in grades 5 through 8. Immaculate Conception School recognizes three (3) levels of Honor Roll; All A's, High Honors and Honors status. In addition to academic requirements, effort and conduct are factored as well. Honor Roll is calculated using a 4-point system. Pluses and minuses are not calculated into the GPA. A=4, B=3, C=2, D=1, F=0

To receive Honors status, a student must obtain a trimester GPA of 3.0 to 3.49 in all subjects shown on their report card and may not receive a D or F in any subject. A student may not receive a negative mark in study habits and/or attitudes anywhere on their report card. Furthermore, any student who receives an X in effort does not qualify for an Honor Roll, even if the GPA was at or above the required number.

To receive High Honors status, a student must obtain a trimester GPA of 3.5 to 3.99 in all subjects shown on their report card and may not receive a D or F in any subject. A student may not receive a negative mark in study habits and/or attitudes anywhere on their report card. Furthermore, any student who receives an X in effort does not qualify for the Honor Roll, even if the GPA was at or above the required number.

To receive All A's Honors status, a student must obtain a trimester GPA of 4.0 in all subjects shown on their report card. A student may not receive a negative mark in study habits and/or attitudes anywhere on their report card. Furthermore, any student who receives an X in effort does not qualify for the Honor Roll, even if the GPA was at or above the required number.

All honor rolls will be published in our school's SIS and local newspaper. Any parent/guardian that does not want his/her student's name released for such publication must inform the school in writing, by the last day of September for each school year.

## **Retention**

To retain a child in the same grade level for another year, the teacher must demonstrate that such retention is warranted and would benefit the student. Such demonstrations should detail the unique academic, behavioral and social needs of the student, as well as the presence of a student support plan. When it is probable that a student will not be promoted, a conference with the parent(s)/guardian(s) is held no later than the beginning of the second trimester to discuss this probability.

## **Daily Schedule**

### **Time of the School Day/Arrival and Dismissal**

7:30-7:40am- Student drop-off Door 3 (PS3/PK4), Door 5 (K-3) or Door 7 (4-8)

7:40-7:50am- Student drop-off at Main Office Door Only

7:50am- School day begins (pledge of allegiance, prayer, and announcements)

10:30am- Half Day Preschool 3 is dismissed at Door 3

11:00am- Half Day PreKindergarten 4 is dismissed at main office

11:15am- Early Dismissal for PK4-8

2:25pm- Prekindergarten dismissed at Door 3

Kindergarten dismissed at Main Office Door

Bus Riders dismissed at Door 2

2:35pm- Students in grades 1-8 are dismissed at designated locations

Students dropped off earlier than 7:30am must report to Door 5 for Morning Care. Any student not picked up by 2:45pm will report to After Care. Families will be assessed a fee when either of these extended care services are utilized.

## **Extended Care (EC) Services**

### Morning Care

I.C.S. offers a morning care program for students who need to arrive to school before the arrival time of 7:30am. Morning care is available from 7:00am-7:30am. Morning care is not available on days school is not in session. All morning care payments should be made to the adult provider. The cost is \$5/student. Students will enter through Door 5. These rates are subject to change at the discretion of the adult provider.

### After Care

The Afternoon care program runs from 2:35-5:00 pm. After Care is not available on days school is not in session and early dismissal days. All After Care fees are to be paid directly to the adult provider. Student(s) are to be picked up at Door 5. Anyone picking up a student from After Care must present valid identification. The cost is \$6 per day per student. For 3 or more students, the cost is \$15 per day. These rates are subject to change at the discretion of the adult provider.

## **Recess**

Recess is a supervised and safe time for children in grades PreS-8<sup>th</sup>. Recess will be held indoors if it is raining, if the "feels like" temperature (or wind chill) is below 13 degrees, if the heat index is above 100 degrees, or in the event of other hazardous conditions. We believe it is important for children to go outside to socialize with peers and engage in outdoor creative play. Please be certain that students are dressed accordingly and have the appropriate outerwear for the weather.

## **Lunch**

Student lunch periods are from 11am-11:30am for Full Day PK4, 11:30am-11:50am for K-3 and 11:50am- 12:10 pm for 4-8. I.C.S. uses an optional hot lunch program through Sherwood Oaks restaurant. Information will be emailed to parents prior to the beginning of the school year. This program allows parents to order and pay from a daily lunch menu. The lunches will be cooked daily and delivered to school prior to lunch times, labeled with your child's name and grade.

We encourage students to arrive at school with their lunch if they are not purchasing the daily lunch. If, however, you need to deliver a lunch to 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, a Lunchable will be provided and the student will be billed \$3.00.

### Wednesday "Fun" Lunch

Pizza Days, Sub Days, Spaghetti/Pizza Bread Days, and Culver Days are held on most Wednesdays during the school year. Lunch order forms can be found in the monthly brown envelopes or the school SIS. Orders are due in the office the Friday before the first Wednesday of each month. Late orders will not be accepted. Wednesday "fun" lunches begin in September. Payment may be made by cash or check, or on the SIS.

## **Milk**

Milk may be purchased for all students in kindergarten through 8<sup>th</sup> grade to be consumed at lunch. The fee is \$30 per student per year. Students in PK4, who are staying all day, may also purchase milk for the same price. Students may choose white (2%) or chocolate (1%) milk.

Preschool will have an optional snack participation program. Snacks will be provided to those who choose to participate. These snacks will be healthy and allergy free. If you choose not to pay the fee, you may send a snack to school with your preschool student.

Checks for preschool snacks may be made payable to I.C.S. if you choose to donate to the snack funds - \$100 for four year old prekindergarten and \$75 for three year old preschool for the year.

## **Arrival and Dismissal**

Students at Immaculate Conception School will follow the procedures as stated below for arriving and departing safely from I.C.S.

Upon arrival, K-3 students will only enter at Door 5 (St. Angela Room), sit at their designated tables, and wait for the 7:40am bell to ring. They will then walk down the first floor hall to their classrooms. The students in 4-8 will enter Door 7 (Gym), sit in their designated spots, and wait for the 7:40am bell to ring. They will then go up the back stairway, through the library, to their classrooms.

Outside doors are closed at 7:40am. All students are to enter the Main School Office door after that time, heading straight to class. Children entering the building after 7:50am are considered tardy.

At 2:25pm, bus riders are taken by the office staff to the busses outside by the playground. Once students are on the bus, the staff member will return to the office. At 2:30pm, the crossing guards (grades 6-8 rotate) go to the corners of North and Pine or Pine and Jackson to cross students and parents safely. At 2:35pm, teachers walk students out of their assigned door to meet parents or cross to the parking lot on the Southwest corner of North and Pine.

Any student not picked up by 2:45pm will return to the building to go to After Care unless the parent has contacted the office and will arrive within the next few minutes.

If students return to the office to wait for pick-up, they are to sit at the table or on the bench where they can be observed for safety reasons. Students are reminded not to open the doors for anyone and to let us know if they see their ride. They are not to leave until the office has seen their ride and has dismissed them.

## **Bus Service**

Bus service is provided to families living on District 54 bus routes and on Saratoga bus routes by Morris Community Schools Transportation. Please notify the school office at the beginning of the school year if your child will be taking the bus in the morning or afternoon. They may ride the bus daily or on an as needed basis. Any questions about routes or times may be directed to the Bus Dispatcher at Saratoga School (815-416-1745). If a student is going home on a bus different 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.

## **Attendance**

Daily attendance is necessary for your child(ren) to achieve the maximum benefit from instruction. Most topics are taught in sequence, requiring the understanding of each concept. Classroom discussion also contributes to the learning environment and cannot be made up when a child is not present in the classroom.

The Catholic Schools Office requires that parents/guardians ensure the regular attendance of their children, consistent with the Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call or email by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required upon the child's return to school.

## **Compulsory Attendance**

Attendance in class is an essential aspect of our educational program. Illinois law requires that whoever has custody or control of any child between the ages of six (6) and nineteen (19) (if still in high school) must ensure that the child attends school the entire time school is in session during the regular school

term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school.

## **Absence**

In the event of any absence, the student's parent/guardian is required to call the school office at 815-942-4111 or email the school office by 8:30 a.m. to explain the reason for the absence. Please provide the student's name, the teacher's name or grade, and the reason for being absent. If a call or email has not been received by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. If a student has more than 3 unexcused absences, a school official will conduct interviews with the student, their parent/guardian, and any teacher or staff member who may have information about the reasons for the student's attendance problem.

