

**IMMACULATE CONCEPTION
CATHEDRAL SCHOOL**



ICCS

**PARENT/
STUDENT
HANDBOOK
2011-2012**

PARENT AND STUDENT HANDBOOK 2011-2012

**IMMACULATE CONCEPTION CATHEDRAL SCHOOL
1536 Ryan Street
Lake Charles, LA 70601**

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**CLASSES BEGIN: 7:55 A.M.
CLASSES DISMISS: 3:00 P.M.
OFFICE HOURS: 7:30 A.M.–3:30 P.M.**

MISSION STATEMENT

***Strengthening Spirits... Minds... Bodies...
Through the Teachings of Jesus Christ***

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PREFACE

The purpose of this handbook is to inform parents and students of the policies and procedures of both the Diocese of Lake Charles Catholic Schools and Immaculate Conception Cathedral School. Your signature on the attached letter indicates that you have read, understand, and will adhere to the contents in its entirety; and therefore, acts as a binding agreement between all parties.

Some policies and procedures have been taken directly from the Diocesan Handbook of Policies and Regulations. This handbook can be viewed in the school office upon request. The administration and faculty of Immaculate Conception Cathedral School have developed additional policies and procedures.

The right to amend or add policies is reserved by the Administration and Faculty, as they deem appropriate throughout the school term. In situations where policies or procedures have not been established, the principal has the authority to determine and invoke consequences or disciplinary actions. Any changes will be disseminated to the parents through the weekly school newsletter entitled PANTHER PRESS.

MISSION STATEMENT AND BELIEFS

Strengthening Spirits... Minds... Bodies... Through the Teachings of Jesus Christ

OUR BELIEFS

- 1. We believe that as a Catholic school we take our meaning and purpose from the role and mission of the Church.**
- 2. We believe that parents are the primary educators of their children, with the school community and Church sharing in this responsibility.**
- 3. We believe the entire school community encourages the spiritual, intellectual, emotional, social, and physical development of each child.**
- 4. We believe each child is a valued and unique individual who learns, grows, and achieves in different ways.**
- 5. We believe in promoting Christian morality by instilling virtues including respect for life, honesty, responsibility, and self-discipline.**
- 6. We believe in teaching the importance of cultural diversity, social justice, and American citizenship.**
- 7. We believe in providing a safe and trusting environment.**

HISTORY OF IMMACULATE CONCEPTION CATHEDRAL SCHOOL

Monsignor Louis H. Boudreaux, pastor of Immaculate Conception Parish, undertook the building of a parochial grade school in 1949. Several years prior to the actual building project, a serious appraisal of the educational system within the parish took place. The large brick building of the academy had become inadequate and overcrowded. It was decided that St. Charles would function nicely as a high school for girls only. A new parochial school could provide educational services for grades one through eight for girls, and one through four for boys. Landry Memorial School would continue to educate boys from grades five through twelve.

With that thought in mind, the pastor and parishioners set up a goal of raising \$100,000 within a three-year period to be used as a down payment for a new school building. Construction started after a substantial part of the money had been realized. The long-range plan was to liquidate the indebtedness in twelve years. While \$300,000 was the first estimate of building costs, \$380,000 was the final total. Immaculate Conception School opened its doors to clergy, parishioners, and other well-wishers on the afternoon of February 19, 1950, for a dedication ceremony and open house. Bishop Jules B. Jeanmard of Lafayette officiated at the dedication rites and commended the three-storied building "to the honor and glory of God." Blessing of the cornerstone and the massive red brick building preceded a program in which congratulations were extended by Mayor T.C. Price, City School Superintendent, G. W. Ford, Catholic School Superintendent, the Reverend I. A. Martin of Lafayette, and Bishop Jeanmard.

Joined to St. Charles by reason of tradition and proximity, the new building was connected to the older academy building by a "bridge" at the second level. The Sisters Marianites of Holy Cross were also named to staff the new school; Sister Imelda was the first principal of ICS. In the years that followed, an academic tradition began which has been carefully nurtured through the present day.

Thirteen years later, on the afternoon of November 3, 1963, Immaculate Conception School and St. Charles Academy hosted an open house in the modern air-conditioned cafeteria that had recently been completed. Built to serve three hundred fifty pupils, it was initially under the supervision of Mrs. Rose Vincent. Parent- Teacher Association members served as hostesses, and the outstanding Academy Chorus, directed by Jerry Crews, provided entertainment for the occasion.

After the school merger of Landry and St. Charles in 1970, the academy building served only in the capacity of home for the Marianites teaching at St. Louis and ICS, and storage room for the latter. Security became a problem, and the building was finally condemned by the Fire Marshal's office. Early in 1974, the parish bought a gray two-storied, twelve-room house at 1624 Foster Street, which became the new St. Charles Convent. The Parish also purchased the academy building and its land from the Marianite Order. Demolition began in April of 1974. Parishioners found it a painful experience to see the sixty-year-old landmark being demolished. Immaculate Conception School now stood alone at 1536 Ryan Street.

The following December, the parish was plunged into deep mourning over the death of its beloved Monsignor Boudreaux who, after thirty-four years as pastor, died just hours after his official retirement as pastor. At that time, Sister Martha McCellan was principal at ICS. In the time-honored tradition, the school staff, particularly Sister Martha and Sister Colette Guidry, vice principal, sustained and consoled the community. On the morning of Monsignor Boudreaux's funeral, the students from St. Louis and ICS attended an early morning memorial Mass at Immaculate Conception Church.

Monsignor H. Alexandre Larroque became the next pastor and took up the task of ground improvement where St. Charles Academy had stood. One year later, as part memorial service for Monsignor Boudreaux and part parish Feast Day celebration, a marble obelisk was erected in the courtyard at Immaculate Conception School. The newly landscaped and reconstructed grounds were dedicated in Monsignor Boudreaux's memory. The school board chairperson, acting as Mistress of Ceremonies for the dedicatory rites, stated: "He lives. Father Boudreaux lives in our hearts and minds and in God's own company. Therefore, it is befitting that this Living Memorial be dedicated to his honor and glory--a living commemorative that witnesses the presence of our hope for tomorrow--our children--and on whom Monsignor Boudreaux lavished such fatherly concern." Members of the PTO and the school staff, under the guidance and leadership of principal, Sister Colette, hosted the formal reception that followed in the school cafeteria.

The Reverend Louis Melancon became the next pastor of Immaculate Conception Parish, and the emphasis in the school was on change and greater social awareness. Weekly school Masses were the norm in spite of a shortage of priests.

An announcement was made that significantly changed the church community in Lake Charles and the role of Immaculate Conception School in this community. On January 29, 1980, a much-heralded press conference was called for 8:00 a.m. in Lafayette. Lake Charles had been named a diocese and would include the area once known as "Imperial" Calcasieu. Monsignor Jude Speyrer, Vicar General of the Lafayette Diocese, was named first Bishop of the New See. This announcement ended a year of speculation by parishioners. It was generally known that in mid-February of 1979, Monsignor Clemente Faccani, apostolic delegate emissary, visited southwest Louisiana as part of a process for a feasibility study to determine the possible advantages in restructuring the Catholic Dioceses of southwest, central and northern Louisiana. Upon becoming a Diocese, Immaculate Conception School was recognized as the school representing the Cathedral Parish, thus becoming Immaculate Conception Cathedral School.

During the 1994-1995 school year, ICCS was first accredited through the Southern Association of Colleges and Schools. In 2004-2005, and again in 2010-2011, ICCS was re-accredited.

In the early eighties, Borden's Incorporated donated the property to the north of the school building where for many years the famed Borden's Ice Cream Parlor stood. During the summer of 2001, parent volunteers constructed a much-needed parking lot on this site.

In the fall of 2007, the Building on Tradition Capital Campaign was launched. The proposed South Annex is to be located on the same land where St. Charles Academy once stood. The addition will house four classrooms, student restrooms, a state of the art library equipped with a technology center, along with additional rooms for fine arts as well as for students with special needs. The opening of the new addition is anticipated in early 2012.

Principals that have served Immaculate Conception Cathedral School include:

Sister Mary Imelda Voelker	Sister Mary Elizabeth Lanning
Sister Mary Theresa MacDonald	Miss Patricia Millerick
Sister Mary Winifred Daly	Mr. Richard Owen
Sister Mary Celestine Aycock	Dr. Linda LeBert
Mrs. Mildred Simms	Mrs. Melanie R. Bradberry
Sister Martha McCellan	Mr. John Augustine
Sister Colette Guidry	Mrs. Dinah C. Bradford

The message to all the community remains that ICCS is a strong viable source of Catholic education that continues the tradition that began many years ago with the Marianite Sisters. The spirit of our Lord and the cooperation of our community form a bond that has created an incredible learning environment. Each day, the experiences for teachers and students alike are educational, enriching, and life-giving.

IMMACULATE CONCEPTION CATHEDRAL SCHOOL PHILOSOPHY

Immaculate Conception Cathedral School is a Catholic Elementary school that strives to take its meaning and purpose from the role and mission of the Church. Its goals include teaching the message of Christ, building a community through which the message can be lived, and making these truths the basis of service to others. The Immaculate Conception Cathedral School community recognizes the responsibility of instilling in students a love for the Church, knowledge of her teachings, and faithfulness to her practices.

The Immaculate Conception Cathedral School community holds that education is a life-long process directed at preparing each person for fulfillment of his unique personality and for life's work. Parents are acknowledged as the first and foremost educators of their children. The faculty shares the responsibility with parents and community agencies, in providing students with equal opportunities for spiritual, intellectual, emotional, social, and physical development. It is believed that a strong foundation in all of these areas is necessary to enable students to function adequately in this complicated, technological world.

The members of this Catholic educational community acknowledge the importance of skill development, the desire to attain knowledge and self-discipline, and the search for truth. Realizing that each student has his own learning style, the faculty utilizes an integrated approach to learning and presents content in various modalities: visual, auditory, tactile, and kinesthetic.

The members of this school community value the American heritage and the privileges of American citizenship. The faculty accepts the task of transmitting to its students, through word and example, the responsibilities inherent in the concepts of the moral and religious foundations of this country. Our goals are to equip each individual with what is needed to build new experiences, appreciate and desire learning, and grow into a moral, responsible, productive adult.

This philosophy is a reflection of the attitudes and goals expressed in the Declaration on the Christian Education, a document of Vatican II dated October 28, 1965, and in To Teach as Jesus Did, a Pastoral Message on Catholic Education from the United States Bishops dated November, 1972.

