

# IMMACULATE CONCEPTION CATHEDRAL SCHOOL



## PARENT/STUDENT HANDBOOK 2022 - 2023

IMMACULATE CONCEPTION CATHEDRAL SCHOOL

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*Strengthening spirits, minds, and 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. Agreeing to this handbook during the enrollment process and/or at the start of a new school year 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 or the Diocesan Office of Catholic Schools 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.

## MISSION STATEMENT AND BELIEFS

*Strengthening spirits, minds, and 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 Advisory Council 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 the 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 and was accredited again in the 2004-2005 and 2010-2011. ICCS was accredited under Advanc-Ed in 2015-2016 and during the 2021-2022 school year ICCS was accredited through Cognia. ICCS will undergo diocesan system accreditation with Cognia during the 2022-2023 school year and is committed to growth in pursuit of Catholic academic excellence.

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.

Due to growth in student population at ICCS and the need for additional space, the Building on Tradition capital campaign, endorsed by Bishop Glen John Provost, officially began in 2007. This campaign helped to fund the construction of the 3-story, 20,000 square foot St. Charles Annex addition. The Annex includes 4 classrooms, a large art room, a state-of-the-art computer lab, and a spacious library. In 2020, the third floor of the St. Charles Annex was built out as a multipurpose space to serve ICCS students and in 2021, the first phase of a long dreamed about campus security project was begun by creating and consolidating the land serving our students into a united campus unit. The second phase to further secure campus is currently underway.



ICCS currently enrolls 372 students from grade Pre-Kindergarten to eighth grade. Mrs. Blair Moses Tadlock currently serves as the principal and Ms. Lyndsey LeBlanc serves as the Assistant Principal over curriculum. The school has 20 classroom teachers and 4 paraprofessionals. In addition, the school also employs a librarian, a school counselor, an elementary resource teacher and a progressions teacher, director of religious education, and teachers of enrichments in art, technology, music, physical education, and foreign language. ICCS staff includes a receptionist, an administrative secretary, a bookkeeper, a technology coordinator, and a facilities and grounds coordinator. Our students continue to excel academically scoring among the highest at every grade level on the annual standardized tests given throughout the Diocese.

Immaculate Conception Cathedral School's faith and spirituality are infused into our daily lives, not only in religion classes, but also through the various liturgical celebrations, class retreats, and school-wide service projects. It is through our day-to-day acknowledgment of our many blessings that we live out our mission of *"Strengthening Spirits, Minds, and Bodies Through the Teachings of Jesus Christ."*

Principals who have served Immaculate Conception Cathedral School include:

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

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 the 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 or her 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 to learn, 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 has been accredited by Cognia, AdvancED, and SACS CASI Association. 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 the pastor of ICC parish, the principal, and must follow the policies and procedures set forth by the Office of Catholic Schools.

The school's Advisory Council is comprised of seven members who work with school leadership for the betterment of the school. Two (2) members are appointed by the pastor from the parish, four (4) have children at ICCS and are elected by parents of ICCS, and one (1) is the PTO president. The principal directs and implements policy and employs and supervises the faculty and staff.

Advisory Council meetings are held monthly at 5:00 pm (unless otherwise scheduled) in the church parish office building or the school. Should a parent be interested in attending, a request to be placed on the agenda must be made in writing to the president/chairperson no less than seven (7) days prior to the next advisory council meeting. The president/chairperson shall contact the pastor and the principal, and with a vote of these three persons they may either approve or deny. Should it be approved, the pastor, the principal, and the president/chairperson will set the amount of time and the nature of the presentation to be made. Notice of presentations shall be given to each school board member in advance of the meeting at which it is to be made.

If a request is made and the pastor, the principal, and the president/chairperson all agree that it is an urgent need or emergency approval may be granted forty-eight (48) hours prior to the advisory council meeting. All members of the advisory council shall be notified and the pastor, the principal, and the president/chairperson will set the amount of time and the nature of the presentation to be made.

## 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 Advisory Councils 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 Cathedral 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.

### **ADMISSION PRIORITY**

Admission priority at ICCS is as follows:

1. New students with current siblings.
2. New students where parents are parishioners of Immaculate Conception Cathedral Church and have an alumnus/alumna parent of ICCS.
3. New students where parents are parishioners of Immaculate Conception Cathedral Church - see below on parishioner status determination.
4. New students where a parent is an alumnus/alumna of ICCS.
5. New students where parents are parishioners of a Catholic Church parish that does not have a Catholic school.
6. New students where parents are parishioners of a Catholic Church parish that does have a Catholic school.
7. New students who are non-Catholic.

\*\* For instances where there is equal admissions priority, the senior ICCS administration and the pastor will determine admission.\*\*

### **PARISHIONER STATUS**

Families in good standing with Immaculate Conception Cathedral parish are defined as those who (1) live within the territorial boundaries of the church parish or are officially registered with the Cathedral, (2) regularly worship at the Cathedral, and (3) offer financial donations to the Cathedral. All three criteria are used in determining eligibility for parish subsidized tuition by the pastor.

For the 2023-2024 school year, Cathedral parishioners requesting parish subsidized tuition are expected to have contributed on a frequent and regular basis prior to December 31, 2021 in recorded funds to the church parish.

### **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 and verbal announcements, when applicable.
2. investigate issues related to well-being and discipline directly with students.
3. 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.