The school principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend class on a regular basis. The attendance record is placed in the student's permanent file each school year. For reporting purposes, to be counted as being present for a ½ day of attendance, a student must be in school for a minimum of 150 minutes, or 2 ½ hours, of instructional time.

Absences are categorized as excused or unexcused.

Valid causes of absenteeism (excused), as listed in the Illinois School Code (105 ILCS 26-2a) are:

- Illness, including the mental or behavioral health of the student
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Situations beyond the control of the student, as determined by the principal and pastor
- Circumstances that cause reasonable concern to the parent/guardian for the mental, emotional, or physical health or safety of the student
- High school visits/ High school shadow days (not listed in Illinois School Code)
- Representing the school at an event with permission from the principal (not listed in Illinois School Code)

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school principal and pastor, in their discretion, may excuse a student for additional days relative to such leave or deployment.

A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. Please see "Absent Work Make-Up" for more information.

All other absences will be considered unexcused. Pre-arranged excused absences must be approved by the school principal.

Absences from school may result in failing grades, withdrawal from classes, and/or other disciplinary actions. It is imperative that parents/guardians attempt to plan family trips/vacations to coincide with scheduled school vacations and to plan professional visits to doctors, dentists, orthodontists, etc. during non-school hours. Attendance is a vital part of a successful educational experience. It is the parent/guardian's responsibility to substantiate an excused absence.

## **Early Dismissal**

All students are to remain on school property during the school day. If a student needs to be picked up early, a parent/guardian should call the school office or give written notice to the school prior to his/her child leaving school during the day. The student will sit at the table or on the bench where they can be observed for safety reasons. Students are reminded not to open the doors for anyone and to let us know if they see their ride. They are not to leave until the office has seen their ride and has dismissed them. Students will not be released from school to anyone other than a parent/guardian or an authorized adult whose name appears on the child's emergency paperwork. If the person picking the child up is someone different than the pre-authorized name(s), the parent/guardian must give the school office permission in advance.

## **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every nonpublic school that receives public funds to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The CSO considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

The school will use diagnostic procedures for identifying the causes of unexcused student absences, such as interviews with the student, his or her parent/guardian, any school officials or others who may have information about the reasons for the student absences.

In order to reduce or prevent excessive absenteeism, the school maintains a procedure to:

1. Track and provide early identification of potentially harmful attendance practices; and
2. Provide a progressive, multi-level plan toward remediation of the problem

Supportive services to truant or chronically truant students include: parent/guardian conferences, student counseling, family counseling, and information about existing community services.

## **Medical Documentation**

A doctor's note is required after more than three (3) consecutive absences. Under certain circumstances, the school may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

## Communicable Diseases

If a child has a communicable disease, parents or guardians should notify the school office immediately. Students who have been ill throughout the night, vomited during the day and/or night, or who have a fever in the morning need to remain at home for 24 hours. A student should be fever free (98.6) without medication for at least 24 hours before returning to school. Please do not send your child to school if he/she is not feeling well.

## Absent Work Make-Up

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.

**Absent/Illness and Vacation make-up work may not be provided in advance. This material will be up to the discretion of the teacher.** If a teacher chooses to provide absent work, it will be on the bench at the Main Office Door after school on the day of pick up (if it has been requested) not before 2:45 pm. Any work picked up from the bench the day of the absence will be due the following day of school.

Make-up work must be of a high quality, and complete, to be counted. It is the responsibility of the student to ensure make-up work is turned in. Work turned in after the due date, will be marked as late and held to the penalties as stated. Tests that are missed must be made up no later than the second day after returning to school from an absence.

## Tardiness

School officially begins at 7:50am. At this time, all students should be in their classrooms ready to begin the school day. Students who arrive to school after 7:50am must enter through the main office door.

Valid causes for an excused tardy include: medical/dental appointments, late bus arrivals, road closures, or other extenuating family circumstance.

**Timely arrival at school** is just one of the necessary learned behaviors that ensure a good day at school for your child. Timeliness is important to developing good habits, teaching responsibility and respect, and improving overall academic success.

**Tardiness** is a habit that comes with many negative consequences. It has been proven to have dramatic results on a student's education. Students who are regularly late are more likely to accept that absence in general is tolerated **leading to chronic absenteeism and truancy**, and therefore additional negative effects on academic success. There is much data to support a direct connection between being on time and school success, while data also shows students who are regularly late for school have lower GPA's (grade point average), lower test and assessment scores, and lower overall report card scores.

When students are late for school it **causes a disruption** to their morning routine and to their day. Additionally, a late arrival disrupts the teacher and the classroom as a whole, distracting other students and impeding learning. When the morning routine is disrupted, class projects are put on hold, and assessments are disrupted, learning is interfered with. Repeated tardiness may lead to a disconnect between tardy students and their peers as they often miss out and may feel as if they are not included.

## **Being on time for school is an important habit that begins in the home.**

Encouraging punctuality can be done in several ways.

Below are a few tips:

- Family participation and accountability – this is a group effort, and you need everyone in.
- Establish and keep a schedule; children thrive on routine.
- Establish a consistent bedtime ensuring children go to bed early and wake up early.

- Prepare for your morning the night before – lay out uniforms, pack lunches and pack backpacks. Prepare for traffic, road construction, etc.– leave early to avoid these issues.
- Consider setting up a carpool with other families.

## **Truancy**

The Catholic Schools Office considers a student who is subject to compulsory school attendance truant if he/she is absent for the school day or a portion of the school day without an excused absence. A student is considered a chronic or habitual truant if he/she is absent for 10% or more of regular attendance days without proper permission. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

## **Resources and Supportive Services**

The following resources and supportive services, as determined appropriate, are available to truants and chronic or habitual truants with unexcused absences and their parents/guardians:

- Conferences with the teacher or principal
- Special education assessment and placement (T.A.T.)
- Referral to the local Regional Office of Education

## **Chronic Truant Minor**

The CSO, in accordance with the Illinois School Code, considers a truant minor to be a chronic truant when the above resources and supportive services have been provided and have failed to result in the remediation of chronic truancy or have been offered and refused by the parent/guardian and/or student.

## **Referral of Chronic Truants**

The respective school principal will initiate the first action to handle the problem of truancy by notifying the parents/guardians. The school principal will also initiate proper counseling and actions to secure resources to find a solution to the problem.

If the truancy continues, the principal will notify the superintendent or his/her designee. The local truancy officer will also be notified.

## **Punitive Action**

If chronic truancy persists after support services and other resources are made available, the school and CSO may take further action, including:

- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

Pursuant to the Illinois School Code (105 ILCS 5/26-12), schools will take no punitive action, including out-of-school suspensions, alternatives to suspension, expulsion or court action, against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parents/guardians.

This policy is effective 8/14/2024 as per 105 ILCS 5/22-92(b).

## Uniform Policy/Student Appearance

The uniform policy at Immaculate Conception School applies to students in K-8. ICS uses Land's End School Store as our primary uniform supplier. You may find the link to their page [here](#) or you may access it directly from our school website [here](#). The **principal's decision is final** when making a determination on any questionable student appearance. Students will call home for a change of clothing if determined that inappropriate attire is worn.

Gym or dress shoes only – no sandals, slides, or Crocs styles (shoes must cover the heel and toes and must be fitted properly)

School logo pieces may be available locally at Just Kidding Around, Athletic Outfitters, and LogoWorks and may be worn on out of uniform days.

There will be an **OPTIONAL Out-of-Uniform day on Friday of each week**. Each grade will be assigned one month to choose the charity 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. Makeup is allowed for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade only and must be very light – dark or obvious makeup is not permitted
4. **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.
5. 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.
6. Pant length must be off floor for safety purposes. Pants/shorts must cover undergarments and always stay above the hip.
7. Footwear: Shoes must be worn at all times. Laces must be tied. Velcro shoes are an option for young children.
8. 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.
9. Gym Class: **All students must have a separate pair of shoes for gym class to be kept in their locker.** Socks must be worn with the gym shoes. Students in grades 4-8 are required to change into their school gym uniform before gym class.

The following are unacceptable on all school days:

1. Any clothing advertising alcohol, drugs, or violence.
2. **Hoodies are not to be worn to school – only crewneck sweatshirts or cardigans**
3. **Leggings may only be worn under uniform skirts or dresses – they may not be worn alone**
4. Tank tops -this applies to both male and female students.
5. Excessive makeup.
6. Earrings for male students, or any other body piercing on any student.
7. Tattoos either permanent or temporary. This includes hand tattoos and writing on hands with markers.
8. No gang colors or insignias will ever be allowed.
9. Hats, sunglasses, external coats or jackets worn in the school.
10. Rolling down of pants at waist.
11. Writing or logo on the seat of pants.
12. Pajama style pants.