INTRODUCTION

Governance

Immaculate Conception Cathedral School (ICCS) is owned and operated by Immaculate Conception Cathedral (ICC) Parish. It is approved by the Louisiana State Department of Education and the Diocese of Lake Charles and accredited by the Southern Association of Colleges and Schools. The content of the ICCS School's Parent/Student Handbook is consistent with and falls under the auspices of the Catholic Schools/Diocese of Lake Charles: Handbook of Policies and Regulations. A copy of the Diocesan Handbook is available for viewing in the administration office of ICCS School.

ICCS is governed by a School Board consisting of six members, the pastor of ICC parish, the principal, and the president of the Parent Teacher Organization (PTO). The principal and pastor are non-voting members.

The Board's responsibility is to recommend the hiring of the principal to the pastor and Superintendent of Schools. The Board also sets policy for the school. The principal implements policy, and employs and supervises the faculty and staff.

Board meetings are held monthly on the third Tuesday at 5:30pm (unless otherwise scheduled) in the parish office building. Meetings are open and interested persons may address the Board by calling the chairperson and requesting to be placed on the agenda.

Admission of Students

Catholic schools of the Diocese of Lake Charles are open to all children regardless of race or ethnic background, but preference shall be given to children of the Roman Catholic faith.

Reasonable effort shall be made to provide Catholic children with a Catholic education. Parish school boards make a strong effort to provide a Catholic education for a child whose parents are unable to pay full tuition.

In those cases in which physical limitations make it necessary to restrict the intake of students in a given school, priority shall be given to students of Catholic parents residing in the parish who have demonstrated support of Catholic education in the past.

All Students of ICCS, whether they are of the Catholic faith or not, are expected to follow the moral guidelines and ethical standards of the Catholic Church.

Principal's Authority

In accordance with the school's philosophy and values and in situations where policies or procedures have not been established, the principal has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students, and parents/sponsors.

The principal has the authority to:

1. amend, revise or change school practices, procedures, regulations and other guidelines. Changes are communicated through written notices sent through students and verbal announcements, when applicable.
2. determine what is appropriate behavior or dress becoming a student or non-student. The principal is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.

Rights and Responsibilities of Students

Students have the right to pursue a sound Catholic education. Students have the responsibility to study and apply themselves, to attend classes daily, to be punctual, and to obey school and Diocesan regulations.

Students have the right to an environment conducive to learning. Each student has the responsibility to discipline her/himself and not to interfere with the total learning environment of other students. When a student fails to discipline her/himself and to follow the established disciplinary rules, it becomes the school's responsibility to discipline the student.

Students have the right to expect that the school will be a **safe** and healthful place to obtain an education. In order to help assure the safety of themselves and of others, students shall conduct themselves in accordance with rules established to promote safety and health.

Students are responsible for following the rules set forth by their individual classroom teachers. The teacher(s) through the course syllabus will distribute these rules to the students during the first week of school.

Parent/Student Handbook

The Parent/Student Handbook is posted to the school website annually. Families may request a printed copy as well. **A form stating that parent and student have read and discussed the Handbook is to be signed and returned by the date indicated in order for the student to remain enrolled.** The principal has the right to amend the Handbook, notifying parents by means of written and/or electronic notices.

Parents/sponsors and students are to comply with the terms of the Parent/Student Handbook and other school publications (calendars, special notices, etc.) Failure to abide by the terms described in this Handbook by either the student or parent/sponsor subject the student to removal from the school.

Parent Communications

Parent communication is primary to the success of each student. Various forms of communication are available for parents to remain informed.

- **ICCS Web Page** (www.iccschool.org) is maintained regularly. It contains links to various helpful sites as well updated information about school.
- **Panther Press**, a weekly newsletter, is our most consistent means of communication. It is posted every Thursday to the web page and may be requested in printed form. Susan Percle is this year's editor. Deadline for information to be included in the Panther Press is 3:00pm on Tuesdays and can be emailed to spercle@iccschool.org. Information must be newsworthy and approved by the administration.
- **EdLine** is an online service provideing parents with updated records of their student's academic progress.
- **School Reach** is a telephone/email broadcast system enabling the school to notify all households and parents of emergencies or unplanned events that might cause early dismissal, school cancellations or late starts.

Visitors/Student Safety

Visitors must act courteously and respectfully toward staff at all times. Disruptive or threatening behavior will not be tolerated. All entrances into the building during the school day should take place at the Ryan Street entrance only. No visitor is to enter the building from any other location. Our receptionist is located on the first floor. All visitors must report to the receptionist indicating their purpose to be on campus and securing a visitor's tag before entering the school hallways. All appointments are to check in with the receptionist and wait in the reception area while she notifies the appropriate persons of their arrival. **Visitors are not allowed onto the playground without administration approval.**

BUSINESS/FINANCE

School/Office Hours

The office is open from 7:30am to 3:30pm, weekdays during the school year, except during school holidays. Summer office hours are shortened with schedules printed in the weekly newsletter.

Monetary Transactions

Any time money is sent to ICCS, separate envelopes **must** be used for **each** item. Envelopes must be labeled with the student's name and grade, and its purpose. Checks or money orders should be made payable to the proper organization or party.

NO MONETARY TRANSACTIONS WILL BE DONE IN CASH AT ICCS.

Registration Fees/Tuition/PTO Obligation

Registration fees are established by the School Board and must be paid at the time of enrollment. **Registration fees are nonrefundable except in cases of residence relocation outside Calcasieu Parish and must be requested prior to the first day of school.** All tuition must be current at the time of registration in order to register for the following school year. (This includes extended care and cafeteria accounts).

School tuition is established annually by the School Board. All families are encouraged to utilize the Direct Payment Plan for tuition. **Families enrolling new students (including any new siblings) are required to participate in this very convenient method for tuition payments.** Payment plans include ten installments with payments due August through May or twelve installments with payments due June through May. **Tuition is due by the tenth (10th) of each month. All accounts overdue will be assessed a 5% late fee. ICCS charges an additional \$25 fee for any notices of non-sufficient funds.** Any student whose account is delinquent greater than thirty days will not be permitted to remain in school until full payment is received. Families with a history of delinquent payments may be required to pay multiple months in advance in order to re-enroll students. Parish subsidies for tuition are at the sole discretion of the Pastors of subsidizing parishes. Families with multiple siblings attending ICCS will receive a reduction in tuition for the second, third, etc... student. Pre-K students do not receive a family discount and are not participants in any subsidy program. Tuition is due for the entire month, regardless of days attended or not attended.

If the family PTO pledge obligation is not met by April 30th of each school year, registration fees will be applied to satisfy the outstanding pledge balance and the student will not be considered registered for the following school year. **If a student is no longer returning to ICCS, the student's records will not be released until all outstanding balances are satisfied.**

**(No student's grades or transcripts will be released
until all accounts have been paid in full)**

Financial Assistance

The Bishop's Scholarship Fund for Catholic Schools, a tuition assistance program, has been established to help parents who desire to educate their children in a Catholic school but are financially unable to meet the full tuition requirement. This fund provides monies to each Catholic school in the Diocese of Lake Charles. Each school is required to match these monies with local funds to provide a limited amount of tuition assistance for families who desire to attend a particular school. Tuition assistance is determined in the spring of each school year and is only available for families presently enrolled at that time. Applications are available in the school office and are due **March 15** of each school term.

Supply Fees

School supply fees cover materials specific for certain grade levels: Pre-Kindergarten = \$100; Kindergarten = \$80; 1st – 7th Grade = \$30; 8th Grade = \$80.

Student Insurance

All students are covered throughout the school day by the Diocese of Lake Charles' Student Accident policy. Brochures are available for parents interested in additional 24-hour coverage.

Use of ICCS Facilities

The use of the ICCS building must have the prior approval of the administration. Only those activities sanctioned as school-related or parish-related will be considered. The sponsoring organization is responsible for restoring order to the building following any approved activity.

Trading Services for Fees

It is at the discretion of the principal and Pastor, with approval of the School Board, to trade certain valuable services in lieu of tuition and fees.

ACADEMIC REGULATIONS

Christian Formation Program

Religious curricular offerings are prescribed, publicized, and certified by the Calcasieu Center for Catholic Studies in association with the Diocesan Office of Religious Education and the Office of Catholic Schools. All ICCS students, grades Pre-K through 8, must participate in the religion curriculum, receiving daily instruction in Christian doctrine as an integral part of the curriculum in a Catholic school. All Religion textbooks utilized at ICCS are approved by the Bishop of the Diocese of Lake Charles. The Religion curriculum follows the Religion Curriculum Guide, published by the Archdiocese of Indianapolis. The Holy Bible, Today's English Version published by American Bible Society is also incorporated.

Sacramental Preparation

Students are prepared for First Penance and First Eucharist in second grade. The sacrament of Penance is also made available to students in 3rd – 8th grades once a year.

Human Sexuality and Sexual Morality

ICCS has adopted a program of education in family living, human sexuality, and sexual morality appropriate to the age and maturity of the students. ICCS currently uses the Benziger Family Life Program. Parents who wish to restrict their students from participating should contact the Director of Religious Education (DRE). Parent Guides may be ordered through the DRE.

Liturgies

Throughout the year, ICCS celebrates Mass as a community in the school gym and at the Cathedral. Our celebrations include the opening and closing of the school year, monthly birthdays, Holy Days, and holidays. School classes and organizations plan liturgies. Parents, families, and friends are always invited and welcomed to these celebrations.

**ON MASS DAYS, GIRLS MUST WEAR THE JUMPER/SKIRT
AND BOYS MUST WEAR LONG PANTS.**

Academic Program

ICCS abides by the State Department of Education's Bulletin 741 and the Southern Association of Colleges and Schools' guidelines when making all necessary judgments about policies and regulations concerning the curriculum. All curriculum requirements must be met. In addition, ICCS follows all standards set forth by the Superintendent of Catholic Schools for the Diocese of Lake Charles.

Grading

ICCS will adhere to all guidelines set forth in the Diocesan Handbook of Regulations regarding grading.

A	100 - 94%
B	93 - 87%
C	86 - 80%
D	79 - 70%
F	69 - 0%

Fair Assessment Policies and Guidelines

The primary purpose for grading is to give an indication of a student's progress. An adequate number of varying assessment tools are utilized to meet this purpose. All assessments are to be objective and fair for all students.

Assessments

1. Acceptable assessments include tests, quizzes, projects, study guides and reviews, labs, and graded assignments as well as other tools used to evaluate a student's progress.
2. When more than 50% of students being tested fail, a retest is provided to all students, only after re-teaching has taken place.
3. Accelerated Reader tests may be incorporated into the reading/literature grade.
4. Accelerated Math tests may be incorporated into the math grade.
5. Students are notified no less than 2 days prior to all planned assessments.
6. No more than 3 tests are scheduled for one day. "Tests" do not include labs, pop quizzes, projects assigned over a period of time, regularly scheduled spelling assessments or other such assessments.
7. Middle school students may take comprehensive mid-term and final exams for which study guides are provided. These exams equal no more than 10% of the nine-weeks total points.