## **PARENTAL ROLE IN EDUCATION**

We consider it a privilege to work with parents in the education of children because we believe you are the primary educators of your children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life -- physically, mentally, and spiritually. During the formative years of Pre-K-8th grade, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, and social best. It is vital that teachers and parents work together in support of all students. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

As partners in the educational process, we ask parents:

- to set rules, times, and limits so that your child:
  - gets to bed early on school nights;
  - arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code; and
  - completes assignments on time;
- to actively participate in school activities
- to inform ICCS of any special situation regarding student's well-being, safety, and health
- to read school notes and newsletters and show interest in your child's total education
- to support the religious and educational goals of the school
- to attend Mass and teach the faith by word and example
- to support and cooperate with the discipline policy of the school
- to not post negative comments about our school, students, or teachers on social media

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## PARENT/STUDENT HANDBOOK

The current Parent/Student Handbook is posted to the school website annually. Families may request a printed copy. A form stating that parents and students have read and discussed the Handbook is to be submitted by the specified 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/guardians and students are to comply with the terms of the Parent/Student Handbook and other school publications (grade level contracts, class syllabi, calendars, etc.) **Failure to abide by the terms described in this Handbook by either the student or parent/guardian may jeopardize the students' enrollment.**

## PARENT COMMUNICATION

Parent communication is paramount to the success of each student. Various forms of communication are available for parents and students to remain informed throughout the calendar year.

- The ICCS webpage ([www.iccschool.org](http://www.iccschool.org)) is maintained regularly. It contains links to various helpful sites as well as updated information such as the monthly cafeteria menu, PTO fundraiser events, and forms. Online donation and ICCS alumni submission forms can also be found on the [www.iccschool.org](http://www.iccschool.org) website.
- *The Panther Press*, our weekly e-newsletter, is our most consistent means of communication. It is sent out electronically via email on Thursdays. Past copies can be referenced online via the [www.iccschool.org](http://www.iccschool.org) website. Newsletter submissions are due by 3:00 p.m. on Tuesdays. Submissions MUST BE school-related, newsworthy, and approved by the administration. For more information about *The Panther Press*, please contact Jessica Hart at [jhart@iccsweb.com](mailto:jhart@iccsweb.com).
- **FACTS SIS** is an online service providing parents with updated records of their student's academic progress. This service also allows the school to notify all households and parents of emergencies or unplanned events that might cause early dismissal, school cancellations, or late starts via telephone, email, or SMS broadcast. Questions regarding FACTS SIS access may be directed to Melissa Mathew at [mbmathew@iccsweb.com](mailto:mbmathew@iccsweb.com).

## CONFERENCES/CONSULTATIONS

Consultation with your child's teacher is always the first step in addressing a concern. Parents may email their child's teacher or call the front office to leave a message for the teacher. Teachers will do their best to return phone calls or answer requests within twenty-four hours. **After** parents have conferred with the teacher, school administration is also available for a conference by appointment. All parent/teacher conferences must be scheduled in advance by calling the office or by emailing a teacher. If a teacher feels communication or a conference is necessary, an email or written notification will be sent home. ICCS teachers copy administration on email communications. 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.**

## **VISITORS/STUDENT SAFETY**

Visitors must act courteously and respectfully toward faculty and staff at all times. Disruptive or threatening behavior will not be tolerated. Entrances into the building during the school day should take place at the Ryan Street entrance only. 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 administrative approval.

## **SCHOOL RESOURCE OFFICER**

ICCS has secured a School Resource Officer (SRO) for the 2022-2023 school year. The School Resource Officer Program is a proactive, innovative, problem-solving approach to assist in reducing crime by assigning specially trained certified law enforcement officer to schools. The goal is to offer a safe environment so students can obtain an education without the fear of violence. The SRO program is a nationally accepted program involving the placement of a law enforcement officer within the educational environment. The officer's role is more than being a very active high profile law enforcement officer and includes being a resource for students, parents, teachers, and administration regarding law related issues.

## **SCHOOL/OFFICE HOURS**

The office is open from 7:30 a.m. to 3:30 p.m., weekdays during the school year, except during school holidays. Summer office hours are also shortened and posted during the summer months.

## **USE OF ICCS FACILITIES**

The use of the ICCS building must have the prior approval of the administration. For insurance purposes, only those activities sanctioned as school-related or parish-related will be considered unless a waiver is signed. The sponsoring organization or any approved group approved to use specified areas of the ICCS building are responsible for restoring order to the building following the activity. Should there be damages or items that need to be cleaned after use, organizations and groups will be billed for clean-up, repairs, or any other costs incurred by the school to put things back in order.

## **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.

## **BUSINESS/FINANCE**

### **MONETARY TRANSACTIONS**

Financial transactions will be handled through the FACTS Tuition Management System. Monetary transactions are not done in cash at ICCS.

## **REGISTRATION FEES/TUITION/PTO OBLIGATION**

Tuition and registration fees are established annually in consultation with the Advisory Council and must be paid at the time of enrollment. Registration fees are non-refundable except in cases of residence relocation outside Calcasieu Parish and must be requested prior to the first day of school. All accounts (tuition, extended care, etc) must be current at the time of registration in order to register for the following school year.

Any student whose account is delinquent greater than thirty days may 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... students. 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 30<sup>th</sup> 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.