The Uniform Policy/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 on Out of Uniform days:

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.**

## **Conduct/Student Discipline**

### **Christian Conduct**

Catholic schools are rooted in a vision and values:

The vision for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of life-long learners formed in faith, educated for excellence and sent to serve.

The values for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength... You should love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents/guardians and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.

- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents/guardians and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents and/or guardians.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

## **Student Conduct**

We ask that students 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. Reverent 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
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. Chewing 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

## **Discipline Code**

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.

## **Cheating or Plagiarism**

Cheating of any type will not be tolerated. Students who choose to cheat or plagiarize face a failing grade and disciplinary consequences as determined by the administration.

## **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 for one hour and will be served on Mondays and Thursday; the teacher and room will be listed in the weekly newsletter.

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.

## **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.

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. When the moral, academic, or physical well-being of the student body is endangered
2. Use of alcohol or tobacco during school hours
3. Repeated truancy
4. Use of dangerous drugs
5. Possession on school property of any instrument, article, or device capable of causing bodily harm or injury to another individual
6. Willful and negligent damage to the school or church buildings, grounds, or contents
7. Prolonged and open disrespect/disregard for school authority
8. Any other conduct that may threaten themselves or others morally, physically, or spiritually

Every effort will be made to enlist the cooperation of the parents/guardians in the discipline process in order to avoid this extreme consequence.

## **Suspension**

Suspension is a 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. The suspension may be in-school or out of school.

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

#### In-school Suspension

An in-school suspension will be issued at the discretion of the administration. The student is isolated from class and school activity during the school day. Teachers will provide work, including tests or quizzes, for the student to complete during the day and 100% credit will be issued. Participation in extracurricular activities (clubs, athletics, field trips, etc.) is at the discretion of the administration.

#### Out of School Suspension

An out of school suspension will be issued at the discretion of the administration. The student is to remain at home for the length of the suspension. Teachers will provide schoolwork and homework for the student to complete and 100% credit will be issued. Completed work will be returned to school on the next day of attendance. The student will be allowed to make up tests and/or quizzes when he/she returns from the suspension. Students may not participate or attend school sponsored activities while suspended from school. Students who are notified of a suspension on Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

### **Bullying and Cyberbullying**

Immaculate Conception School 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:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health
- Substantially interfering with the student's or students' academic performance or
- 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 media sites on any electronic device (private, public or school-owned), 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.

## **Harassment**

Harassment of any type is not tolerated. The principal investigates all complaints of harassment, demeaning behavior, hazing, name-calling, or threatening comments, either written or verbal. Students involved in harassing behavior face consequences such as after school detention, in-school suspension, out of school suspension or expulsion.

**Sexual Harassment** -Sexual harassment of any type is not tolerated and is defined as:

1. Verbal or physical conduct of a sexual nature by a Diocesan employee, volunteer, or student when:
  - a. submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
  - b. the purpose or result of such conduct to a reasonable person is to create an intimidating, hostile or offensive environment.

Sexual harassment may be physical, verbal or nonverbal.

1. Physical harassment may include any sexually oriented physical act.
2. Verbal sexual harassment means offensive words or comments, spoken privately to a person or in front of others.
3. Nonverbal sexual harassment includes staring or pointing at a person's body or body parts; making obscene gestures; displaying obscene sexual content or placing it on school property, in someone's locker, desk, on someone's computer or among someone's personal effects; writing a person's name along with sexual remarks, suggestions, or drawings in public places.

## **Prejudice Policy**

Immaculate Conception School is committed to providing a safe, comfortable, and supportive academic environment free from all forms of discrimination and harassment. Immaculate Conception School prohibits discrimination based on sex, ethnic group identification, race, national origin, religion, color, mental or physical disability in any program or activity. Any individual who is accused and found to have violated this policy against intentional physical or verbal abuse, harassment or discrimination of another person based on their gender, ethnic group identification, race, national origin, religion, color, mental or physical disability; with the purpose or effect of creating an intimidating, hostile or offensive academic or social environment will be subject to appropriate disciplinary action.

## **Search and Seizure**

In the interests of the health and safety of our school community, I.C.S. administration reserves the right to conduct searches in all areas of its property and in objects that are brought onto its premises.

The right to conduct inspections includes, but is not limited to the following:

- Lockers/coat hooks/cubbies
- Desks
- Bags, purses, backpacks, briefcases, or other carrying devices brought onto school property
- Any vehicles located on school property
- Any other items or property brought onto the school's premises by a student or others

The school administration reserves the right to seize any items deemed necessary.

## **Attacks on School Personnel**

Upon receiving a written complaint from any school personnel, the superintendent or his /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. 105 ILCS 5/10-21.7 Additionally, all incidents of battery shall be reported to the superintendent or his or her designee. In such an instance, a Diocesan incident form will be completed and sent to the Catholic Schools Office.

## **Threats and/or Acts of Violence**

The principal takes every threat and/or act of violence, including violence toward self, seriously. In the case of a threat, the school and/or principal will not attempt to assess the credibility. The incident will be immediately reported to local police and the pastor. Students who make threats or engage in a violent act will be removed from school and will be required to receive psychological assessment. The student is suspended and to remain at home until re-admitted. Written recommendation by a certified therapist is a requirement for re-admittance. Parents/Guardians of the offending child are informed in writing that further offense may result in expulsion. The Catholic Schools Office and the Pastor are informed of the incident. When the school board is given information, it is in an executive session so that strict confidentiality is maintained. The board is given information in enough detail to assure them that the situation is being handled appropriately by the school. The information shared may include specific facts regarding the situation, who is being consulted and procedures being followed in attempt to remedy. Information shared with parents/guardians is of a less detailed nature. Care is taken to protect the privacy of those involved. Information shared may include general facts regarding the situation, consultation procedures and precautions taken to ensure the safety of their children. If the media becomes involved, special care is taken to protect the privacy of those involved.

## **Firearms on School Property**

Upon receiving any report from any school personnel regarding a known or suspected incident involving a firearm on school grounds, the principal shall immediately notify the superintendent or his or her designee and local law enforcement authorities. The firearm-related incident will be reported no later than 24 hours after the occurrence of the incident to the Illinois State Police through "SIRS". The School Incident Reporting System ("SIRS") is a web-based application used by schools to report incidents electronically. 105 ILCS 5/27. 1A, 5/34-8.05. The school will immediately notify the parents/guardians of students in possession of firearms on school grounds or within 48 hours of becoming aware of the incident if off property. School grounds for this purpose is defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school. In such an instance, a Diocesan incident form will be completed and sent to the Catholic Schools Office.

## **Drug Violations**

Each school in the Diocese of Joliet shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127, which provides that the superintendent, principal 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. In such an instance, a Diocesan incident form will be completed and sent to the Catholic Schools Office.

- 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. 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

- b. 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
  - c. 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 on school grounds, 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 The school will then notify the parents or guardians of students in possession of drug violations. School grounds for this purpose is defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.

## **Communication**

### **Family Newsletter**

The school newsletter is emailed each week from the principal, Mrs. Swanson. Please read this important communication each week. Information may include flyers, classroom and school highlights, and important dates.

### **Brown Envelope**

Brown envelopes containing important information are sent home monthly with the youngest child in the family. If the youngest student is in PS3 or PK4, the envelope will be sent with the next youngest student. Parents should read the materials, take the appropriate action, and return it to the school as soon as possible. All envelopes are due no later than the 20<sup>th</sup> of the month.

### **Telephone Messages**

If a student must call home, he/she must have permission from a staff/faculty member and will use the phone in the school office. Students may not use a cellphone to make calls during the school day without permission of their teacher or the office. See Cell Phones and Electronic Devices.

### **Chain of Command - Communicating with School Personnel**

When contacting the school regarding a concern, question, issue, occurrence, etc., parents/guardians are asked to follow the school's Chain of Command. General questions may be directed directly to the school office.

The following steps outline an appropriate course of action in resolving an area of concern:

1. The individual with the concern will first go to the teacher/coach/director to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the individual will contact the office for an appointment with the principal to discuss the matter.
3. If the problem is still not resolved, a meeting with the principal and pastor will be scheduled.
4. If no solution is found to the problem, the matter will be referred to the Superintendent of Schools.