Grading

1. One point is awarded for each expectation, such as a correct answer, punctuation, name on paper, etc.
2. Grades on papers are reported in fraction form only, $\frac{\textit{Points Earned}}{\textit{Points Possible}}$.
3. Conversion from fraction form can be done by dividing the *Points Earned* (numerator) by the *Points Possible* (denominator)
4. Cheating results in "0" points earned.

Use of Rubrics

1. Rubrics are used for all assignments that require multiple expectations such as projects, reports, booklets, or labs.
2. Specific expectations are clearly outlined and provided to all students at the time such assignments are given.
3. Rubrics are used for assessments involving multiple components, such as essay questions. Students are made aware of all key factors expected for a correct answer.

Homework

All homework is to be approached as a graded assignment with parental help allowed, unless otherwise stipulated by individual teachers.

Late Assignments

1. It is the responsibility of students to turn in all assignments on time.
2. Assignments turned in 1 day late will have 10% deducted.
3. Assignments turned in 2 days late will have 25% deducted.
4. No assignment will be accepted 3 days late.
5. Major assignments, designated by teacher, will only be accepted on the due date.
6. No assignments will be accepted late for 8th grade students beginning in January.

Spelling

1. Points may be deducted for spelling on spelling tests only.
2. When a word bank is provided, only one point total may be deducted if any word bank word is misspelled.

3. In the middle school, vocabulary (spelling) grades are averaged with the student's English grades. Vocabulary grades are not to be valued at more than 20% of the nine-week's English grade.

Handwriting

1. Handwriting grades are averaged with the student's ELA grades, averaged with Spelling for grades 1 – 3, and English for grades 4 and 5. Handwriting grades are not to be valued at more than 20% of the nine-week's ELA grade.
2. Middle School students do not receive a handwriting grade.

Mid-quarter Progress and Report Cards

Report cards are issued each nine weeks. Progress reports are issued 4 1/2 weeks into each nine-weeks grading period. For grades K-8 the attached parent signature form **must** be signed by a parent or guardian and returned within 5 calendar school days. For Pre-K, the report cards must be signed by a parent or guardian and returned within 5 calendar days. Report cards and progress reports will be sent home with students unless otherwise stipulated on the school calendar. Parents needing duplicate documentation should notify the office in writing at the beginning of each school year. Duplicate documentation applies only to school-wide newsletters, progress and report cards, standardized test reports and requests for conferences.

Principal's List/Honor Roll

A student will attain Principal's List status by earning no grade lower than an A on their report card. A student will attain Honor Roll status by earning no grade lower than a B on their report card. Conduct grades are included in determining Principal's List and Honor Roll.

Promotion/Conditional Promotion/Retention

ICCS will adhere to all guidelines set forth in the Diocesan Handbook of Regulations regarding promotion and retention. (Diocesan Policy 8413) If a student fails a subject that is not taught at a state-approved summer school, arrangements **must** be made with the administration to remove the conditionally promoted status from the student's records. **Promotion of students is determined by the administration.** Individual evaluations along with the Stanford Achievement Test (SAT) assist the administration in determining promotion at all grade levels.

Consultations

All parent/teacher conferences must be scheduled in advance. Conferences are to be requested by calling the office or by emailing a teacher. If a teacher feels a conference is necessary, written notification will be sent home. Teachers will do their best to return phone calls or answer requests within twenty-four hours. Upon arriving at school for a conference, parents should report to the receptionist to receive a visitor's pass and wait for the receptionist to announce their arrival. **AT NO TIME SHOULD A PARENT BYPASS THE RECEPTIONIST AND GO DIRECTLY TO THE CLASSROOM.** If a problem arises with your child in one of his/her classes, consultation with that teacher is always the first step in resolving the problem. After parents have conferred with the teacher, the principal is also available for a conference by appointment.

Standardized Testing

ICCS administers the Stanford Achievement Test (yearly) and the Otis-Lennon School Ability Test (every other year) to students in grades K-8. Results are distributed to parents at the close of each school year. Appointments can be arranged to discuss the student's results if clarification is needed. In addition to the SAT, 8th grade students take the EXPLORE-ACT that is used for class placements in high school.

Pre-Kindergarten Requirements

The Pre-Kindergarten program is a part of our total program at ICCS. Prerequisites include:

1. Must be four (4) years old on or before September 30 of the calendar year in which the school year begins.
2. **The child must be potty-trained and able to care for his/her personal hygiene.**

3. Developmental concerns such as language/learning delay, physical delay, etc. must be discussed with administration prior to admittance to assure that the school can meet the child's needs.

STUDENT REGULATIONS

School Hours

Each school day will begin at 7:52am and conclude at 3:00pm.

Arrival

At no time should parents place a child's well being in danger by dropping a child off around the corner. Morning drop-off and afternoon pick-up will occur both on Wilson Street and Park Avenue. Children should **NOT** be dropped off before **7:30am**.

Families whose names begin with the letters:

A – K will drop off and pick up on Wilson Street

L – Z will drop off and pick up on Park Avenue

1. **All students are to be dropped off from a vehicle to the loading dock at their respective location.** Parents must remain in vehicles during drop off. Older students will escort younger students to their areas. The only exception to this rule is for the Pre-K/K first half-day of class; parents are encouraged to walk these students to their classroom on that day only.
2. On sunny days, all students will be directed to the Wilson Street playground area.
3. On rainy days, all students will report directly to the gym.
4. Pre-K students are to report to the cafeteria each morning. Supervision will be provided for these students until their classroom teacher arrives.
5. **Wilson Street parking lot is restricted for cafeteria deliveries and workers only. NO OTHER VEHICLES WILL BE ALLOWED IN THE WILSON STREET LOT.**

Dismissal

1. **All students are to be dismissed into a vehicle from the loading dock at their respective location** (see above) **unless they are a Walker/Biker** (see dismissal rule 8). Students will not be allowed outside the gates except to be loaded into a vehicle.
2. **Pre-K/K "Early Birds", those students with no older siblings at ICCS, are requested to be picked up at 2:50pm from the Park Avenue loading area only.** Other Park Avenue pick-up cars are to form a single line along the west edge of the parking lot, extending into the street along the south edge of Park Avenue. All "Early Bird" pick-ups must occur before 3:00pm when the regular pick-up line begins.
3. **Our dismissal bell does not ring until 3:00pm.** Students in grades 1-5 are generally not ready for pick-up until 3:00-3:10pm. Middle school students usually take a little longer to gather their books before arriving in the loading area and are not ready for pick-up until 3:10-3:20pm. ***Parents are encouraged to delay lining up, especially if they are picking up a combination of students from various grades, to avoid being asked to circle around and rejoin the line if their student(s) is not in the gathering area when their vehicle gets to the loading area.**
4. **Your family's last name should be printed on a yellow placard and placed in the passenger side window; remaining visible until your student(s) is in the vehicle.** It is absolutely necessary for this directive to be followed. Students are to sit quietly in their assigned area to be dismissed as their family name is called.
5. **Move up into the loading zone as forward as possible to allow the maximum number of students to be loaded at one time.** The Wilson Street awning will accommodate 4 vehicles at a time and Park Ave will allow for 3 vehicles. Move out from the loading zone cautiously and quickly as soon as your student is in your vehicle.

6. Parents are not to park on the neighborhood streets or Park Avenue parking lot to retrieve their students. All students must be picked up at the loading docks!
7. **Parents are not to come to the Ryan Street entrance and wait in the foyer for their students prior to dismissal. Students needing to be checked-out after 2:00pm must present verification of a doctor's appointment to the receptionist prior to 9:00am in order to be released that afternoon. Otherwise, no student may be checked-out between 2:00 and 3:00pm.**
8. If your student is to be allowed to walk or ride a bike off the campus, they must have a **Walker/Biker Tag** attached to their back pack. All walkers and bike riders will be dismissed from Wilson Street only. Failure to have tag will result in the student not being allowed to leave campus and someone will be called to come get them. **Students with Walker/Biker Tags will be dismissed at 3:15pm** when one of the duty teachers will lead them to the Wilson Street cross walk. **NO ONE IS TO WAIT AT THE LOADING DOCK GATE.** Bikes should be walked onto and off the campus. All bikes should be locked at the bike rack located on the cafeteria walkway. All walkers and bike riders must come and leave campus from Wilson Street only. **NO SKATEBOARDS ALLOWED.**
9. In order for a student to leave with someone other than their parent, students must either present a written permission slip to the duty teachers or have an **Alternate Departure Pass**, listing specific names of those authorized to take the student from campus.
10. **Students will not be allowed to re-enter the school building after dismissal.** All students not being picked up at 3:00pm must report directly to After Care. After Care students will not be allowed to visit under the walkways.
11. All students remaining on campus after 3:30pm will be registered into the After Care Program. Fees will be assessed for this service. Parents picking up their students from After Care may park under the Wilson Street canopy after 3:30pm and must go inside to sign out their student.
12. Once a student leaves campus, they should not return to ICCS unless accompanied by an adult.

Park Avenue Specifics

Guidelines proposed by the City of Lake Charles and The Alliance Transportation Group require that the Park Avenue pick-up cars approach the Park Avenue lot eastbound from Lakeshore Drive only. This is to help with the overall traffic congestion on Ryan Street caused by cars exiting the Park Avenue lot as well as the stacking on Ryan Street to turn onto Park Avenue.

BEHAVIOR DURING ARRIVAL AND DISMISSAL SHOULD PROMOTE SAFETY AND ORDER. STUDENTS MUST BE IN THEIR ASSIGNED AREAS AND LISTENING FOR THEIR NAMES. STUDENTS ARE ALLOWED AND ENCOURAGED TO READ, STUDY, OR TALK QUIETLY DURING THIS TIME. INAPPROPRIATE BEHAVIOR WILL BE REPORTED TO THE STUDENT'S TEACHER AND HANDLED AS A DISCIPLINARY INFRACTION.

Student Check-Out

Parents should have a legitimate excuse to remove their student from school. Those needing to check students out of school must report to the receptionist's office. Students will only be dismissed to persons listed on the emergency card or approved Alternate Departure list.

Students needing to be checked-out after 2:00pm must present verification of a doctor's appointment to the receptionist prior to 9:00am in order to be released that afternoon. Otherwise, no student may be checked-out between 2:00 and 3:00pm. Any student checking out of school will need to call a classmate for assignments. Teachers will not be interrupted for the assignments.