## **IMMACULATE CONCEPTION CATHEDRAL PARISH POLICY REGARDING SUBSIDY**

Families in good standing with Immaculate Conception Cathedral parish are defined as those who (1) live within the territorial boundaries of the church parish or are officially registered with the Cathedral, (2) regularly worship at the Cathedral, and (3) offer financial donations to the Cathedral. All three criteria are used in determining eligibility for parish subsidized tuition by the pastor. Cathedral parishioners requesting parish subsidized tuition are expected to have contributed at least \$500 prior to December 31, in recorded funds to the church parish.

Families requesting subsidy from another church parish must have the Parishioner Verification form completed by their pastor. In order to verify the order of admissions, all families of the Catholic faith seeking enrollment at Immaculate Conception Cathedral School must submit the Parishioner Verification form prior to the end of registration to the school office.

## **WITHDRAWAL**

Students who transfer to another school after enrolling in Immaculate Conception Cathedral School should notify the principal of intent to transfer in writing by completing a withdrawal request form to disenroll the student. Once all entities have verified outstanding materials have been returned and fees have been paid in full, records will be sent to the name and address of the new school upon their request. If a registered student withdraws or is dismissed during the year, the outstanding tuition agreement will be canceled as follows:

- Students withdrawing between June 15 and September 30 are responsible for 1/4 of the full tuition amount.
- Students withdrawing between October 1 and November 30 are responsible for 1/2 the full tuition amount.
- Students withdrawing between December 1 and December 31 are responsible for 3/4 of the full tuition amount.
- Registered students who withdraw after January 1 are responsible for the full tuition amount.

Cumulative records of students are released only after the paperwork is complete and all bills have been paid



## **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 money to each Catholic school in the Diocese of Lake Charles. Tuition assistance is determined in the spring of each school year and is available for families enrolled at that time.

## **SUPPLIES AND CLASS FEES**

ICCS purchases certain pre-packaged supplies for all students. Supplies and class fees combine to cover materials specific to certain grade levels. The following are general costs per grade level and are subject to slight changes. Pre-Kindergarten = \$120; Kindergarten = \$120; 1<sup>st</sup> - 3<sup>rd</sup> = \$100; 4<sup>th</sup> - 7<sup>th</sup> Grade = \$125; 8<sup>th</sup> Grade = \$165.

Students in various grades also have a limited supply list of items that they will need to have throughout the school year.

Students should bring a water bottle each day to campus. ICCS prefers for the water bottles to be made of plastic however if a student brings a metal water bottle, they will be allowed to use it. All water bottles should be made of material that will not break or shatter. If your student does not bring a water bottle to school, we will supply a vessel for water. If a disposable water bottle is supplied for your student to use, your FACTS account will be billed \$1.00. Excessively forgetting a water bottle at home will result in points being deducted from conduct.

## **TRADING SERVICES FOR FEES**

It is at the discretion of the principal and Pastor, with approval of the Advisory Council, 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 8th Grade, 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.

## SACRAMENTAL PREPARATION

Students are prepared for First Penance and First Eucharist in second grade.

## LITURGIES

Throughout the year, ICCS celebrates Mass as a community in the school gym and at the Cathedral. School classes and organizations plan and lead liturgies. Parents, families, and friends are always invited and welcomed to these celebrations. On Mass days, girls must wear an ICCS jumper/skirt and boys must wear uniform pants (no shorts).

## ACADEMIC PROGRAM

ICCS abides by the State Department of Education's Bulletin 741 and accreditation agency guidelines when making all necessary judgments about policies and regulations concerning the curriculum. In addition, ICCS follows all standards set forth by the Office of Catholic Schools for the Diocese of Lake Charles.

## ACADEMIC HONESTY AND INTEGRITY

Academic honesty and integrity are molded within the mission to *strengthen the spirits, minds, and bodies through the teachings of Jesus Christ*. It is with this in mind that academic endeavors of our students whether in faith, academic excellence, or personal growth reflect moral and ethical principles found in the Gospel. We are committed to producing an educational atmosphere where our young scholars develop integrity and self-discipline and who develop into passionately faithful, intellectually astute, and socially responsible citizens. ICCS believes in fostering character and virtue development of all students. Students who do not complete academic work with honesty or integrity but who take ownership of their actions may receive a reduced penalty to their conduct grade.

## FAIR ASSESSMENT POLICIES AND GUIDELINES

The term **assessment** refers to a wide variety of tools and methods used by teachers to evaluate, measure, and document student learning, readiness, skill acquisition, or educational needs. These include traditional methods of assessment within the physical classroom space as well as digital/virtual assessments given through virtual learning spaces and platforms used by ICCS teachers. The primary purpose of assessing students is to give an indication of a student's learning progression. All school work for academic learning whether formally assessed or not should be **the student's own work**. It is essential that assessments be fair for all students and aligned with the mission of *strengthening spirits, minds, and bodies through the teachings of Jesus Christ*.

The Fair Assessment Curriculum Team (FACT) collaborates to promote fair assessment across all grade levels and content areas. Members of the team for the 2022-2023 academic year are Mrs. Tadlock, Mrs. Grinton, Mrs. LeBlanc, Mrs. Welch, Mrs. Romano, Mrs. Schwartzburg, Mrs. Verrett, and Ms. House. Policies and guidelines developed by FACT are created to support and sustain a fair assessment environment for purposeful and productive learning. FACT reviews and evaluates issues brought by teachers, parents, and students that may arise throughout the school year, and decides along with the administration on a consistent and fair resolution aligned to the school's philosophy of education.