## Conferences

Parent-teacher conferences are held twice during the school year. All parents and/or guardians are asked to attend the mandatory fall conference with their child(ren)'s teacher(s) in November. A spring conference is available in April and may be scheduled by either the teacher or parent/guardian. A parent/guardian or the teacher may schedule additional conferences throughout the year as needed. 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 June, July, and August.

## Technology

### Technology

The Catholic Schools Office of the Diocese of Joliet and Immaculate Conception School support the use of technology in the instructional program through internet capable devices and digital equipment (sometimes collectively referred to as "Technology Resources"), as a means to facilitate learning and teaching in an interconnected digital world.

All uses of Technology Resources shall be for educational purposes only and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, and academic excellence as defined in the respective mission and philosophy statements. Access to the Internet must be related to the user's responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese of Joliet and Immaculate Conception School.

Students are responsible for good behavior on the school computer network, just as they are in the classrooms. Communications on the network are often public in nature. General school rules for behavior and communication apply. The network is provided for students to conduct research and communication with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

The following will not be permitted by anyone with access to the school computer network and the internet:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, or files

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below and listed in the "Student Agreement for Internet Access and Related Technology Use" found in the school SIS before their child(ren) will be granted access to the Technology Resources within the school.

Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to personal electronic devices, including, but not limited to cell phones and other handheld devices, laptops and notebooks/tablets ("Privately Owned Devices") Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or

other related account information in order to gain access to a student's account or profile on a social networking website. The school principal **may** conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. (IL School Code 105 75/15, Illinois Public Act 098-0129) The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

## TERMS AND CONDITIONS

1. Acceptable Use - The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

### Responsibility

School administrators, teachers and staff work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students' family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents/guardians as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system and at home when in possession of a school owned device.

The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the school and on the internet. The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. Code of Conduct - Expectations for conduct Grades K-2, 3-5 and 6-8 are defined with the expectation for age-appropriate behavior when using technology.
3. Safety - Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.
4. Internet Filtering - The school will use technology protection measures in compliance with the **Children's Internet Protection Act** (CIPA) to protect minors and all users against access to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.
5. Privacy - The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only. To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.
6. Consequences for Inappropriate Use - The school network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the school network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement. If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

7. Web Pages - The school may choose to publish Web Pages for purposes of providing school or parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules, and other information of interest to students, parents/guardians and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited. Disclosure of student information on the school website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name. The principal or his/her designee shall monitor school web publications.
8. Personal Electronic or Cellular Devices - Students may not carry Privately Owned Devices with them during school hours unless special permission is granted by the principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, iPads, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices.
9. Indemnification - The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.
10. Financial Obligations - The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the school network that is contrary to the terms of this Agreement.
11. Limitation of Liability - The School/Parish/Diocese makes no guarantee that functions and services provided by the school's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the school network or for any damages users suffer.

## **Social Media**

Immaculate Conception School, in conjunction with the Catholic Schools Office of the Diocese of Joliet, recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks, and blogs. This Social Media Policy (the "policy") applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by the diocese, local school or local parish or hosted on other platforms (such as Facebook), on which employees/ volunteers of the school /parish engage in activities relating to the school, parish or diocese. The term "social media" refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

### **General Guidelines:**

Be selective- due to the availability of a variety of digital tools, be selective in the type of medium for your message- a blog or social network might not be the right place for messages intended only for a small group.

Be responsible- Social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/Pastor/Principal/or

designees. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as, (or is manifestly understood to be) an employee of the school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the site: **"The views expressed on this site are mine alone and do not necessarily reflect the views of Immaculate Conception School or the Diocese of Joliet."**

Identify yourself- authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

Honor the privacy of others- do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents/guardians. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.

Be respectful- if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.

Comply to- all guidelines of the Employee/Staff Acceptable Use Agreement, all aspects of the Safe Environment Policy and the Technology Acceptable Use Agreement of the Diocese of Joliet.

#### Specific Policies:

1. Use of Official Name and Logo- Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos will be made to the Pastor/Principal or designee. Any uses in existence at the time of adoption of this policy are not grandfathered and would be authorized pursuant to this policy. Permission to use the name or logo of the parish or school may be revoked at any time.
2. Duties of Moderators- Moderators of **official** parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee/volunteer of the parish/school designated as the moderator. All content, comment, and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting and should not post any comments that do not meet our standards for civility, misrepresent the position of the Church or diocese/parish/school, or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or photographs will make clear to users that the site will not archive those materials and will delete them after a published period of time (typically 12 months, except in cases where a project needs to be preserved for a longer period of time). Moderators must provide login access to social media to the pastor and principal.
3. Prudent Judgment- (A) Personal Use- Possible Negative Impact. Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on the diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents/guardians or school administration. (B) Contact with Students. Volunteers and employees of the school cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited. Caution and prudence should be used if there are communications with students who are 18 and have graduated. The school will strictly limit friendly/engagement with parents/guardians to only school-sanctioned sites.
4. Copyright Laws- Anyone who submits content must comply fully with copyright law. Any posting of materials to official school/parish social media must adhere to all copyright laws. Images and other materials from the school or parish websites will not be copied or uploaded to other forums without the prior written consent of the Pastor/Principal or designee.

5. **Privacy**- All users of social media within the parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, photo, phone number, address, or email address) will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.
6. **Minors**- Public social media maintained by the parish/school are not intended for the use of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.
7. **Enforcement**- Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor, the Principal or designee immediately. Failure to follow the social media policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from a position, if a volunteer.
8. **Social Networking Website Passwords**- Illinois School Code 105 75/15. Illinois Public Act 098-0129 Students and their parents or guardians are advised that the Diocese of Joliet Catholic Schools may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school principal **may** conduct an investigation if the school has **reasonable** cause to believe the content of a student's social media account has violated a disciplinary rule or policy of the school. The law allows that in the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

## **Photography and Videotaping**

Parents and/or guardians must inform the school in the enrollment packet on the school SIS if they do not wish their child to be included in photography or videotaping for marketing or other purposes. The Diocese of Joliet-Catholic Schools Videotaping and/or Photographing of Students Policy may be found on the school SIS.

## **Cell Phones and Electronic Devices**

All electronic devices include but are not limited to: cell phones, fit bits, Smart watches, pagers, iPads, camera/video recorders, laptops, tablets, etc. must be silent and in the student backpack during the school day. As it relates to student safety, however, students may have a cellular telephone for needed use during non-school hours outside of the school building, providing that the device remains turned off while in the school building at all times throughout the school day (this includes lunch and recess).

The following procedures will be enforced regarding any electronic device:

- The electronic device must be stored in the student's backpack, in the off position, which will be kept in the student's locker during the entire school day. The electronic device should never be in a pocket, a pencil case, or a desk. Electronic devices will not be monitored by staff. Students bring them to school at their own risk.
- Smart watches are not allowed to be worn to school.
- Any electronic devices that are visible at inappropriate times or found in inappropriate areas will be confiscated and consequences may result. A parent/guardian will be required to come to the school office to claim the cell phone or electronic device. If this is a continuing situation, a fee may be charged for the return of the phone.
- While on school property during dismissal, students may not turn on /use electronic devices unless given permission from the staff member on duty.

- Students who chose to bring their electronic devices must understand that Immaculate Conception School Staff, Teachers, Principal, and volunteers are NOT RESPONSIBLE should the device become lost, stolen, or broken.

It is recommended that parents check their child’s phone messages, emails, texts, social media, and internet use often to stay aware of the day-to-day occurrences. See Bullying and Cyberbullying.

## Health and Safety

### Accidents/Injuries

The physical health and safety of students is of prime importance to the staff and faculty of Immaculate Conception School. It is recommended that for the best performance in school, a child should have adequate rest and healthful food habits.

Every effort is made to prevent accidents; however, should an accident occur at school the prescribed procedure will be followed:

- First aid is given.
- If the injury requires medical attention beyond routine care (a band-aid or an ice pack), the proper emergency personnel will be summoned.
- The parent/guardian is notified if the accident warrants their immediate attention.
- Any accident or incident that requires first aid beyond routine care (a band-aid or an ice pack), an accident report will be completed and kept on file in the school office.

Sometimes accidents/injuries occur that a student may not report. The school will not assume responsibility if a student fails to inform playground/lunchroom supervisors, school faculty members, the school office, the principal, coaches, the athletic director, or the coordinator/supervisor of the event occurring at the time of the injury.

It is the responsibility of the staff member or volunteer supervising/coaching/coordinating the event at the time of the incident to follow the prescribed procedure.