Attendance/Absences

ICCS follows all guidelines set forth by the **Compulsory Education Law of Louisiana (R.S. 17:221)**. Compliance with this law is the responsibility of the parents. Therefore, excessive absences and/or habitual tardiness will be reported to the State of Louisiana Office of Social

Services for investigation. Students' attendance problems are considered habitual once they have accumulated five unexcused absences in a semester. Parents of these students could be fined up to \$50 or be required to do at least 25 hours of community service. The penalties for subsequent violations include a fine of up to \$250 and up to 30 days in jail. Students must be in attendance a minimum of 160 days. This applies for students in Kindergarten through 8th grade.

Excused absences include medical/dental appointments, illness, family weddings and funerals, educational trips, legal appointments and severe weather. Extended absences (more than 2 days) must be verified by a written doctor's excuse in order to be waived when calculating the student's total days absence count.

Planned absences must have prior Administrative approval. Only after obtaining administrative approval will teachers be allowed to provide students with assignments prior to the absence. All work assigned during a planned absence is due upon return to school.

Parents should notify the office by 8:30am on the day of the child's absence. Upon returning to school, the student must submit documentation as to the reason for the absence. Admit slips will be issued to the student to be given to his/her teacher(s). Failure to submit the written documentation will result in an automatic unexcused absence.

Unexcused absences resulting from special disciplinary circumstances involving suspension carry the penalty of "0" on all tests missed. Students are responsible for all missed work done in class while suspended, with missed work being due the day the student returns to school.

If a student has a doctor's appointment that does not exceed one hour (ex. 8:00-9:00), the student should be considered in attendance one full day. Doctor's appointments exceeding one hour will be recognized as a ½ day absence. A student must be in attendance a minimum of three hours in order to be considered ½ day attendance.

Students missing more than 3 hours of a school day will NOT be eligible to participate in any extra-curricular, co-curricular, or athletic activities including practices held on that day.

Tardiness

School begins promptly at 7:55 am; students arriving after that time will be given an unexcused tardy, unless accompanied by a doctor's excuse. **No other reason qualifies as an excused tardy.** Excessive tardies (five per semester) will be handled as would excessive absences.

**A parent MUST always accompany late arrivals to the reception window.
NO EXCEPTION TO THIS RULE!**

For middle school students, the tardy policy is set forth by the teacher's dismissal(s) of the previous class. No middle school student should arrive for class once the doors have been shut without a note from the student's teacher or the administration. If a student is sent to the office for a tardy slip between classes it will be documented in the office as a tardy and recorded on the report card as such.

Homework for Absent Students

Parents requesting homework when students are absent from school should follow these procedures:

1. **Call the school office (433-3497) before 9:30am. (Assignments will not be requested from teachers if calls are received after 9:30am)**
2. The receptionist will send an assignment form to the student's homeroom teacher requesting homework.
3. The homeroom teacher will circulate the assignment form to all course teachers.

4. The completed form will be returned to the receptionist office with materials necessary to complete the assignments.
5. The assignments are to be picked up **at 3:00pm**.

Assignments made prior to an absence retain their due date requirement. Students are allowed one day for each day out in order to make-up work missed when the absence is unplanned. For extended absences due to illness, teachers will work with individual students in scheduling when missed work and tests would be due. Any student checking out of school should call a classmate for assignments. Teachers will not be interrupted for the assignments.

Telephone Use & Messages

Students may ***not*** make or receive phone calls during school hours. **Students may not use personal cell phones on campus at anytime.** Parents must secure administration approval for their student to bring a personal cell phone on campus. These student cell phones are to be surrendered to the receptionist upon arriving at school. Students may retrieve these only when the student leaves the campus. Items delivered to students at school will only be retrieved between classes. Students will not be called down to retrieve such items. **Alternate departure messages must be called into the school office by 2:15pm.**

Personal Items

Students are not to bring any electronic devices, including but not limited to laser pointers, cell phones, beepers, radios, ipods, cameras, recorders, cd players, walkmen, gameboys, nor trading cards, monitoring devices, toys, skateboards, personal effects or large sums of money to school. Items brought to school for "show and tell" are to be left in the classrooms and not taken out at recess times. Individual teachers may require or prohibit the use of certain items and school supplies.

Lost and Found

Parents should label all articles of clothing with student's name. Lost and found articles which are not labeled will be kept in the reception area for a short period of time and then placed in the recycle bin.

Emergency Information and Illness/Injury

It is the responsibility of the parent to provide ICCS with **up-dated and accurate emergency information.** Students with specific medical conditions which require a definite response must have a Medical Alert Information Sheet on file.

Parents or guardians will be contacted if it becomes necessary to send a child home due to illness or injury. The emergency card should list names and numbers that may be called if a parent cannot be reached. A child **must** have a written note from a parent, approved by the principal, in order to be excused from participation in any class.

In the event a student is found to have a potentially contagious illness (e.g. strep throat, lice, ringworm, impetigo, conjunctivitis, parasite, and scabies), the student must be treated by a physician before returning to school. In the case of lice, a staff member will conduct a class-wide inspection in order to determine if any other students have been affected. Students must be treated and found nit free before returning to school.

**Students should be "fever free" for 24 hours before returning to school.
All open wounds should be properly bandaged when returning to school.**

Medication

All medication, prescription or non-prescription, will only be administered when a written note from the student's doctor and expressed written parental permission has been obtained. All medications must be properly labeled by a pharmacy. Parents are responsible for maintaining such properly labeled medications. School personnel will not administer any other medication

such as cough drops, Pepto, aspirin or Tylenol. **Students are not allowed to carry any kind of drugs on themselves or in their backpacks.** Students with prescribed inhalers and/or EpiPens must have a signed Doctor's Directive specifying location of such emergency medical apparatus. **Band-aides and Ice Packs** are the only forms of first aid school personnel are allowed to offer. ICCS will adhere to all guidelines set forth in the Diocesan Handbook of Regulations regarding medication.

Health Records

In order to enter a school in the Diocese of Lake Charles, a student must be up-to-date on all immunizations. All students entering school for the first time are required to have the Varicella (chickenpox) vaccine. All Kindergarten students are also required to receive the Hepatitis B series of shots. A second MMR is required for all students between the ages of 4-5 years. The Adult TD Booster is also required between the ages of 11-12 years. After notification that your child has an incomplete immunization record, the student may be excluded from school until evidence has been presented that the required immunization program is in progress. Parents choosing not to vaccinate their child must submit a letter to the school office. Such students must be immediately removed from school in the case of measles, mumps, etc.

Dress Code

All students attending ICCS (PK-8) are obliged to wear the approved uniform and follow all other dress code standards everyday unless special permission is given by the principal. The uniform may not be faded or have holes. Shirts must be tucked in at all times and make-up (which includes nail polish) is not allowed. Uniform checks are conducted regularly. The administration reserves the right to determine if a student meets the standards of the school regarding dress and grooming. **Student conduct grades will be affected if dress code standards are not met. This includes hair length, make-up, and such.** Parents are encouraged to label all clothing items.

Mass Days – Girls must wear the jumper/skirt and boys must wear long pants.

Dress Code - Girls/Boys Dress

1. Shoes

Black or brown fully enclosed soft-soled shoes of leather type, heels are 1" or lower.

Tennis shoes – predominately white, gray or black. Shoe lace color should match shoe color or be white, gray, or black. No "light-up" shoes allowed. No boots or high-tops. **Tennis shoes required in 4th-8th grades for PE.**

2. Sweatshirts/Cardigans

Red or Black unisex ICCS sweatshirt or white or black cardigan sweater without logos are the only sweatshirts allowed to be worn indoors. Sweatshirts or cardigans may not be worn around the waist.

3. Jackets/Coats

In cold weather, any jacket or coat is allowed as **outerwear only**. Except for the red ICCS "hoodie", jackets with hoods are not allowed.

4. "T-SHIRT DAY" Regulations

On designated "T-Shirt Days," students are allowed to wear any approved ICCS logo

T-shirt with long blue jeans or uniform bottoms. Approved t-shirts include the red t-shirt and those from sports teams, spirit squads, school sponsored activities, and school clubs.

5. SCOUTS

Girls are to wear their scout vest and ICCS uniform shirt with dark khaki slacks pants or plaid uniform bottoms.

Boys are to wear Scout shirts and scarf with uniform bottoms. **NO BLUE JEANS OR HATS!**

Dress Code - Girls

1. Blouses

Blouses must be tucked in at all times.

Pre-K – 3rd wear plain (unembellished) white long or short sleeve blouses with rounded Peter Pan collar. **(No monogramming except for PreK and Kindergarten)**

4th – 8th wear white long or short sleeve button down oxford blouses.

Plain white undershirts may be worn under uniform shirt and should not extend beyond the uniform shirt sleeve.

White turtlenecks may be worn under blouse in cold weather.

Jumper/Skirt or Shorts

All regulation plaid should be slightly above the knee, **not to exceed 3” from the floor on all sides when measured from a kneeling position.**

Pre-K – 3rd wear plaid jumper or shorts.

4th – 8th wear plaid skirt or shorts worn at the waist.

Black shorts must always be worn under jumper or skirt.

2. Slacks

Khaki (dark tan) classic-style, pleated or straight front slacks in extreme weather with black or khaki belt (plain buckle).

Socks/Tights

White low or regular crew socks without logos. (Crew length is 2” to 6” above the ankle)

White or black opaque tights under jumper/skirt/shorts in cold weather.

3. Hair

Neat, clean and combed, must be the student’s natural hair color, and without color enhancement or hair design that distracts from the learning environment. Bangs must not impair student’s vision.

4. Jewelry

Small chains (18” or shorter) with an appropriate religious medal (smaller than 1½”).

One pair of small posts earrings only (one in each earlobe). No hoop earrings.

One ring per hand.

One watch. NO BRACELETS

5. Make-up which includes nail polish is not allowed.

Dress Code – Boys

1. Shirts

Shirts must be tucked in at all times.

Regulation red long or short sleeve shirt with ICCS monogram.

Plain white undershirts may be worn under uniform shirt and may not extend beyond the uniform shirt sleeve.

White turtleneck may be worn under uniform shirt in cold weather.

2. Pants/Shorts

Must be sized appropriately and worn at the waist. Pant length should reach the shoe top. Shorts must be at or slightly above the knee, not to exceed 3” from the floor from a kneeling position.

Khaki (**dark tan**) classic style, (pleated or straight front without logos) slacks or shorts

NO CARPENTER OR CARGO PANTS

Pre-K – 1st are allowed elastic waistbands.

3. Belts

Black, brown, or khaki with plain buckle must be worn at all times.

4. Socks

White low or regular crew socks without logos. (Crew length is 2” to 6” above the ankle)

5. Hair

Neat, clean and combed, must be the student’s natural hair color, and without color enhancement or hair design that distracts from the learning environment.

Length will be above the top of the shirt collar.

Bangs will be above the eyebrows.

Sideburns will be above the earlobes with no hair over hanging the upper ear.