### Academic Assessments

1. All school work for academic learning whether formally assessed or not should be the student's own work.
2. Students are assessed in diverse ways including but not limited to tests, quizzes, projects, study guides/reviews, labs, and in-class and out-of-class assignments.
3. Assessments reflect the course material covered in the teaching and learning process.
4. When more than 50% of the students being assessed fail, a reassessment is provided to all students after re-teaching has taken place.
5. Bonus/extra credit opportunities are not considered among the required number of assessments.
6. Accelerated Reader tests on class-related novel studies or specific genre-related assignments may be incorporated into the reading/literature grade.
7. Students will have necessary materials to review 2 days prior to testing, enabling them a minimum of 2 nights to review; however, it is the student's responsibility to keep up with their studies by regularly reviewing material from class.
8. Posted notification of a test should be given no less than 2 days prior to the test.
9. No more than 3 tests are scheduled for one day. "Tests," however, do not include labs, pop quizzes, projects assigned over a period of time, regularly scheduled spelling assessments, or other such assessments that occur on a regular basis.
10. Middle school students take cumulative final exams. Study guides are provided. Final exams will equal no more than 20% of the total points for the 4th quarter.
11. Timed Tests in Math may be considered as one overall assessment, valued cumulatively at no more than 10% of the quarterly grade.
12. Google Classroom assignments (Grades PK-8th) carry specific due dates and are time stamped. It is important that students post submissions on time and double-check that they correctly submitted their work. Should a student unsubmit their work and not resubmit on time/in accordance with the due date, the work is considered late and will receive late penalties when graded.

### Assessment of Conduct

The Early Elementary, Lower Elementary, Upper Elementary, and Middle School programs all assess the conduct of students. Conduct assessment follows the conduct age-appropriate conduct system for the grade level. As partners in education, teachers and parents will communicate about behavior at school throughout the school year. As the primary educators of their children, we ask that parents play an active role in effectively managing missteps in their student's conduct as well as support the school's consequences and behavior system. Please refer to the Conduct section of the handbook for further information on our school policies.

- 1st/2nd - Conduct is assessed daily as a 3 point grade and is communicated home through a conduct calendar.

- 3rd - Conduct is assessed daily as a 4 point grade and is communicated to parents through a conduct record sheet.
- 4th/5th - Conduct is assessed through a conduct card system where students receive two grades per quarter. Points taken vary based on the offense. Typically two points are removed for behavior infractions and one point for responsibility infractions. Based on the circumstances of the infraction, the removal of more points may be warranted. Please refer to the ICCS Conduct Code.
  - At a 92 B, the student stays 30 minutes after school for detention from 3:00-3:30 p.m..
  - At a 84 C, a 60-minute after-school detention is served from 3:00-4:00 p.m.
  - At a 76 D, a suspension is served.
  - At a 69 F, an extended suspension from campus, possible expulsion.
- 6th-8th - Conduct is assessed through a conduct card system. Students receive one conduct card for each quarter. Points taken vary based on the offense. Typically two points are removed for behavior infractions and one point for responsibility infractions. Based on the circumstances of the infraction, the removal of more points may be warranted. Please refer to the ICCS Conduct Code.
  - At a 92 B, the student stays 30 minutes after school for detention from 3:00-3:30 p.m..
  - At a 84 C, a 60-minute after-school detention is served from 3:00-4:00 p.m.
  - At a 76 D, a suspension is served.
  - At a 69 F, an extended suspension from campus, possible expulsion.

#### Required Number of Assessments

1. 9 assessments per quarter in Religion and Spelling.
2. 12 assessments per quarter in Language Arts/English, Reading/Literature, Math, Social Studies, Science/Social Science.
3. Formative assessments will be used prior to summative assessments.

#### Grading

1. One point for each expectation, such as correct answer, punctuation, name on paper, etc.
2. Grades on papers will be reported in fraction form only.
 

Points Earned/Points Possible
3. No letter grade is indicated and grades are not weighted.
4. With assessments requiring a subjective evaluation by the teacher, students are able to receive a perfect score, ie. handwriting.
5. For failing to place one's name on the paper to be a deduction, one point must be counted in the total points possible for placing one's name on the paper.
6. Academic dishonesty or cheating on assessments or any other academic work results in "0" points earned and up to 8 points (1 letter grade) removed from the conduct card.
7. Teachers will post grades to FACTS.
8. The grading scale is as follows:
  - A 100-93%
  - B 92-85%
  - C 84-77%
  - D 76-70%
  - F 69-0%

#### Use of Rubrics

1. All rubrics will include incremental point values.
2. Rubrics are used for assignments.

3. Students will receive rubrics the day of the assignment which will include specific due dates for all components of the project/assignment.
4. Expectations are outlined and provided to all students at the time the assignment is given.
5. Rubrics are used for assessments involving multiple components.
6. Point values for presentation and presentation skills will be outlined on the rubric.
7. Enrichment courses provide academic feedback with grades. Content-specific rubrics are used for enrichment classes.

### Homework

1. Appropriate purposeful homework will be given to students and is an opportunity to strengthen learning, elevate understanding, prepare students to expand their thinking, and develop skill mastery.
2. Students will be required to practice and review skills they have already learned in the classroom.
3. Studying and reviewing is a component of homework.
4. As a link of communication, students should utilize their assignment planner for documenting homework, scheduled tests, announced quizzes, and any other valuable academic information and responsibilities.
5. Even when no “written homework” is assigned, it is of utmost importance that students review work daily.
6. Grades K-8th-- Homework and assignments are posted through FACTS by 3:00 P.M. Students should acquire the habit of checking FACTS daily. Students in these grades will also see assignment posting for courses using Google Classroom. In K-3rd Grade, teachers may also communicate through calendars, binders, folders, planners, or weekly newsletters in print and/or digital form.