### Concussions

#### Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student/student athlete (player) does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following:

<b>Signs Observed by Others</b>	<b>Symptoms Reported by Student/Athlete</b>
Appears Dazed or Stunned	Headache or “Pressure in Head”
Appears Confused	Nausea
Forgets Sports Plays	Balance Problems or Dizziness
Is Unsure of Game, Score, Opponent	Sensitivity to Light or Noise
Moves Clumsily	Double or Fuzzy Vision
Answers Questions Slowly	Feeling Sluggish or Slowed Down
Loses Consciousness (Even Briefly)	Feeling Foggy or Groggy
Shows Behavior or Personality Changes	Does Not “Feel Right”
Can’t Recall Events Prior to Hit or Fall	Concentration or Memory Problems
Can’t Recall Events After Hit or Fall	Confusion

#### Removal and Return to Play

Any player/student who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the activity, game or practice and shall not return to play until cleared in

writing by a licensed health care professional. If a health care professional is not immediately available at the activity, athletic event or practice and an injured player/student has any of the described signs, symptoms or behaviors of a concussion, he/she shall be promptly taken to a facility for appropriate medical evaluation and care.

A player/student must be removed from an activity or interscholastic athletics practice/competition immediately if one of the following persons believes the player/student might have sustained a concussion during the activity/practice/competition:

- a coach
- a physician
- a game official
- an athletic trainer
- the player/student's parent, guardian, or another person with legal authority to make medical decisions for the player/student
- the player/student
- any other person deemed appropriate under the school's return-to-play protocol.

A player/student removed from an activity or interscholastic athletics practice/competition may not be permitted to participate/practice/compete again following the force or impact believed to have caused the concussion until:

- the player/student has been evaluated by a treating physician (chosen by the player/student or the player/student's parent/guardian) or an athletic trainer working under the supervision of a physician;
- the player/student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the player/student to return to play; See school SIS and website
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgement, it is safe for the player/student to return to play and return to learn; and
- the player/student and the player/student's parent/guardian have acknowledged that the player/student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the player/student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the player/student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the player/student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols.
- a coach of an interscholastic athletics team may not authorize a player/student's return to play or return to learn.

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

I.C.S. has a concussion oversight team (COT) whose primary function is to develop, implement, and ensure compliance with "return-to-play" and "return-to-learn" protocols for students believed to have experienced a concussion. The protocols are based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention.

The player/student and their parent/guardian shall receive annually a concussion information sheet. This sheet must be submitted with written verification(s) that they have read the information. A player may not participate in practice or competition prior to the school's receipt of this written verification.

## **Illness**

From time to time students may enter the school office saying they are not feeling well. The staff of Immaculate Conception School does their best to attend to each child's concerns. If a child has a temperature of 100.4 degrees or higher and/or has vomited, a parent/guardian or listed emergency contact will be called to pick up the student.

## **Emergency Family Contact Information**

All families must provide the school office with an emergency contact through the school SIS. If any information changes throughout the school year, parents/guardians must notify the school office. For your child's protection, at least one phone number other than a parent or guardian should be noted on the emergency form. Parents/guardians who will not be in town should notify the school and identify the person in charge of the child while the parent/guardian is away.

## **Hearing and Vision Screenings**

Hearing and Vision screenings are administered annually at the school. These screenings do not replace a visit to a professional doctor. Students in Preschool, Kindergarten, and grade 2 will take both the hearing and vision test. Only kindergarten students without an eye exam report on file will receive the vision test. Students in grades 1<sup>st</sup> and 3<sup>rd</sup> grade will take the hearing test. Students in 8<sup>th</sup> grade will take the vision test. All students with an ISP will also be tested.

## **Medication**

The school is forbidden by Illinois Law to administer medication without prior authorization to do so. Students who are under a doctor's care must have a medical permission form and all other required paperwork on file in the school office. The paperwork can be obtained on the school SIS or at the school office. This paperwork must be signed by a doctor. The doctor and parent/guardian signatures must be on all appropriate paperwork before any medication (prescription or over the counter) is administered. All medications must be brought to the school office in the original prescription bottle, including over the counter bottles (Tylenol, Advil, etc.). No student is permitted to retain medication on his/her person, or in his/her locker, desk, or backpack unless they have a stated request from a doctor to do so. The school does not allow the administration of undesignated epinephrine injectors, asthma inhalers, opioid antagonists, or glucagon.

## **Allergies**

If a student has been diagnosed by a physician to have allergies and the necessity to self-administer medication and/or to self-carry/use an epinephrine auto-injector the procedures below will be followed:

- The parents/guardians of the student must provide written authorization to the school for the student to self-administer medication or for use of an epinephrine auto-injector, written authorization from the student's physician, physician assistant, or advanced practice registered nurse, and
- the parents/guardians of the student must provide to the school: the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered
- the parents/guardians of the student must provide to the school an action plan on how to manage a reaction.

All forms must be provided to Immaculate Conception School office at the start of a new school year, upon enrollment, or immediately following the diagnosis of such requirement. Forms can be found in the school SIS or the school office. The medical provider authorization-prescription medication form and action plan will be kept on file at the school. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from

the self-administration of medication or the use of an epinephrine auto-injector by the student. For serious allergies, the principal or his or her designee shall meet with the parent/guardian to develop a written set of procedures, as well as an allergy emergency action plan, to ensure a safe environment for the child. School personnel may administer epinephrine auto-injectors ("epi-pens") with the approval of the parent/guardian, and with proper authorization from the principal and training.

Accommodation requests are initiated by a parent/guardian to Immaculate Conception School and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Upon receiving the information, the school will explain to the parents/guardians what reasonable accommodations they can make. Allergy free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

- designating a separate table/area for students with an allergy,
- allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom,
- limit/prohibit food in classrooms,
- remove food as a reward in classrooms or for celebrations,
- the regular cleaning of classrooms and lunchroom,
- educating school personnel on the management of students with allergies

## **Asthma**

A school, whether public or nonpublic, must permit the self-administration of medication by a student with asthma or the use of an epinephrine auto-injector by a student, provided that:

- The parents/guardians of the student and the student's physician, physician assistant, or advanced practice registered nurse provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector.
- An asthma action plan which includes the treating health care provider's instructions concerning the student's asthma management during the school day, and
- The parents/guardians of the student provide to the school the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered.

The above information must be written on the medical provider authorization-prescription medication form. This form along with an asthma action plan, signed by a physician and parent/guardian, must be provided to Immaculate Conception School either at the start of a new school year, upon enrollment, or immediately following diagnosis. Forms can be found in the school SIS or the school office. The medical provider authorization-prescription medication form and asthma action plan will be kept on file at the school. Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

## **Diabetes**

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include:

- allowing students to check blood glucose levels when and wherever needed;
- self-administration of insulin;
- self-treatment of hyperglycemia or hypoglycemia; and
- allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.

If a student has been diagnosed by a physician to have diabetes and to self-administer and/or to self-carry diabetes medication, a signed parent/guardian permission notification and a signed physician diabetes care plan that would also carry a parent/guardian signature, must be provided to Immaculate Conception School either at the start of a new school year, upon enrollment, or immediately following diagnosis. Both the signed parent/guardian notification and the physician diabetes care plan will be held on file at the school where the student attends.

### **Diabetes Care Plan Requirements:**

- It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's diabetes management during the school day.
- The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including the copy of the signed prescription and the methods of insulin administration.
- The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia, and emergency situations.
- A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school administration or delegated care aide during the school day using a standardized format provided by the State Board of Education.
- A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school administrator, or health care provider to confirm that an insulin dosage is appropriate.
- A diabetes care plan shall be submitted to Immaculate Conception School at the beginning of the school year, upon enrollment, or immediately after a student's diagnosis, or when a student's care needs change during any given school year. Parents/guardians shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

105 ILCS 145 states (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes. (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

### **Seizures**

Students are allowed to self-manage their seizures in the school setting if they are authorized to do so by their seizure care plan. If a student has been diagnosed by a physician to have seizures and to self-administer and/or to self-carry seizure medication, a medical provider authorization-prescription medication form must be signed by the parent/guardian and physician. This form along a signed physician seizure care plan, that would also carry a parent/guardian signature, must be provided to Immaculate Conception School either at the start of a new school year, upon enrollment, or immediately following diagnosis. Both the medical provider authorization-prescription medication form and the physician seizure care plan will be held on file at the school where the student attends. Forms can be found in the school SIS or the school office.