6. Jewelry

Boys are never allowed to wear earrings.

Small chain (18” or shorter) with an appropriate religious medal (Smaller

than 1½”).

One ring per hand.

One watch. NO BRACELETS

Discipline

Our school has adopted a proactive plan addressing respect for one another by accepting responsibility for one's actions, especially as to the prevention of bullying. Students are expected to conduct themselves in a manner reflecting credit to their parents, school, and community at all times. While all infractions cannot be specified here the following rules will be enforced:

1. Treat with respect teachers, classmates and others with whom you come in contact.
2. Be appropriately reverent and attentive during liturgies.
3. Quiet is expected in the hallways.
4. The proper uniform must be worn at all times. (See ICCS Dress and Uniform Code.)
5. Do not vandalize or deface school property. Show respect for the school and the school grounds.
6. Do not breach the safety and security of the campus.
7. A hall pass must be used to leave the classroom.
8. Fighting is not allowed.
9. You must have proper authorization from a teacher or the administration to:
 - a. leave the school grounds.
 - b. remain on campus when school is not in session.
 - c. bring toys, balls and other items from home.
10. Gum is not permitted on the school grounds.
11. Inappropriate or vulgar language is not tolerated.
12. Forgery of parent's signature results in automatic detention, conduct grade dropped 7 points.
13. Cheating results in "0" grade, conduct grade dropped 7 points.
14. Threats of violence made on campus are considered serious offenses and may be referred to law enforcement.

**ALL RULES OF BEHAVIOR APPLY THROUGHOUT THE SCHOOL DAY WHILE ON
CAMPUS, AND WHILE INVOLVED IN ANY SCHOOL-RELATED ACTIVITY
SUCH AS FIELD TRIPS OR ATHLETIC EVENTS.**

Prohibited behaviors will always be viewed as serious offenses. ICCS PROHIBITS THE FOLLOWING BEHAVIORS AT ALL TIMES:

- **SMOKING – ICCS IS A SMOKE-FREE CAMPUS.**
- **DRUGS/ALCOHOL AND WEAPONS/CONTRABAND** – The school administrator, or other school designees with permission of the school administrator, may search students themselves, or their lockers, or the students' belongings, including, but not limited to handbags, briefcases, book bags, etc. when there is a reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school is committed. (See Attached ACT 909 – 1990 Louisiana Legislative Action and Diocesan Policy 4900 and 5370)
- **HARASSMENT** – The schools of the Diocese of Lake Charles do not condone harassment of any kind. This prohibition against acts of harassment applies to all people engaged in school related activities. All cases of reported harassment will be thoroughly investigated. (See attached Diocesan Policy 4560 and the ICCS Harassment Policy)

- **VIOLENCE** – Though non-public schools have some flexibility in curriculum, personnel, and other educational issues, in issues that concern safety, state laws and regulations apply to all state-approved schools. This includes criminal background checks for all school employees and anyone working with students, emergency drills, and “no weapons at school” state law. State law requires notifying law enforcement of students who bring weapons to school. Threats of violence fall into the same area of concern as weapons. Investigating threats of violence made on campus and bringing weapons to school could be dealt with by a law enforcement agency. If a student makes a threat, parents will be called. A law enforcement agency may be called, determining the threat to no longer be a school concern, but rather a legal concern. (See attached Diocesan Policy 4830)

The administration reserves the right to suspend, expel or dismiss persons found guilty of these offenses. (Diocesan Policy 4530/4531 & 4540) Parents may request an appeal of an administrative decision. All appeals of administrative decisions must follow the procedures found in Diocesan Policy 6500.

CORPORAL PUNISHMENT Corporal punishment is never permitted in the schools of the Diocese of Lake Charles. (Diocesan Policy 4550)

Conduct

It is indeed a privilege to attend ICCS. Conduct refers to all behavior related to privileges and responsibilities expected of an ICCS student as well as all visitors to our campus. All rules relating to conduct and discipline apply not only on the school campus but also whenever and wherever students represent our school while under the direction of school authorities. Teachers are responsible for their respective classroom. Rules and consequences will be established by each teacher and sent home to the parents. It is crucial that your child understands and adheres to the rules of their classroom. It will be the policy of the administration to fully support each teacher’s plan upon submission and approval. Please discuss the importance of good behavior at school. A student’s behavior grade will be reflected on the conduct portion of the report card.

A conduct card system is used with fourth through eighth grade students. Points are deducted for any violation of class or school rules, as well as lack of responsibility infractions. The conduct card goes home on Thursdays and is to be returned on the following school day. Documentation is placed on the back of the card explaining why points were deducted with the teacher’s initials and date.

Detention is held on Monday and Thursday afternoons from 3:00-4:00pm. Upon reaching 79 points (D), a student will serve detention. At 69 points (F), a second detention is scheduled; at 59 points, a third detention is scheduled. Upon reaching below 59 points, the student may be suspended. When a student does not show up for detention, the student will serve another detention in addition to the one missed.

Treatment of School Property

Students assume full responsibility for the careful use of all ICCS property. Destruction or loss of textbooks and/or school property by a student will result in a financial assessment to the parent. Student records will **not** be released until this financial obligation has been met.

Student Travel (Diocesan Policy 5414)

Events at which students represent their school include religious, academic, athletic, and social events. With written parental permission, students may participate in such events that are approved by the school and are under the direction of school authorities. All rules relating to conduct apply throughout all such events.

Policies and procedures detailed in the Catholic Mutual Group Insurance School Safety Resource Manual relating to liability control for school sponsored field trips are followed.

A field trip permission slip must be signed by the parent and returned to school by the

student wishing to participate in any scheduled field trip or off-campus activity. **Under NO circumstances will a student be able to participate without this documentation.** The principal reserves the right to refuse permission for a student or students to attend a field trip or an off-campus activity. Transportation for all school-related activities will be arranged according to the policy for transportation of students. **All participants must travel to and from the field trip by means of planned transportation.**

When private transportation is used for field trips, the a signed Driver Information Sheet and the following information must be supplied and certified by the person providing the private transportation:

- a. The driver must be twenty-one (21) years of age or older.
- b. The driver must have a valid driver's license and no physical disability that would impair his or her ability to drive.
- c. The vehicle must have a valid current registration and license plates.
- d. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

Chaperones are expected to give their complete attention to the students they are accompanying. With this in mind, **no siblings** are allowed on school-sponsored field trips without administration approval.

Safe Environment/Mandated Reporters

In accordance with the Diocesan Policy Statements on Abuse and Neglect of Children and on Safe Environment, all employees and volunteers directly working with our youth must undergo a criminal background check as well as participate in initial training with annual follow-up training.

All employees and volunteers have the responsibility and obligation to serve as a mandated reporter. According to Article 610 of the Louisiana Children's Code and the Handbook of Policies and Regulations for the Catholic Schools, Policy 5380, any mandatory reporter who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect shall report incidents of apparent child abuse and/or neglect.

ICCS will adhere to all guidelines set forth in the Diocesan Handbook of Regulations regarding Abuse and Neglect of Minors (Policy 701), A Safe Environment for the Protection of Children and Young People (Policy 703), and Code of Professional Conduct for all who have Contact with Minors (Policy 704). These policies can be found in the Diocesan Handbook, available for viewing in the administration office.

Custodial/Non-Custodial Parent

ICCS abides by the provisions of the Buckley Amendment with respect to the rights of the custodial and non-custodial parents. In the absence of a court order to the contrary, ICCS will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. **Parents needing duplicate documentation should notify the office in writing at the beginning of each school year. Duplicate documentation applies only to school-wide newsletters, progress and report cards, standardized test reports and teachers' request for conferences.**

HIV/AIDS

ICCS will adhere to all guidelines set forth in the Diocesan Handbook of Regulations regarding HIV/AIDS.

Disaster Drills/ Emergency Evacuation

To ensure the orderly and safe evacuation of school building in emergency situations, regular disaster drills are necessary. Emergency evacuation routes are posted near the doors in all the rooms. All disaster drills are to be treated seriously. No inappropriate behavior will be tolerated. The school will follow the Diocesan Emergency procedures.

Emergency Closure of School

In the event of inclement weather conditions, ICCS follows decisions made by the Diocese of Lake Charles which usually adhere to those decisions used for Calcasieu Parish Schools. In the case of other emergencies, parents will be notified by local radio and television or the School Reach System by phone or email as to the procedure for dismissal.

Class Parties

Birthdays are honored monthly at Mass. Individual birthday parties **may not** be celebrated at school. If your child is having a birthday party and invitations will be distributed at school, each child in the class **MUST** receive an invitation. (Girls to all girls in class, boys to all boys in class is acceptable) Scheduled class parties are:

Pre-K - Third grade – Christmas and Easter

Fourth - Seventh grade - Christmas

Eighth grade - Christmas breakfast (morning)

All parties will begin no earlier than 45 minutes before dismissal unless otherwise noted.

There may be **only one King Cake Celebration per class.**

Parents are not to bring refreshments to school without Administration approval.

Special Services

Guidance Program

ICCS provides a full-time guidance counselor. The counselor is available to students, parents, and teachers. The counselor works with students individually or in groups to help overcome social, emotional or academic problems. The counselor is also available to consult with parents. The counselor can be reached by calling the school office at **433-3497**. Parental permission is not required for a student to see the counselor.

Student Personal Assistants/Tutors

Professional contracted by parents through approved agencies are permitted with administrative approval. Students seeking approval must provide documented evidence of significant need. Such professionals are held to the same standards of conduct as all ICCS employees.

Computer

Teachers utilize computers in their daily instruction. ICCS has Internet capabilities in each classroom. Parent and student approval of the Diocesan Usage Contract is secured by agreeing to abide by the Parent/Student Handbook. Computer Literacy and Application is taught in the Computer Lab weekly for students in grades K through 5. Computer classes are part of the middle school enrichment program offered to students in grades 6 through 8. All Computer classes include keyboarding as well as regular class subject integration. Our website is www.iccschool.org.

Physical Education

Physical Education is taught regularly to all students in grades PreK through 8 with an emphasis on developing and improving fine and gross motor skills. Students participate in the Presidential Physical Fitness Program yearly. All students are to participate in physical education classes. Students with physical limitations must have a written verification from a doctor on file in order to be excused from participating in physical education activities.

Fine Arts

Art, Music, and Spanish are offered to all students in grades PreK through 5 weekly. Art, Music, Drama, and Spanish are part of the middle school enrichment program offered to students in grades 6 through 8.

Library

All students in grades PreK through 5 visit the Library weekly. Age appropriate lessons are planned to teach skills and introduce students to a variety of literature. Students are encouraged to check out books through the Accelerated Reader Program. (See individual teacher's syllabus to determine nine-weeks requirements.) All school computers are equipped with OPAC (online card catalog of ICCS Library collection) and Accelerated Reader tests available.