### Collaborative Learning

1. Collaborative projects should be assigned and fully completed in the physical classroom space or through virtual learning platforms and classroom spaces—students may have to work on their individual part of the project on their own at home or bring in specific items to work on their project at school.
2. Rubrics will be used for collaborative projects. Depending on the project design, various and differentiated rubrics may be used across curriculum content areas.

### Late Assignments

1. **In all grades, it is the responsibility of the student to turn in all assignments on time whether the assignment is physically turned in or turned in on a digital/virtual platform/classroom.**
2. In K-3rd Grade, late assignments may carry an appropriate late penalty.
3. In K-8th grades, assignments completed online and through virtual learning classrooms and platforms carry the same late penalty as regular paper and pencil assignments. Assignments unsubmitted and then resubmitted after a due date/time has passed are considered late but also could be subject to policies regarding academic dishonesty.
4. When a student fails to turn in an assignment because it is not complete, it will be completed for homework that day and due the next morning in accordance with the following grade level policies
  - a. 1st-3rd grade students may have 5% deducted on assignments turned in late.
  - b. 4th–5th-grade students will receive grade deductions on late assignments as follows:
    - i. Assignments turned in 1 day late will have 10% deducted.
    - ii. Assignments turned in 2 days late will have 25% deducted.
    - iii. Assignments turned in 3 days late may be turned in for no more than 50% credit so that teachers may provide feedback to the student.
  - c. 6th–8th-grade students will receive grade deductions on late assignments as follows:

- i. Assignments turned in 1 day late before the first class period of the day, will have 25% deducted.
- ii. Assignments turned in 2 days late should be turned in before the first class period of the day so teachers may provide feedback but students may receive no more than 50% credit on the assignment.
- iii. Tardy students must turn in work to the teacher who assigned the work immediately on their arrival to school with evidence of a tardy slip. Not doing so would mean that the assignment is late.
- iv. If a student knows they are checking out of school and will miss a class in which an assignment is due, it is logical and makes good sense for the student to turn in their work to the teacher who assigned the work prior to leaving school. Regardless of whether the student is missing the class, the work is still due and will be counted as late if not turned in.

#### Spelling & Handwriting

1. Points are deducted for spelling on spelling tests and on any assignment that has spelling listed as a component on the rubric.
2. When a word bank is provided, the expectation is that students should spell the word in the bank correctly when using it as part of their answer. Spelling, in this case, would be part of the expectations on the assignment or assessment rubric.
3. Handwriting grades are averaged with the student's Spelling grades in 1st grade. Handwriting grades are averaged with the student's English grade starting in the 2nd grade.
4. Spelling grades for students in grades 2-8 are averaged in with the English grade and do not exceed 20% of the quarterly grade.

#### Bonus Points

1. Bonus questions may be valued at no more than ½ point.
2. Bonus points are not to be added to the points earned on an assessment. Instead, they are reflected as a separate assessment with "0" listed as points possible and the number of bonus points awarded listed as points earned.

#### Extra Credit

1. Academic extra credit assignments may be offered occasionally. When offered, it will be offered to all students, graded, and entered as a separate assessment.
2. Students choosing to participate will receive a grade; all others would be left blank.

#### Missed Assignments due to Unplanned Absences

1. Parents may request assignments from the school by calling the receptionist (433-3497) by 9:30 A.M. The assignments will be downstairs at 3:00 for pick up.
2. Students are allowed one day to make up work missed for an excused, unplanned absence.
3. Any assignments made prior to an absence are due upon return to school.
4. Upon return, the student should schedule make-up tests with teachers. In the event of an extended unplanned absence, a schedule of testing and deadlines will be given to the student.

#### Missed Assignments due to Planned Absences, including SPARK

1. Planned absences must have administrative approval with advanced notice. Without advanced notice and approval, teachers will not have enough time to have work gathered.
2. Assignments will be given to the student on the last day of school before the absence. It is the student's responsibility to gather assignments from teachers at an appropriate time in the school day before the absence.
3. All assignments are due the day of return with evidence of tardy/absentee slip.

4. Anything previously assigned and due during the planned absence is due BEFORE the absence.
5. SPARK (1st-5th grades)
  - a. SPARK days will be treated as a planned absence.
  - b. Assignments will be given one day prior to SPARK day. It is the student's responsibility to ask their teacher for their assignments.
  - c. Each teacher will fill out the ICCS Homework Assignment sheet (purple sheet) for SPARK students to include all classwork for the day. The required work (graded work) is due back the next school day.
  - d. All homework is due upon return to school.
  - e. All tests will be taken on the scheduled day.

#### **PARAMETERS FOR VIRTUAL LEARNING DUE TO CAMPUS CLOSURE**

Should circumstances dictate that regularly enrolled ICCS students be required to learn apart for any reason, we remain dedicated to finding innovative ways to provide the best virtual/distance learning opportunities for our students. Teachers will provide opportunities for online conferences/classes through web-based programs. This will allow students to receive classroom-like guidance in a professional setting through online educational forums. We understand the importance of ensuring that expectations for virtual/distance learning environments are clearly communicated. Below are the professional expectations of our students when participating in this opportunity at all times throughout the school year.