### **Seizure Care Plan Requirements:**

- It is the responsibility of the student's parents or legal guardians to share health care provider instructions concerning the student's seizures during the school day.
- The seizure care plan shall include the treating health care provider's instructions concerning the student's seizure management during the school day, including the copy of the signed prescription and the methods of administration.

- Parents/guardians shall be responsible for informing the school in a timely manner of any changes to the seizure care plan and their emergency contact numbers.

Parents/guardians please be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

## **Administration of Medical Cannabis**

Students are not permitted to use or possess medical cannabis infused products in our school except in accordance with the law and our policy. In conformance with the updated Public Act 101-0370, entitled Ashley's Law, the Diocese of Joliet implements this policy on the administration of medical cannabis which is effective January 1, 2020. Under circumstances set forth in this policy, the administration of medical cannabis to a student is permitted while on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.

### **POLICY:**

The only medical cannabis that is permitted to be administered on the premises of the school or on a school bus are cannabis-infused products limited to foods, oils, ointments or other products containing usable cannabis that is not smoked. A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese determines that doing so would create a disruption to the school environment or would cause exposure of the product to other students. A school or the Diocese may prohibit the administration of medical cannabis if the school or the Diocese would lose federal funding as the result of the implementation of this Policy.

### **Administration by a Parent/Guardian/Designated Caregiver**

- A Catholic School in the Diocese of Joliet shall authorize a parent/guardian or any other individual who has been registered with the Department of Public Health as a designated caregiver of a student who has been registered as a qualifying patient to administer to that student a medical cannabis-infused product, on school premises, while at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus. No employee or volunteer of the school shall be required to administer a medical cannabis-infused product to a student.
- After the parent/guardian/other individual administers the medical cannabis infused product to the student, the parent/guardian/other individual shall promptly remove the product from the school premises or the school bus, as the case may be.

### **PROCEDURES:**

1. Before allowing the administration of a medical cannabis infused product by a parent/guardian or designated care giver, the student's parent or legal guardian must provide written authorization for its use, along with a copy of the registry identification card of the student (as a registered qualifying patient). The written authorization must specify the times where or the special circumstances under which the medical cannabis infused product must be administered.
2. The written authorization and a copy of the registry identification cards must be kept on file in the office of the school where other medical files are kept.
3. The parent, guardian, or other individual who is the one who will administer the medical cannabis to the student shall be a registered caregiver. The registered caregiver shall present to the school a copy of his or her caregiver registration card. The school shall make a copy of the card and keep it on file.

## **Opioid Antagonist (Narcan)**

In compliance with Illinois law, anti-overdose medication will be available in the main office at Immaculate Conception School. Illinois House Bill 3428 requires all schools to have opioid antagonists that can be used in the event of an overdose. The law went into effect on January 1, 2024.

Immaculate Conception School will have naloxone (Narcan) available. It is liquid in a small bottle that can be sprayed in a person's nostril, if you believe they are having an overdose. Naloxone can temporarily reverse the effects of an overdose until medical help arrives. Administering naloxone to a person who has not taken an opioid medication will not injure or harm the person.

## **Sunscreen**

Students are to be instructed on the hazards that exist due to overexposure of the sun. Schools will allow a student to use articles of sun-protective clothing outdoors, including, but not limited to, hats. A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's prescription if the product is approved by the United States Food and Drug Administration for over-the-counter use for the purpose of limiting ultraviolet light-induced skin damage. Parents/guardians who choose to allow their child(ren) to have sunscreen at school must send a note allowing their student to self-administer the sunscreen. Except for willful or wanton misconduct, school personnel may not be held liable in a criminal or civil action for application of a topical sunscreen product at the request of the parent/guardian.

## **Teacher Assistance Team (TAT)**

A Teacher Assistance Team (TAT) is a collaborative group of professionals who meet formally and systematically to support teachers as they support students. It is comprised of the school principal, teachers and staff. Teacher Assistance Teams were established as a way to assist teachers to better meet the learning and/or behavior needs of all students. It is an early intervention approach using instruction that is structured, planned, and research-based. Most students benefit from the intervention.

## **Family Crisis**

Please notify the child's teacher or the principal if there is a death in the family, or any occurrence that might affect your child emotionally. We would like to provide as much support as possible.

## **Visitors**

Keeping our students safe is our first concern. All visitors need to enter the school through the North Street door by the school office. They will be asked to state their name and reason for the visit before being allowed entrance into the school. All visitors must report directly to the school office upon entering the building. Visitors will be welcomed, asked to sign in, and issued a visitor badge. When leaving the building, visitors must sign out, and return the visitor badge. Any violators found in the building without permission are subject to prosecution as described in the Illinois School Code.

## **Loitering/Causing Disturbance**

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without expressed permission or who causes a disturbance may be guilty of loitering. Loiterers may be prosecuted according to the law. In such cases, the principal determines if and when law enforcement personnel are contacted. Signs will be posted as necessary.

## **Vandalism**

Students and their parent(s)/guardian(s) are responsible for damage, financial or otherwise, to any school equipment, devices, and/or property both on and off-site during school hours or school-related events.

## **Smoke Free Environment**

In following the Smoke-Free Illinois Act enacted on January 1, 2008, Immaculate Conception Parish and School is a smoke free environment. Smoking is not allowed anywhere on our campus.

## **Crisis Management Plan/Emergency Plan**

While we hope that disasters never interrupt our school day, it is important that we are always prepared in the best way possible. Immaculate Conception School has a comprehensive Crisis Management Plan/Emergency Plan in place that aligns with the City of Morris' response plan. We are blessed to have a positive relationship with our municipal agencies who are familiar with our school, staff, the campus facility, and our students. Collaborating with these municipal agencies, we practice and review safety drills with our students and staff so that we are prepared in the event of any unsafe situation. Crisis Management/Emergency Drills (fire, tornado, bus evacuation, lockdown, EBRS, evacuation, chemical leak, etc.) will take place throughout the school year. Drills are not intended to scare students, but to help them be prepared for any possibility. During an emergency drill, students need to always follow the directions of the teacher or administrator; stay with one's class-if a student becomes separated, he/she must go to the nearest adult; silence is required so all can hear emergency information. In the event an emergency drill is sounded just before dismissal, students will remain in their assigned place for the drill until the school receives an all-clear signal from the local law enforcement. The school will NOT dismiss until the all-clear signal has been received.

The Crisis Management Plan/Emergency Plan is reviewed and updated annually by the Crisis Management Team, administration, and school staff.

## **Emergency Closing**

When weather is such that school will be canceled, an announcement will be made over the local radio station (WCSJ-103.1 FM), Facebook, Instagram, and through FACTS via email and text at the earliest possible time. If students must be sent home during the day, we'll make 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 the School SIS. Emergencies will be communicated via text message.

The health and safety of students and staff is a primary concern for every school principal. Occasionally conditions beyond the control of the principal that pose a hazardous threat to the health and safety of students and staff, including adverse weather such as snow, ice, extreme heat or extreme cold, etc. may result in a school closure.

If schools are able to provide e-learning instruction for students, then that day can count as a day of instruction and does not need to be made up. In accordance with the Illinois State Board of Education, the Catholic Schools Office allows up to five (5) e-learning days to be used per school year.

## **Asbestos Management Plan**

Please be advised that the Asbestos Management Plan for Immaculate Conception School, required by 40 CFR 763.93 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/guardians of the following location: 505 E. North St., Morris, IL 60450. During 2024, **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 – (815) 942-4111. We will provide a copy within 5 working days after receipt of a request for inspection. The school may

charge the reasonable cost of making any copies requested. If you have any questions about the school asbestos management plan or its contents, please contact Mrs. Stacey Swanson, Principal at (815) 942-4111; or the Diocese of Joliet asbestos designated person at (708) 334-0585.

## **Protecting Gods Children (PGC)**

To foster a safe environment for children and vulnerable adults, the Diocese of Joliet requires volunteers, staff members, parents/guardians, and employees who work with minors and/or vulnerable adults to comply with the safe environment compliance requirements of the Diocese. Prior to volunteering, all volunteers are required to complete the safe environment training program identified by the Diocese, currently the VIRTUS Protecting God's Children for Adults program (or PGC). PGC is currently offered as an online training, which is accessed through a user's VIRTUS account. To register for a VIRTUS account, please visit: VIRTUS Online ([virtusonline.org](http://virtusonline.org)). For assistance with the registration process, please see the VIRTUS online registration instructions on the Diocese of Joliet website ([protect.diojoliet.org](http://protect.diojoliet.org))

In addition to completing PGC training, a background screening is required. The screening process will be handled in a most confidential manner. The background screening is valid for 5 years. Once all requirements have been completed, the school office will notify you if you are cleared to volunteer. An active and compliant VIRTUS account is required to volunteer.