SPARK (Seeking Purposeful Analytical Realistic Knowledge)

SPARK, facilitated through the Calcasieu Parish School System, is an off campus program for gifted and talented students that meets weekly at a designated Calcasieu Parish school. Enrollment into this Program necessitates a formal evaluation by CPSB personnel. These evaluations usually occur once in the fall and once in the spring of each school year.

SAPE (Substance Abuse Prevention Education)

The counselor facilitates the ICCS Substance Abuse Program, with assistance from teachers and volunteers who strive to educate children in the area of substance abuse prevention. Local law enforcement agencies, through DARE (Drug Awareness Resistance Education) provide 5th graders with additional educational opportunities.

Act 504/Special Education/Resource

ICCS teachers and administration make every attempt to assist students with special needs. ICCS is staffed and equipped to provide a comprehensive multi-sensory educational program that is sometimes prescribed for students with special needs. Through funds appropriated by the ICCS School Board, two resource classrooms offer students who are diagnosed with special needs equitable opportunities for learning. The school also places students in regular classes using accommodations as deemed appropriate by the School Building Level Committee (SBLC). Written notification of the student's disability by a physician or licensed professional is required in the school office. Every attempt should be made to have this documentation at the time of registration. Further concerns may warrant services from the Calcasieu Parish School System's Assessment Team, which may lead to a formal assessment and evaluation. These proceedings may result in an Individualized Educational Plan (IEP) for the student.

At the present time, Calcasieu Parish School System provides the following programs to ICCS students who have met eligibility criteria. If at any time a parent wishes to request referral of their child to Calcasieu Parish Special Services for evaluation, the classroom teacher must be contacted.

Speech - Calcasieu Parish Speech teacher meets with students on the campus weekly.

Hearing/Vision - Itinerant teachers meet the needs of students on an individual basis.

Title I - A mobile classroom is provided to qualifying students in grades 1-5 whose residence is located in a Title I public school district.

Food Service Program

In conformity with the Federal-State Lunch Program, students are served a lunch consisting of a balanced meal. Families are billed a set fee per child monthly, payable at the beginning of each month. The Office of Catholic Schools Food Service prior to the beginning of the school year will determine the price of these lunches (\$2.10/student). **Lunch monies are to be paid separately from tuition.** Any student whose lunch bill is not paid after 5 days will not be allowed to continue eating lunch in the school cafeteria.

Children with bag lunches may not have candy, canned soft drink, or glass containers. ICCS policy **requires** that items brought should be limited to those normally served in the school lunch program. A carton of juice and/or an additional carton of milk may be purchased daily for 50 cents each. Bottled water is also available for \$1.00 each. Extra portions cost 75 cents each.

Use of microwaves is limited to middle school students only. All parents must notify the cafeteria manager by 8:30 a.m. if they will attend lunch. (439-3579). Adult lunch cost \$3.75 and must be paid at the time when served. While parents are welcomed to eat lunch with their students, they are asked to limit this to once a week.

Free or Reduced Lunch is available to students who qualify through the Federal Program. Eligibility is determined during the first weeks of each school year.

Extended Care

A program offered by ICCS provides for after school care from 3:00 to 5:30 pm. Adult supervision and snacks are provided. ICCS staff members supervise homework from 3:30–4:30 pm with free play following. All students enrolled **MUST** be picked up by 5:30 p.m. Late pick-ups are charged \$1 for every 1 minute. Only students enrolled in the extended care program should remain on campus after 3:30 pm. Students who remain on campus after that time will be escorted to extended care and parents will be billed for these services.

The cost for regular participation is \$7 per day for the first student; \$3 for each additional student. Drop in families will pay \$10 for one child and \$5 for each additional child. **Payments are due monthly with advanced payments accepted.** If an account becomes delinquent (late two weeks), the family may no longer utilize these services. If a child is not a regular participant in extended care, a parent should contact the office to place the child's name on the roster. **Extended Care offered on 12 Noon Dismissal Days at a charge of \$10 per student. Parents must call before 2:15pm to enroll drop-in students into Extended Care.** Visitors to Extended Care must report to the Extended Care sign in desk. Students must remain with assigned Extended Care groups at all times.

All rules of behavior apply throughout the time students are on campus. This includes the time enrolled in extended care.

Extra Curricular Programs

Student Opportunities

ICCS offers the following opportunities for extracurricular and co-curricular involvement to the students. **The administration reserves the right to suspend/remove any student receiving disciplinary infraction(s) from a school-sponsored activity.**

Altar Servers (grades 4-8)	ictv3 (grades 7-8)
Chess Club (grades 2-8)	Junior Beta Club (grades 6-8)
Cub Scouts (grades 1-5)	Rosary Club (grades PK-8)
Daisies/Brownies/Girl Scouts (grades K-8)	Science Fair (grades 4-8)
DARE (grade 5)	Social Studies Fair (grades 4-8)
Flag & Safety Patrol (grade 5)	Student Council (grades 6-8)
Geography Bee (grades 4-8)	

Any interested student should check with the moderator for all eligibility and/or attendance requirements. Sponsors must request use of space for meetings and are responsible for returning the space to its original order.

Athletic Programs

ICCS offers the following opportunities for athletic involvement to the students.

Pep Squad (grades 4-8)	Track (grades 5-8)
Cheerleaders (grades 7-8)	Basketball (grades 5-8)
Volleyball (grades 7-8)	Football (grades 6-8)
	Golf (grades 5-8)

CCAL Eligibility Regulations

Students and their parents must review the ICCS Athletic Handbook in order to participate on any ICCS athletic team. Signed participation contracts must be filed with the Athletic Director prior to participating. ICCS follows all guidelines set forth by the Catholic Christian Athletic League (CCAL). CCAL guidelines state "A student shall maintain an overall 2.0 grade point average with no grade lower than a D, and a maximum of two Ds, in order to be eligible for participation in athletic events." **(This average shall include all areas listed on the report card, including conduct and enrichments).** Report cards can result in students being removed from participation in athletics. By CCAL guidelines, progress reports do not remove a student from participating in athletics, but can be utilized to re-admit students for participation. However, the administration reserves the right to remove any student from participating in any school sponsored activity or team. At anytime, Progress Reports may remove an ICCS student from participating, with weekly progress used to determine qualification. Year-end final averages will be considered in determining eligibility for the following year's first quarter participation, as determined by the administration.

Parental Involvement

Diocesan Policy requires all volunteers directly working with our youth to undergo a criminal background check and have fulfilled requirements according to the Diocese Safe Environment Policies. Volunteers include substitutes, coaches, and playground helpers.

- **School Board** – School Board elections are held in the spring of each school year. ICCS follows all guidelines and policies set forth by the Diocese of Lake Charles regarding School Board elections and procedures.
- **Parent-Teacher Organization** - The purpose of this organization is to bring about cooperation between parents and teachers. Meetings are held periodically in the gym at 6:00pm. PTO Funds are raised to meet the PTO's financial obligation to the school's annual budget. Each family is required to donate \$300 or earn 300 approved PTO points. Information regarding these points is listed at the end of this handbook. If the family PTO pledge obligation is not met by April 30th of each school year, registration fees will be applied to satisfy the outstanding pledge balance and the student will not be considered registered for the following school year. If a student is no longer returning to ICCS, the students' records will not be released until the outstanding balance is satisfied.
- **ICCS Trust** - The ICCS Trust is a means for contributing to the financial stability of our school. Methods of contribution are memorial donations to honor a special person or occasion, the Annual Appeal Drive, Parent Loan program (funds donated this way are treated as a loan to the Trust with the interest going to the Trust and the amount loaned being returned to the donor upon exiting the school), and general donations. The school receives half of the annual income earned by the Trust.
- **Booster Club** - The Booster Club is the support system for ICCS athletics. All parents of student athletes, cheerleaders, and pep squad participants are considered members. All proceeds raised benefit the athletic and physical education programs.
- **Substitutes** – Any parent wishing to substitute may submit an application to the school office. All substitutes must have a current crime check form on file with the Diocese and have fulfilled the requirements according to the Diocese Safe Environment Policies.
- **Chaperones** – Parents are welcome to chaperone field trips when needed. Chaperones are expected to give their complete attention to the students they are accompanying. **With this in mind, no siblings are allowed on school-sponsored field trips.**
- **Playground Helpers** – Pre K and Kindergarten parents are welcome to help with playground duty throughout the year. Parents should check with their students' teachers for more information. Because of the regularity of this service, these volunteers are to have a current crime check form on file with the Diocese and have fulfilled other requirements according to the Diocese Safe Environment Policies. Parents are expected to give their complete attention to the students they are supervising. **With this in mind, no siblings are allowed on playground duty.**

APPENDIX

ACT 909 – 1990 LOUISIANA LEGISLATIVE ACTION

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades six through twelve and who is found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specific procedures for review or appeal as follows:
 - i. The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - ii. The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the State except upon the approval of the school board system to which he seeks admittance.

DIOCESE POLICY 4900 SEARCH AND SEIZURE

In that legal relationship between the Catholic school and the student {or the student's parent(s) or guardian(s)} is one of contract law, the school's handbook of rules and regulations governing school operations and procedures must contain a statement concerning the use of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas.

The school principal, or another school official with permission of the school principal, may search students themselves, or their lockers, or the students' belongings, including, but not limited to, handbags, briefcases, book bags, etc., under the following conditions:

1. The students have been warned in writing (via the student handbook) or orally (before an assembly) that lockers or belongings will be searched and inspected periodically for neatness and/or for contraband substances for the purpose of maintaining discipline and order.
2. The administrator must have a reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed. The administrator must not act arbitrarily nor capriciously but must have a good reason for the search and seizure.
3. The search of a person necessitating the removal of clothing should be conducted only when absolutely necessary and with a minimum of embarrassment to the student or students in the privacy of an administrator's office. A personal search should not be conducted if there is no danger that the illegal object will be destroyed and there is no absolute necessity to safeguard and protect individual students or school personnel. The parent or sponsor of the student should be called prior to a personal search when the above mentioned dangers are not present. Personal searches should always be conducted by school personnel of the same gender as the student(s) being searched.

DIOCESE POLICY 5370 SUBSTANCE ABUSE

The Catholic school will attempt to prevent the problems of substance (alcohol and drugs) abuse. Programs designed for prevention should be developed.

For the purposes of this policy, **drug** shall mean any mind-altering substance which may not be possessed or used by a student according to the law. The purchase, possession, use, sale, or distribution of these substances is illegal. Each school shall develop and publish a policy for dealing with situations which may arise involving drug abuse.