- Students participating in an educational forum or online live learning experiences should be dressed in appropriate attire. Students must abide by the school's free dress or athletics policy. If it is appropriate for you to wear to a school-sponsored activity, you may wear it during virtual learning lessons.
- Students must be in an environment conducive to learning. Students should be seated at a desk or table when participating in these conferences rather than lying on a bed or sofa, etc. Students will also need to be in a quiet space in order to properly hear and engage in the lesson.
- It is important that any student participating in such educational forums/online live learning experiences devote their entire attention to the conference. Answering cell phones, watching television, or participating in any other distracting activity is not appropriate.
- Virtual educational forums/online live learning experiences are a way for teachers and students to interact as if they were in the classroom. When participating in these virtual classrooms, all regular classroom expectations will be upheld. Students will be respectful of one another when communicating and when given a direction by a teacher, students will respond as if they were in the classroom.
- All content materials and notes from the current week's learning lessons should be open and readily available to the student. Students should prepare content-related questions prior to the virtual learning session to optimize the meeting time. This is an opportunity to seek clarification and ask questions about the lesson. This is NOT a time to work on graded homework assignments with the teacher present.

Students not adhering to the above-outlined expectations may be removed from the virtual education forum/online live learning experience and may not be invited to participate in future virtual classrooms and educational opportunities.

#### **STUDENT SCIENCE SAFETY CONTRACT**

ICCS students will act responsibly at all times during science lessons and labs and will follow ALL instructions given, orally or in writing, by teachers. Students will perform only those activities assigned and approved by

teachers and will properly use any protective equipment provided by the school or teachers. Students will carry out good housekeeping practices as instructed by teachers and will notify teachers immediately of an emergency. Handling living organisms or preserved specimens by students will only occur when explicitly authorized by teachers, and then, with respect toward living or preserved specimens. Students are to NEVER enter or work in a lab area unless instructed to do so and supervised by teachers.

## **MID-QUARTER PROGRESS AND REPORT CARDS**

Report cards are issued each nine weeks. Student progress can be viewed at any time in the online student information portal. Reminders to check progress are sent via email midway through each nine-week grading period. Report cards will be sent home with students on dates stipulated on the school calendar.

## **PRINCIPAL'S LIST/HONOR ROLL**

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

## **PROMOTION AND RETENTION**

(Diocesan Policy 8011)

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific learning objectives for the grade or course. A student who has not achieved satisfactorily in a particular grade or subject should repeat that grade or subject. To permit a student to take a course at the next level of learning for which he or she does not have the proper preparation is an injustice to him or her, to the other students, and to the teacher.

In consultation with the teacher, parents should be informed of possible non-promotion at the beginning of the second semester, or as soon as an academic deficiency becomes evident. If the student is promoted conditionally, provisions shall be made by the pupil and his or her parents or sponsors to remove the condition through attendance at a state-approved summer school.

## **FOR ELEMENTARY/MIDDLE SCHOOL PROMOTION AND RETENTION**

1. A student is promoted (P) when he or she has a grade of "D" or above in all subjects taught throughout the length of the school year.
2. A student is conditionally promoted (CP) when he or she fails one subject taught throughout the length of the school year. The student must pass the subject failed in a state-approved summer school in order to progress to the next grade.
3. A student is retained (R) when he or she fails two subjects that are taught throughout the length of the school year. The student must repeat the grade. The student may not go to summer school for two major subjects and pass into the next grade according to Bulletin 741. A principal may not give permission for a child who has failed two major subjects to attend summer school and pass into the next grade in any state-approved nonpublic school. However, this permission may be granted if the child's parents have made the decision to place the child in public school for the next school year.
4. A student must meet the minimum days of school attendance in order to be promoted. Students must be present a minimum of 160 days to be eligible to receive credit for courses taken. Any student absent 20 days or more, whether excused or unexcused, regardless of academic average, must repeat the grade due



to insufficient attendance. Exceptions are allowed only in the event of extended personal illness of five consecutive days with a physician's written statement.

Students may repeat a grade at ICCS only once at the discretion of the administration. A student who fails the same grade for a second time must repeat it at another school. Students may not repeat 8th grade at ICCS.

## **STUDENT PLACEMENT**

Administrators take numerous factors into consideration to determine a student's homeroom placement. ICCS does not allow parents to submit teacher or friend preferences for student homeroom classes. The administrative team works very closely with teachers and various data points throughout the year to determine homeroom class placement and trust in our process is appreciated and essential for student success.

## **STANDARDIZED TESTING**

ICCS administers annual standardized testing to grades K-8. TerraNova Next is used in the 1st-8th grades. STAR Early Literacy is used to test kindergarten students and STAR Reading and Math are used in 1st-8th grades. 8th graders take the Pre-ACT 8/9 during the spring of their 8th grade year. Appointments can be arranged with the school counselor to discuss the student's results if clarification is needed. Student standardized test data is used for placement in advanced courses of study such as Pre-Algebra, Algebra I, English I and Spanish I.

## **DIOCESAN CARNEGIE CREDIT POLICY (8011)**

Schools may permit students to earn Carnegie Credit as middle school students in all courses except Health and Physical Education (Bulletin 741). Students may earn Carnegie credit by passing a course, in which the student is enrolled and meeting instructional time requirements as set forth in Bulletin 741.