It is recommended that Virtus accounts are checked every few months as certifications do expire. Be sure your email address in Virtus is one that is checked often – updates will be sent to the email address in the account.

## **Safe Environment Program**

The Diocese of Joliet and Immaculate Conception School offer a "Safe Environment" program. This program gives children and youth the tools they need to help us keep them safe by educating them regarding boundaries, safe and unsafe behaviors, and healthy relationships. Research shows that child sexual abuse prevention is most effective when there is a partnership between parents and Lesson Leaders such as teachers, when material is reiterated in a school setting, and when the training is interactive and activity-based. Research based and evidence informed, the Empowering God's Children® is an age-appropriate comprehensive program through which Lesson Leaders and parents partner to give children and youth the tools they need to protect themselves and know what to do if someone tries to violate their boundaries. All materials are available in English and Spanish. Each year, the program provides a theme that introduces and builds on the basic concepts of the Teaching Boundaries and Safety Guide. The material is developmentally appropriate for each age group and includes content and activities that reinforce the message. Within each lesson plan is the ability to tailor the activities and messaging to meet the diverse needs of the children and youth at all levels. Information about the "Safe Environment" program can be found on the Diocese of Joliet's website, <https://protect.diojoliet.org/virtus-protecting-gods-children>. Each year parents/guardians may choose to "opt out" their student of this instruction.

## **Child Abuse/Neglect**

According to the revised Abused and Neglected Child Reporting Act, school principals, teachers, coaches, and support staff are mandated reporters. That means that when a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, under Illinois law these suspicions must be reported to the Department of Children and Family Services. The "reporter" of the suspect case is protected by law and his/her anonymity and confidentiality is maintained by school administration and DCFS. School personnel are not obliged by law to inform parents and/or guardians when they report suspected child abuse or neglect. According to Illinois School Code, licenses/certificates may be suspended and/or revoked if there is proof that professional school personnel had knowledge of suspected child abuse and/or neglect and did not report it.

## Faith's Law

Faith's Law was passed by the 102nd General Assembly as two separate pieces of legislation that addressed sexual abuse response and prevention. The first legislation, Public Act 102-0676, took effect on December 3, 2021, and, for the first time, established the definition of sexual misconduct within the School Code. The criminal definition of grooming is expanded beyond electronic communications to include written communications and acts committed in person or by conduct through a third party. The law also makes it clear that mandated reporters must report suspected grooming to DCFS under the Abused and Neglected Child Reporting Act. In addition to expanding the criminal definition of grooming, Faith's Law includes several new requirements for schools and educators intended to prevent sexual abuse and misconduct in schools.

The second legislation, Public Act 102-0702, took effect on July 1, 2023. It focuses on the prevention of "sexual misconduct" as defined in the first part of the legislation (Public Act 102-0676) by school employees, substitute employees, and employees of contractors. The ultimate goals of Public Act 102-0702 are to give parents/guardians notice regarding allegations of sexual misconduct that involve their student; equip schools across Illinois with better information regarding the employment history of an applicant or employee of a contractor; give schools the resources necessary to make well-informed decisions about who they are employing/contracting with; and protect students from acts of sexual misconduct by school employees, substitute employees, and employees of contractors. It also states that any violation of the employee code of professional conduct or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment. As part of this law, a copy of the Sexual Abuse Response and Prevention Resource Guide is available in the school office, in the school SIS and on the website, [www.ics1.org](http://www.ics1.org), to support you and your family should you need it.

### Professional Expectations of Conduct for Employees

All employees of Immaculate Conception School are expected to maintain high professional standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain appropriate relationships with students, parents/guardians, employees, and others. This document describes the expectations for employees regarding maintaining a professional relationship with students, including but not limited to, expectations for employee-student boundaries, and recognizing the age and developmental level of students served.

- All employees subject to these expectations are expected to adhere to the core principles, values, and responsibilities applicable to Illinois educators outlined in the Code of Ethics for Illinois Educators, 23 Ill. Adm. Part 22. The expectations contained in this document are in addition to all applicable federal and state law and regulations and applicable Diocesan policies and procedures.
- All employees are explicitly prohibited from engaging in grooming behaviors or sexual misconduct with students. Sexual misconduct is any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee of the school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Such an act includes, but is not limited to, any of the following:

- o A sexual or romantic invitation.
- o Dating or soliciting a date.
- o Engaging in sexualized or romantic dialog.
- o Making sexually suggestive comments that are directed toward or with a student.
- o Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- o A sexual, indecent, romantic, or erotic contact with the student. This definition and standard will apply to employees of I.C.S. However, all other applicable laws, regulations, Diocesan policies, procedures, practices, or requirements also continue to apply.

### Photos/Videos of Students

- Employees are not permitted to take a photo or video of a student for their personal use. Photos and images of students for school sponsored activities used to further the school and/or Diocese are permitted as follows:
  - All photos/video images of students shall be used in accordance with the authorization provided by parents/guardians to the school in the enrollment packet. See Video/Photo Policy in school SIS.
  - A photo or video of a student is a FERPA-protected education record when the photo or video is (a) directly related to a student, and (b) maintained by a school/educational agency or a party acting for the school/educational agency. These images may reveal personally identifiable information about students. A photo or video taken by an employee in their professional capacity is entitled to protections as any other FERPA-protected student record. These images may not be disclosed without consent or as otherwise permitted by law. These types of images should not be posted to an employee's personal social media accounts for any reason.
  - A photo or video would not be considered "directly related to a student" if a student's image is incidental or captured as part of a background, or a student is shown participating in school activities open to the public without a specific focus on any individual.
  - A photo or video of students taken by employees who are also the parent/guardians may not be used for school/Diocesan purposes without appropriate consent.

### Transporting Students

- If transportation is provided to students, employees should be accompanied by another employee when transporting the student.
- Employees should not transport students in their privately-owned vehicle unless the employee has obtained prior permission from the school principal or pastor.
- When transporting a student in a privately-owned vehicle, permission from the parent/guardian should be obtained and documented in writing. If it is not feasible to obtain advance permission or notify a parent/guardian prior to transporting the student (such as an emergency situation in which the parent/guardian cannot be contacted), employees should take all reasonable precautions to ensure the safety of the student; within a reasonable period of time following the transportation of a student, employees should document what actions were taken and notify both the school principal and the parent/guardian in a follow-up communication.

### Contacting Students Outside the Employee's Professional Role

- Employees are generally not permitted to meet with a student or contact a student as an employee outside of that individual's professional role.
- Employees are strictly prohibited from using any form of communication with students (including, but not limited to emails, letters, notes, text messages, phone calls, social media, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between the employee and a student.
- It is understood that employees live and work in our dynamic communities and may encounter students in the context of the employee's personal relationships outside of the school. All employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.

Any violations of these expectations or failure to report a violation of these expectations may subject an employee to discipline, up to and including termination of employment with the school and Diocese. Other individuals, such as student-teachers, volunteers, contractors, and guests of the school may be subject to corrective action or other appropriate consequences in accordance with applicable standards.

## **Parent/Guardian Sex Offenders**

When the parent or guardian of a student is on the sex offender registry, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. It is necessary to have the parameters formally written, reviewed, and agreed upon by the principal, pastor, and Diocesan attorney. The signature of these parties, combined with the parent/guardian, is necessary before the child is accepted in the school. Failure to comply with the arrangement may be cause for disenrollment of the child. (Adopted 2010)

## **Student Records**

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and/or legal guardians certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a written request for access. Parents/guardians or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians who wish to ask the School to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the principal does not amend the record as requested by the parent/guardian, the school will notify the parent/guardian of the decision.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the Roman Catholic Diocese of Joliet as an administrator, supervisor, employee, instructor, or support staff member (including health or medical staff); a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as attorney, auditor, medical consultant, or therapist); A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of school districts in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint concerning alleged failures by the School to comply with the requirements of FERPA.

### **Missing Person and His/Her School Record**

As a school in the Diocese of Joliet, Immaculate Conception School follows 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. 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 child by placing it in a separate group called "Missing Person" in the school SIS and a red card in their file. 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 child. 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 child has been recovered, the school shall remove the person's record from the group "Missing Person", move it to the appropriate group, and remove the red card.