If any student brings to school, or has in his or her possession on the school grounds during or outside of school hours, or at any school sponsored function held off campus, any illegal drug or its look-alike, or drug paraphernalia, he or she is liable to disciplinary action.

Upon receiving information that a student is buying or has bought, is or has been in possession of, or has been using or encouraging the use of any illegal drug, the following steps shall be taken:

- 1 The person having the aforesaid information shall notify the principal of the school wherein the student is enrolled.
2. The student's parents or sponsors shall be notified and written documentation shall be made of the incident.
- 3 The principal may discipline the student according to the disciplinary code of the school.

DIOCESE POLICY 4560 HARRASSEMENT

The schools of the diocese do not condone harassment of any kind. All students of the Diocese of Lake Charles are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. It also applies equally to all clergy, religious, and lay persons.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when: Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.

Verbal harassment shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

Each school shall establish a policy regarding the identification, reporting, investigation, and disciplinary action taken for any reported instances of harassment involving any members of the school community. This policy shall be published for all persons in the school community and should be in the school's faculty and parent-student handbooks.

ICCS HARASSEMENT POLICY

ICCS does not condone harassment of any kind. Allegations of harassment are considered serious offenses. This prohibition against acts of harassment applies to everyone engaged in school related activities, both on and off campus. All cases of suspected harassment will be investigated and handled according to the following policies set forth by the school effective August 16, 1999.

Harassment includes, but is not limited to, intimidation or persistent abuse of another, including physical contact, oral comments, or written notes and pictures.

Sexual harassment is any activity of a sexual nature that is unwanted, including but not limited to touching, pinching, patting, verbal comments, comments about parts of the body that are gender related, sexual name calling, propositions, and unwanted body contact.

For an incident to be considered harassment, the behavior must be repeated. Most incidents that happen one time are not considered harassment however, the incident should be addressed in another area of discipline.

POLICIES FOR HANDLING ALLEGED HARASSMENT CHARGES:

Reporting:

When a student notifies a faculty and/or staff member of an incident that meets the criteria for harassment, documentation should be made by the teacher using a Student Disciplinary Form (Form 1). The principal or counselor must be notified.

Note: Some offenses are so severe that a Harassment Incident Report Form would be used for the first offense instead of the Student Disciplinary Form.

When a student reports a second offense and each offense thereafter, the faculty and/or staff member must give the student a Harassment Incident Form (Form 2) to fill out. This form must be filled out in the student's own handwriting and language (when possible). The principal must be notified.

Investigating:

Charges of harassment are investigated by the principal using the following guidelines: (Circumstances surrounding a situation could cause a deviation from these procedures.)

- A. Interview with complainant (Forms 3 and 4)
- B. Interview with alleged perpetrator (Forms 3 and 4)
- C. Interview with others, if necessary (Forms 3 and 4)
- D. Written statement from the alleged perpetrator (Form 3)
- E. Review all available information
- F. Notify parents of all students involved
- G. Confer with parents of complainant (Form 5)
- H. Confer with parents of perpetrator (Form 5)
- I. Confer with both sets of parents if requested by either parents (Form 5)
- J. Make decision
- K. Implement disciplinary action (Form 6)

Action:

Disciplinary action may vary depending on the severity of the offense.

1. First offense (as documented on the Student Disciplinary Form)
Standard deduction for aggressive behavior on the behavior log.
2. Second offense (as documented on Harassment Incident Report Form)
Parents notified
Detention issued
One counseling session with the school counselor
Suspension/Expulsion depending on severity of the offense
3. Third Offense (as documented on Harassment Incident Report Form)
Parents notified
Detention issued
One counseling session with the school counselor
Conference held with alleged perpetrator's parents
Suspension/Expulsion depending on severity of the offense
4. Fourth offense (as documented on Harassment Incident Report Form)
Parents notified
Scheduled counseling sessions with school counselor
Conference held with alleged perpetrator's parents

Suspension/Expulsion depending on severity of the offense

Student is put on disciplinary probation that if another offense is reported and confirmed, the student will be expelled.

5. Fifth offense (as documented on Harassment Incident Report Form)

Expulsion

Exit conference held

DIOCESE POLICY 4830 SCHOOLS AS WEAPONS FREE ZONES

Schools must follow the regulations as stated in Louisiana State law.

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The principal should notify the parents of any student who is arrested for violation of this statute.

DIOCESE POLICY 4530 SUSPENSION

A student may be suspended for a serious violation of school regulations by the principal or his or her designee. The school shall carefully document the violation and the reason for the suspension. Written notice shall be given to the parents or guardians of the student. No suspension shall last longer than three (3) days. Each school shall determine the exact punitive conditions for suspension and these shall be published in the school's student and parent handbook. During the period of suspension the student is marked absent.

DIOCESE POLICY 4531 SUSPENSION DURING A CRIMINAL INVESTIGATION

If any student of a Catholic school is suspected of criminal activity, that student may, at the discretion of the pastor and principal, be placed on suspension until an investigation has been conducted to ascertain his/her guilt or innocence. The length of the suspension shall be governed by the length of the investigation. This suspension time shall not count as part of the number of days absent when determining passing and failing according to state attendance regulations but shall be considered excused absence time. The student shall be allowed to complete assignments at home and may be allowed to make up all tests either under supervision at home or upon returning to school.

DIOCESE POLICY 4540 EXPULSION

A student is liable for expulsion from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion of a student is reserved to the principal or, in the rare instance that the principal is unavailable and the situation is grave enough to merit immediate attention, the chief administrator in charge at the time, who shall observe the following procedure within one school day of the incident:

1. Documentation of the violation and the reason(s) for expulsion shall be included in the school's discipline file.
2. Inform the pastor and the school board president, in writing, of the action and the reasons for such action.
3. Inform the appropriate pastor, in writing, when the student is from another church parish.
4. Inform the student's parents, in writing, of the action, the date the expulsion becomes effective, the reasons for the expulsion, and the right of the parent to a hearing with the principal if this hearing is requested within five (5) days of the occurrence.
5. Parents shall be given access to the student's school records prior to the hearing, if this is requested.
6. Inform the superintendent, in writing, of the action and the reasons for such action.

7. The parents have the right to appeal the decision first, at the local level and then, if they wish, at the diocesan level. The decision of the Diocesan School Board, with approval of the bishop, shall be final in all appeals cases. (For complaint procedures see series 6500 of this handbook.)

DIOCESE POLICY 4550 CORPORAL PUNISHMENT

Corporal punishment is never permitted in the schools of the Diocese of Lake Charles.

Although corporal punishment, within a reasonable degree, is actually permitted as a method of discipline in the schools of Louisiana by state law, this practice stands against the very ethos of Christian behavior. Corporal punishment shall include, but is not limited to, the following actions: spanking, shaking, slapping, pinching, hair pulling, etc.

In the event that a teacher should strike a child or use any other form of inappropriate physical restraint upon a child, the teacher shall inform the principal immediately and shall file a written explanation of the incident with the principal within twenty-four (24) hours or one school day of the incident.

ASBESTOS MANAGEMENT PLAN STATEMENT

Asbestos containing building materials are located within Immaculate Conception Cathedral School. In their present condition, they present no hazard to school occupants.

ASBESTOS-CONTAINING MATERIALS IMMACULATE CONCEPTION CATHEDRAL SCHOOL 1536 RYAN STREET LAKE CHARLES, LA 70601			
Material Type	Location	Classification	Condition/Hazard Assessment
Thermal System Insulation (TSI)	Throughout Main Building	Friable	Good Condition

An Asbestos Management Plan has been developed to prevent the asbestos from becoming a hazard and is on file in the school office. The plan is available for inspection upon request and appointment.

DIOCESE OF LAKE CHARLES STUDENT INTERNET USE POLICY

This document sets forth the rights and responsibilities for students under the Diocese of Lake Charles Internet Safe and Responsible Use Policy. This Student Internet Use Policy is, by reference, a part of the Student Internet Account Agreement which must be executed by each Student and each Student's Parent or Guardian.

Educational Purpose:

1. The School Internet system has been established for a limited educational purpose. Educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The School Internet system has not been established as a public access service or a public forum. The Diocese and school has the right to place reasonable restrictions on the material you access or post through the School Internet system. You are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the School Internet system. The student disciplinary code will govern any violations of this policy.
3. You may not use the School Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the School Internet system.

Access To Online Materials:

1. The material you access through the School Internet system should be for class assignments or for personal research on subjects similar to what you might study in a class or would otherwise research in the school library. Use for entertainment purposes is not allowed.
2. You will not use the School internet system to access the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
3. If you mistakenly access inappropriate information through the School Internet system, you should immediately report this access in the manner specified by your school. This will protect you against a claim you have intentionally violated this policy.
4. The school has installed filtering software to protect against access to inappropriate material.
 - a. If you feel filtering software is blocking your access to an appropriate site, report this to your teacher.
 - b. You will not seek to bypass the filtering software by using a proxy site or some other technology.

Privacy And Communication Safety Requirements:

1. "Personal contact information" includes your full name, together with other information that would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you will not disclose your full name or any other personal contact information online for any reason.
3. If you are a high school student, you may disclose personal contact information to educational institutions, companies or other entities for career development purposes, or with specific staff approval.
4. You will not disclose names, personal contact information, or any other private or personal contact information about other students. You will not forward a message sent to you privately without permission from the person who sent you the message.
5. You will promptly disclose to your teacher or other school staff member any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

Unlawful, Unauthorized, And Inappropriate Uses And Activities:

1. Unlawful activities:
 - a. You will attempt to gain unauthorized access to the School Internet system or to any other computer system through the School Internet system or go beyond your authorized access. This includes attempting to log-in through another person's account or to access another person's files.
 - b. You will not make deliberate attempts to disrupt the School Internet system or any other computer system or destroy data by spreading computer viruses, or by any other means.
 - c. You will not use the School Internet system to engage in any other unlawful act, including arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person.
2. Inappropriate language:
 - a. Restrictions against inappropriate language apply to all speech communicated through the School Internet system, including public messages, private messages, and material posted on Web pages.
 - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. You will not post information that could cause damage or a danger of disruption to your school or any other organization or person.

- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. You will not harass or bully another person.
 - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
 - g. You will promptly disclose to your teacher or another school employee any message you receive from any other student that is in violation of the restrictions on inappropriate language.
3. Plagiarism and copyright infringement:
- a. You will not plagiarize works you find on the Internet. Plagiarism is taking the ideas or writings of others, and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

System Security And Resource Limits

1. System security:
- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
 - b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. However, do not go looking for security problems because, this may be construed as an unlawful attempt to gain access.
 - c. You will avoid the inadvertent spread of computer viruses by following the school virus protection procedures.
2. Resource limits:
- a. You will use the School Internet system only for educational and career activities and limited, high-quality personal research.
 - b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer.
 - c. You will not misuse Diocesan, school, or personal distribution lists or discussion groups for sending irrelevant messages.