Students meeting the instructional time requirements and passing the course, (70% or higher per Policy 8010 – Office of Catholic Schools – Handbook of Policies and Regulations) shall have the course title, grade earned and Carnegie credit earned on their transcript.

Each elementary school is responsible for determining which Carnegie credit courses are offered and adhering to any certification policies required for teaching staff.

Each elementary school shall establish a policy by which parents and students are informed of the Carnegie credit courses that are offered as well as the requirements needed to enroll in a Carnegie credit class.

## **ADVANCED COURSES FOR HIGH SCHOOL CREDIT**

ICCS offers Algebra I, Spanish I, and English I to students who qualify for these courses. Each of these courses affords the student an opportunity to receive Carnegie Unit Credit. Student final averages in these courses transfer to the student's high school transcript and because of this, ICCS has selection criteria for each course that is based on academic data from ICCS course work as well as standardized test data. Students will not be enrolled in these high school level courses from parent requests. While parents make inquire about their student's potential to be enrolled in such courses, parental request does not allow for students to take these courses as selection for the courses is data driven. Once taken, these courses cannot be taken again in high school.



## PRE-KINDERGARTEN PREREQUISITES

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 the administration prior to admittance to assure that the school can meet the child's needs.

## STUDENT REGULATIONS

Each school day begins at 7:50 a.m. and concludes at 3:00 p.m. Students should plan to arrive by 7:45 a.m. to allow time to enter the building and prepare for the school day.

## ARRIVAL & DISMISSAL PROCEDURES

Our Drop-off and Pick-up Procedures were designed under the guidance of the City of Lake Charles to help control traffic as well as keep our students safe. Please read over these procedures fully so as to assist us in maintaining safety.

## GENERAL PROCEDURES

At no time should parents place a child's well-being in danger by dropping a child off or picking them up around the corner. Morning drop-off and afternoon pick-up will occur on Wilson Street and Park Avenue.

### Drop-off and Pick-up Locations

Families whose names begin with the letters:

**A – H will drop-off and pick-up on Wilson Street**

\*\*Families with PK students may elect to drop their students off on Wilson as it is easier for PK students to unload on Wilson and enter the building. \*\*

**I – Z will drop off and pick-up on Park Avenue**

Student should **NOT** be dropped off before **7:30 AM**.

Behavior during arrival and dismissal should promote safety and order. Students must be in their designated areas and listening for their names. Students are allowed to talk quietly during this time. Eating and drinking is NOT allowed during arrival and dismissal. Any inappropriate behavior will be reported to the student's teacher and handled as a disciplinary infraction.

## MORNING PROCEDURES

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 may 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 asked to walk these students to their classroom on that day only.**
2. Students are to wash their hands upon entering the building and report to their classroom.
3. Please keep the vehicle line moving so as to not delay any of our students from getting to class on time.

## AFTERNOON PROCEDURES

### ALL STUDENTS ARE PICKED UP AT THE LOADING DOCKS

1. All students are to be dismissed into a vehicle from the loading dock at their respective location 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 2:50 PM from the Park Avenue loading area only. Regular Park Avenue pick-up cars should not turn into the ICCS parking lot until a duty teacher waves them forward. This is done so that “Early Bird” parents can get into the parking lot between 2:50-3:00 PM. Regular pick-up begins at 3:00 PM.
3. **The dismissal bell rings at 3:00 PM.** Students in grades 1-5 are generally ready for pick-up between 3:00-3:05 pm. Middle school students usually take longer to arrive in the loading area and are not ready for pick-up until 3:10-3:20 PM. **\*Parents will be 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. Therefore, parents are encouraged to delay lining up if they are picking up middle school students.**
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. Parents are asked to pay close attention during the carpool process and therefore **cell phone use is prohibited**. Move out from the loading zone cautiously and quickly as soon as your student is in your vehicle.
6. Students leaving with someone other than their parent must have an **Alternate Departure Pass**, listing specific names of those authorized to take the student from campus. Homeroom teachers should be advised in writing by 8:30 a.m. if a child is to go home in a different carpool or by a different means on a given day. Parents should not call the office with this information.
7. Parents are not to park on the neighborhood streets or Park Avenue parking lot to retrieve their students.
8. If your student is allowed to walk or ride a bike off campus, they must have a **Walker/Biker Tag** attached to their backpack. Walkers and bike riders will be dismissed by the duty teacher at 3:15 PM from the Wilson Street loading dock only. Failure to have a tag will result in the student not being allowed to leave campus and someone will be called to come to get them. Bikes should be walked onto and off the campus. All bikes should be locked at the bike rack located on the cafeteria walkway. Bike riders must come onto campus from Wilson Street only. No skateboards allowed.
9. **Parents are not to enter the building through the Ryan Street entrance and wait in the foyer for their students prior to dismissal. Students needing to be checked out after 2:00 PM should alert the receptionist’s office of the appointment prior to 9 a.m. on the day of the appointment. Otherwise, students should not be checked out from the main lobby between 2:00 and 3:00 PM.**
10. Extended care students report directly to the cafeteria and should **not** report to dismissal areas.
11. All students remaining on campus after 3:30 PM will be registered into the Extended Care Program. Fees will be assessed for this service. Parents picking up their students after 3:30 PM may park under the Wilson Street canopy to go inside to sign out their student(s).
12. Once students are dismissed from their classroom at the end of the day and have left the building, they are not allowed to re-enter the school building. Students are not allowed to return for any items left behind as they may be retrieved the next school day.