## **Student Permanent Records/Record Retention/Transfer of Records**

Records are kept on file in the school office for each child attending the school. The Family Educational Rights and Privacy Act and the Illinois Student Records Act are both followed by Diocese of Joliet schools. It is important that you are aware of the process for retention of student records at our school. They are as follows:

- Health cards and immunization records are kept in the student's permanent record.
- Diocesan permanent record cards are kept permanently in the school.
- Sacramental records are kept in the student's permanent record to document the sacraments of Baptism, First Holy Communion, First Reconciliation, and Confirmation. These dates are also kept at the parish office.
- Attendance records are kept on each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
- Disciplinary records are kept in the office while the student is an active student at the school. They are destroyed after the student is no longer registered.
- Transfer of records is made at the time of an authorized request by the receiving school. Unofficial school records are transferred within 10 days of request. Unofficial records are minimally defined as copies of the last report card and health records. All records are mailed, faxed, or emailed.
- In the case of home schooling, if records are requested by the district office, they are mailed. Otherwise records are released to parents/guardians according to the release of records act as cited in Diocesan policy 5250.
- Unlike public schools, parochial schools do have the right to withhold official records such as: credits, official transcripts, diplomas, etc., upon transfer of a student to another school when the student has debts still outstanding. (See Tuition Policy)
- Upon withdrawal or graduation from the school, the records are forwarded to the future school with the approval of the parent/guardian. A permanent record card will be retained at the school as a part of our history. We do reserve the right to not send official transcripts if there is an outstanding tuition balance at the time of the request. (See Tuition Policy)

## **Celebrations/Parents Club**

### **Birthday Celebration Policy**

In order to be sensitive to the feelings of others, students may not distribute party invitations at school unless they are for the entire class, all the girls in the class or all the boys in the class.

Parents are welcome to send birthday treats with their child(ren). Please, however, make arrangements with the teacher beforehand. **If sending treats, avoid any chance of nuts or nut products to help keep our students safe.**

### **Parents Club**

Our Parent's Club provides engaging and fun activities/event for our students and school families. The events are designed to boost our school spirit and enhance our school friendships. All parents and/or guardians are invited and encouraged to attend the monthly meetings. A list of meeting dates is provided in the Calendar on the I.C.S. website and in FACTS.

Mrs. Allison Wiley - President  
Mrs. Chelsea Kuhel- Vice president  
Large Mrs. Nicole Ramos - Treasurer

Mrs. Erica Kingman - Secretary  
Mr. Perri Stansberry – Member at

## Halloween

Parent's Club hosts a Halloween parade for PS-5<sup>th</sup> and classroom parties for all grades. The parade will be outside weather permitting. Please keep in mind the weather for the outside parade as you are choosing a costume for your student. Students in grades PS-5<sup>th</sup> will change into their costume at school. Costumes must be age appropriate and must **not** be in contradiction with our Christian values. **NO devils, weapons, or any costumes representing evil are allowed.**

## Extra-Curricular Activities

Extra-curricular activities are defined as any athletic or afterschool activity that is hosted by Immaculate Conception School.

It is our philosophy that students attend Immaculate Conception School for religious formation, academic excellence, and the family atmosphere we offer. It is our goal to instill a positive self-concept in each child. Occasionally students experience difficulties in the classroom but are able to shine in extracurricular endeavors. Consequently, we try to offer a wide range of activities for student involvement. Students should remember that involvement in extra-curricular activities assumes that they conform to school policy. As participants in such activities, they represent the student body, the school, the parish, and the community. A violation of school rules or a drop in academic standing can lead to the suspension from extra-curricular activities.

All students in attendance at extra-curricular or athletic events must remain in the gymnasium or their otherwise assigned location. At no time are students allowed to loiter in other areas of the building or the parking lot.

## Eligibility to Participate/Play

A student must be in school for a minimum of a half-day on the day of an activity, practice, etc. in order to participate in an evening activity or practice. To be counted as being present for a ½ day of attendance, a student must be in school for a minimum of 150 minutes, or 2 ½ hours, of instructional time. If a student was absent from school for reasons other than illness (ie: funeral, family member emergency), he/she may participate with approval of the principal.

### Academics

- Eligibility shall be on a week-by-week basis and shall be checked on Friday.
- Students receiving a 'D' grade in a course will be given an academic verbal warning and the student, parent/guardian, coach/teacher in charge is informed. Students continue to be eligible for practice and games/events/activities.
- If a student has an '**F**' in any of their core classes (Math, ELA, Social Studies, Science, Religion) that student is ineligible during the entire next week, including Saturday. If at the end of a week of ineligibility (Friday 2:45pm), the student is passing all classes, the student shall regain eligibility for the next week. The teacher is the final judge of the student's scholastic standing and the AD or teacher in charge of the activity will speak with the teacher privately about eligibility. Students will be eligible for practices, unless a written note from a parent is given, stating their student will not attend practice due to their ineligibility status. Please note: If a student is receiving an 'F' in a core class and that core class has had three or more assignments graded in the gradebook, then the 'F' will stand. If the class has had less than 3, then the 'F' will not be held accountable towards eligibility. Students who are failing a "specials" class (Computer, Art, P.E, or Music) will be ineligible, but will be given the opportunity to raise that grade in order to be eligible for that week (If the grade is preventing the student from being eligible) In the event of both a core and special grade is an 'F', then the student will be ineligible for the week regardless.

**\*\*Students will be given up to 3 ineligibilities in a sport/activity before dismissal from team/activity\*\***

- **1st ineligibility** in a given sport/activity, a student is restricted from taking part of or be at any practices and/or games/events.
- **2nd ineligibility** in the same sport/activity, a student is restricted from taking part in or being at any practices, games or activities. An academic warning letter will be given to the student and parent/guardian to be signed and turned in the following day.
- **3rd ineligibility** in the same sport/activity, a student will be removed from the team/activity.

### **AT ANY TIME A PARENT HAS THE RIGHT TO REMOVE THEIR CHILD FROM A SPORT/ACTIVITY IF THEY BELIEVE THEIR GRADES NEED TO IMPROVE**

The purpose of these standards is to try to help the student. We feel that extra-curricular activities are very beneficial 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. We expect your cooperation and support in these matters.

## **Athletic Program/Uniforms**

Children in grades 5-8 have an opportunity to participate in the school's athletic program. Games and practices are held outside of school hours and are supervised by volunteer coaches and sponsored by the Athletic Board. Each student is required to complete a registration form for each sport he/she would like to play. The parent/guardian of each student athlete and the student athlete must read and submit written verification that they have read the concussion information form. This is a yearly requirement. See Concussions. An updated sports physical must be turned into the coach or school office before beginning practice. The sports physical must be updated on an annual basis and is valid for 395 days. Each family is also required to have signed a parent/legal guardian code of conduct for the current school year. All students who engage in athletic competition sponsored by the school must be adequately covered by insurance. This information must be entered into the school SIS. All forms can be found in the school SIS. Any questions regarding our athletic program can be addressed by the Athletic Director – Mr. John Krenkel.

### Athletic Uniforms

Student athletes may be provided team uniforms for a small fee or at no additional cost. Immaculate Conception School allows a student athlete to modify his/her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion, cultural values or modesty preferences provided such uniform modifications do not contradict or create confusion with Catholic social teaching. The modification of athletic or team uniforms may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his/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.

More information regarding the athletic program can be found on the school SIS under Athletic Handbook.

## **Drama Program**

The Drama Program provides opportunities for students in grades 4-8 to share their talents by participating in the performing arts; acting, singing, and stage production. A spring musical will be performed by Drama Club members.

## **Choir Program**

Students in 5<sup>th</sup> through 8<sup>th</sup> grade have the opportunity to join choir. Students practice during their lunch and recess on Fridays. Choir students sing during mass and special activities.

## **Addendums Found in School SIS (FACTS)**

Academic Honor Roll

Asthma Action Plan Form

Athletic Handbook

Diocese of Joliet-Catholic Schools Videotaping and/or Photographing of Students Policy

Diocese of Joliet Parent Guide to Preventing Child Sexual Abuse

Diocese of Joliet Policy Regarding Sexual Abuse of Minors, Revised February 2013

Food/Allergy Action Plan

IESA Concussion Information Sheet and Sign-Off Form

Lunch Ordering Instructions-Wednesday Fun Lunch

Medical Provider Authorization-Prescription Medical Form

Milk & Juice Order Form

Professional Expectations of Conduct for Employees

Return to Learn Protocol

Return to Play Protocol

Safe Environment Opt-Out Form

School Supplies List

Sexual Abuse Response and Prevention Resource Guide

Student Agreement for Internet Access and Related Technology Use

Tuition and Fee Schedule