Your Rights And Expectations:

1. Free speech

Your right to free speech and access to information applies to your use of the School Internet system. The Diocese and/or school may restrict access to materials for valid educational reasons. The School will not restrict your access to information and ideas based on a disagreement with the views expressed. The School may restrict your speech for valid educational reasons. The School will not restrict your speech on the basis of disagreement with the opinions you are expressing.

2. Copyright

You own the copyright to works you create in school or for a class assignment. If the work is created by a group, each student will share joint ownership of the copyright. You and your parent or guardian must agree before your work will be posted on the school Web site. Your work should be posted with your copyright notice.

3. Privacy

- a. You should have only a limited expectation of privacy in your files on the School Internet system and records of your online activity. All student use of the School Internet system will be supervised and monitored. The school's monitoring of Internet usage can reveal all activities you engage in using the School Internet system.
- b. Routine maintenance and monitoring of the School Internet system may lead to discovery that you have violated this policy, the student disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

- c. Your parents have the right to request to see the contents of your computer files at any time.

4. Due process

- a. The school will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the School Internet system.
- b. In the event there is a claim you have violated this policy or student disciplinary code in your use of the School Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- c. If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on your use of your Internet.

Limitation Of Liability:

The School will not guarantee that the functions or services provided through the School Internet system or its internet service provider will be without error. The School will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The Diocese and/or school will not be responsible for the accuracy or quality of the information obtained through the School Internet system. The Diocese and/or school will not be responsible for financial obligations arising through the unauthorized use of the School Internet system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the School Internet system. You may use the School Internet system only if your parents have signed a disclaimer of claims for damages against the school and Diocese.

Student Internet Account Agreement

I have read the Diocesan Student Internet Use Policy, which is made a part of this Agreement, by reference. I agree to follow the rules contained in this policy. I understand if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Parent or Guardian Section

I have read the Diocesan Student Internet Use Policy, which is made a part of this Agreement, by reference. I hereby release the Diocese and school, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the School Internet system, including but not limited to claims arising from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand I can be held liable for damages caused by my child's use or misuse of the School Internet system.

I will instruct my child regarding restrictions against accessing material in addition to the restrictions set forth in the Diocesan/school policy. I will emphasize to my child the importance of following the rules for personal safety.

I hereby give permission for my child to use the School Internet system. I understand this permission includes permission for my child to access information on-line through the World Wide Web, receive e-mail communications through a class account or individual e-mail account, if applicable, and engage in other educationally relevant electronic communication activities.

PTO VOLUNTEER OPPORTUNITIES

Each fundraiser is important to meet the yearly PTO obligation of \$100,000 for the school's operating budget. Every family is obligated to contribute \$300 or 300 volunteer points to help reach this goal. The monetary obligation can be met by paying upfront or contributing to the financial success of the fundraising activities. Parents may earn points by volunteering their time to fundraisers. Volunteers earn 25 points for each hour worked. Most work shifts are two hours. Volunteer sign-up takes place at the first PTO meeting as well as by calling any of the chairpersons listed.

When volunteering, parents must sign in with the chairperson in order to assure the activity has been pre-approved for earning PTO points as well as that proper credit for work time is recorded.

NO POINTS MAY BE TRANSFERRED OR SHARED AMONG ICCS FAMILIES.

Listed below are the 2011-2012 PTO fundraisers and volunteer opportunities available for ICCS parents.

GREENERY

September 22nd—October 27th

Chairperson— Oversees entire project.

Treasurer—Responsible for reconciliation of student packets, prepares deposits as orders are turned in, inputs all data regarding funds collected and sales orders and works with chairperson to order inventory.

Packet Preparation—Responsible for coordinating the preparation of all materials in the sales packets, assigns and distributes the materials to volunteers for prepping and collects materials back to stuff in envelopes.

Family Phone Tree—Organizes volunteer list to call families at the beginning of the fundraiser and also when greenery arrives.

Mail out— Responsible for mail-outs to local businesses and ICCS friends and Alumni. Organizes committee members to follow up with new businesses and helps update the database.

On- Line Orders—Responsible for proofing and processing all on-line orders.

Receiving and Distribution—Responsible for coordinating the receiving and distribution of greenery to include off loading truck and inventory accuracy.

Delivery—Responsible for coordinating ALL greenery orders requested for delivery in a 25 mile radius.

PANTHER RUN

October 29th

Chairperson—Oversees entire project. Responsible for coordinating with are runner organizations as well as organizing volunteers.

Sponsorships Chair—Secures sponsorships for the Panther Run

T-Shirt Chair—Works to design a t-shirt, compiles orders and distributes t-shirt the day of race

JAMBALAYA DINNER

February 9th

Chairperson—Oversees entire fundraiser and is responsible for procurement of ingredients and food preparation. Monitors ticket sales and sponsors. Coordinates with the servers and delivery chairperson to ensure event efficiency.

Ticket Chair— Responsible for printing of tickets, organization of packets to be sent home with families, keeping record of sales and awarding the appropriate prizes.

Server Chair— Coordinates set-up and serving of meals for pick-up and delivery and clean-up after dinner.

Delivery Chair—Coordinates delivery of all meals sold to businesses.

AUCTION

April 20th

Chairperson—Oversees entire fundraiser and is responsible for securing auctioneer and meal. Responsible for auction program and proofing.

Silent Auction—Committee solicits local businesses to obtain items for the Silent Auction. Writes detailed description of items for program.

Live Auction—Committee solicits local businesses to obtain items for the Live Auction. Writes detailed description of items for program.

Decorations—Works with Chair to determine theme of auction and is in charge of choosing decorations for the gym.

Finance—Responsible for Finance table the evening of the auction and reconciling invoices at the end of the evening.

Sign-ups—Responsible for sign-ups and making the posters for the evening.

Theme Baskets—Responsible for all printing materials concerning items for the theme baskets, builds the baskets, sells and distributes tickets for students and teachers.

Program—Responsible for creating, writing descriptions, printing and distribution of the auction program. Works with auction chair on advertising.

Set-up and Clean-up—Responsible for working with Decorations committee to set-up gym and clean-up the following day.

IMMACULATE CONCEPTION CATHEDRAL SCHOOL

School Year 2011-2012

AUGUST

- 9 Back-to-School Business Day
10:00am-1:00pm Cafeteria
- 17 First Day of School
FULL DAY
1/2 day for PK/K Girls Only
- 17 PTO Meeting
6:00pm Gym
- 18 1/2 day for PK/K Boys Only
- 31 Cub Scout Round-up
6:00pm Cafeteria

SEPTEMBER

- 2 Opening & Aug/Sept
Birthday Mass
8:30am Cathedral
- 5 **NO SCHOOL**
Labor Day Holiday
- 6-8 From Your Student's Desk
6:00-7:30pm Classrooms
- 16 1st Qtr Progress Reports
- 22 Greenery Sale Begins
- 23 Picture Day

OCTOBER

- 3 T-shirt Day
Skate Night
- 6 Animal Blessing
8:00am Playground
- 7 Oct Birthday Mass
8:30am Cathedral
- 14 **NO SCHOOL**
Diocesan In-service
- 20 Greenery Sale Ends
- 21 Living Rosary
8:30am Gym
- 26 1st Qtr Report Cards
- 28 Picture Retakes
- 29 Panther Run

NOVEMBER

- 1 All Saints Day & November
Birthday Mass
8:30am Gym
- 4 Explore Test for 8th Grade
NOON DISMISSAL
- 6 Daylight Savings Time Ends
- 10 First Penance
6:00pm Cathedral
- 11 Veteran's Day
"Prayer at the Pole"
8:00am Playground
- 18 Thanksgiving Mass
8:30am Gym
- 18 2nd Qtr Progress Reports
- 21-25 Thanksgiving Holidays
- 28 Classes Resume
- 30 Advent Wreath Blessing
8:00am Gym

DECEMBER

- 6 St. Nick's Day
- 8 Feast of the Immaculate
Conception & December
Birthday Mass
8:30am Cathedral
- 14 Advent Blessing
8:00am Gym
- 19 Advent Blessing
8:00am Gym
- 20 School-Wide Music Program
12:30 – 2:00pm Gym
- 21-30 Christmas Holidays

JANUARY

- 2 Christmas Holidays
- 3 Classes Resume
- 6 January Birthday Mass
8:30am Gym
- 16 **NO SCHOOL**
MLK Holiday
- 18 2nd Qtr Report Cards
- 25 ICCS Social Studies Fair
- 26 ICCS Science Fair
- 30 T-shirt Day
Skate Night
- 30-Feb 3 Catholic Schools Week

FEBRUARY

- 1 New Families Open House
9:00am-4:00pm
- 1 PTO Meeting
6:00pm Gym
- 3 February Birthday & Catholic
Schools Week Mass
8:30am Gym
NOON DISMISSAL
- 9 Jambalaya Dinner Fundraiser
- 10 Class Pictures
3rd Qtr Progress Reports
- 17 Variety Show
8:15am Gym
- 17 Teachers vs. 8th Grade
Volleyball Game
9:30am Gym
- 20-21 Mardi Gras Holidays
- 22 Classes Resume
Ash Wednesday Mass
8:30am Gym

MARCH

- 2 March Birthday Mass
8:30am Cathedral
NOON DISMISSAL
- 7 Spring Drama
6:30pm Gym
- 8 Band & Choral Concert
6:30pm Gym
- 11 Daylight Savings Time Begins
- 14 "Wear Green" for Patrick
- 23 Spring Pictures
3rd Qtr Report Cards
- 30 April Birthday Mass
8:30am Cathedral

APRIL

- 3 Living Stations of the Cross
8:15am/9:00am Gym
- 6 **NO SCHOOL**
Good Friday Holiday
- 9-13 Easter Holidays
- 16 Classes Resume
- 20 4th Qtr Progress Reports
- 20 T-shirt Day
PTO Dinner Auction

MAY

- 1 May Crowning & Religion
Awards Ceremony
8:00am Gym
- 4 DARE Graduation
8:15am Gym
Step-up Day
9:30 - 11:30am
NOON DISMISSAL
- 5 First Eucharist
4:00pm Cathedral
- 11 May Birthday & Closing Mass
8:30am Cathedral
- 18 ½ day Kindergarten
Kindergarten Closing
Ceremony
6:00pm Gym
- 22 8th Grade Closing Ceremony
6:00pm Cathedral
- 23 School-Wide Music Program
& Library Awards
9:00am Gym
Class Picnics
- 24 **NO SCHOOL**
Records Day
- 25 Final Awards Assembly
& Report Card Distribution
8:00-9:30am Gym