## TRAFFIC FLOW SPECIFICS

Guidelines proposed by the City of Lake Charles and the Alliance Transportation Group require that Park Avenue pick-up cars approach the Park Avenue lot **eastbound** from Shell Beach Drive **ONLY**. Wilson Street pick-up cars should approach Wilson Street **eastbound** from Dr. Michael DeBakey Drive **ONLY**. This will help with the overall traffic congestion on Ryan Street caused by cars stacking on Ryan Street in order to turn onto Park Avenue, as well as Dr. Michael DeBakey Drive. All alternate departures should be made aware of our traffic flow procedures.

**The use of cell phones in the drop-off and pick-up lines is strictly prohibited.**

**FAMILIES ARE ASKED NOT TO BLOCK RESIDENTIAL AND BUSINESS DRIVEWAYS WHILE WAITING IN THE PICK-UP LINE.**

## 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. The receptionist should be informed of late afternoon checkouts prior to 9 a.m. Otherwise, students should not be checked out from the main lobby between 2:00 and 3:00 p.m. Students will only be dismissed to persons listed on the emergency card or approved Alternate Departure list. Teachers will not be interrupted for student assignments at the time of checkout.

## ATTENDANCE/ABSENCES

(Diocese of Lake Charles 4009-4012)

### COMPULSORY ATTENDANCE

The Compulsory Education Law of Louisiana (R.S. 17:221) provides for compulsory school attendance by all children between the ages of seven (7) and seventeen (17). This law applies to children in Catholic schools. Compliance with this law is the responsibility of parents.

### MINIMUM ATTENDANCE

All attendance guidelines in Non-Public Bulletin 741 should be followed. The Diocese will adopt a calendar that meets the state's requirement of 57,750 minutes of instructional time per year.

Secondary students must be present a minimum of eighty (80) days per semester to be eligible to receive credit for the course taken. Any student not meeting the minimum attendance requirement may not be promoted to the next grade.

### ABSENCES

When a child is absent, the school shall require notification of the absence from the parent, either in person or by phone, on the day of the absence. If a pupil is absent without notification, or if a school has reason to suspect the validity of an excuse, the situation must be investigated. This procedure safeguards the school from possible liability should an abduction or accident befall a student on the way to school.

A written note from the parent indicating an awareness of the absence should accompany the child on the day the child returns to school. Cases of frequent absenteeism should be referred to the principal.

Absences will fall under four categories:

- Exempt and Excused: The student can make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illnesses documented by a doctor. There is no limit to these absences.
- Non-Exempt and Excused: The student can make up the missed work, but the absence IS counted against the attendance requirement. Examples are illness documented by a parent's note, out-of-town travel, etc. . Based on the number of required minutes, a student can only be absent ten days without jeopardizing promotion to the next grade level.
- Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.
- Suspensions: The student is allowed to make up the missed work for late credit but the absence is counted against the attendance requirement.

Schools should notify parents/guardians by letter of Non-Exempted, Excused and Unexcused when those absences reach the 5-day, 8-day, and 10-day mark. Schools should work with the Office of Catholic Schools and the local Advisory Council Truancy offices when necessary. Exceptions to the minimum attendance policies can be made only in the event of an extended personal illness as verified by a physician or at the discretion of the principal. The reason(s) for the exception must be communicated in writing to the superintendent of Catholic schools. If a waiver of the attendance requirement is granted because of extenuating circumstances, students are eligible to make up missed work, receive grades and earn credit as long as they complete the missed work and pass the course.

Planned absences must have prior administrative approval. After obtaining administrative approval, teachers will 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 8:30 am on the day of an unplanned 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.**

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 4 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 7:50 a.m.; students arriving after that time are considered tardy and must report to the school office with an adult for a tardy slip. On the fifth unexcused tardy, the student will be charged an unexcused absence. Excessive tardiness will be handled as would excessive absences. A parent MUST always accompany late arrivals to the reception window.

Students report directly from one class to another. Permission to go anywhere other than the class to which a student has been sent **must be obtained from the receiving teacher** upon arrival to the class. No student should arrive late for class without a note from the supervising teacher or the administration. If a student is sent to the office for a tardy slip between classes it may be documented in the office as a tardy and recorded on the report card as such.

## **TELEPHONE USE & MESSAGES**

Students may not make or receive phone calls during school hours. Items delivered to students at school will only be retrieved between classes. Students will not be interrupted during class to retrieve forgotten items. Alternate departure messages must be called into the school office by 2:15 PM.

## **PERSONAL ITEMS**

Students are not to bring any telecommunication or electronic devices, including but not limited to laser pointers, cell phones, smart watches, beepers, radios, iPods, cameras, recorders, cd players, gameboys, trading cards, monitoring devices, toys, skateboards, personal effects or large sums of money to school. All such items will be confiscated and the 8 points will be removed from the student's nine-week conduct grade. Confiscated items will be held by the administration to be retrieved by the student's parents.

## **LOST AND FOUND**

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

## **EMERGENCY INFORMATION AND ILLNESS/INJURY**

It is the responsibility of the parent to provide ICCS with updated 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**

ICCS will adhere to all guidelines set forth in the Diocesan Handbook of Regulations (5012) regarding medication. All medication, prescription or non-prescription, will only be administered when proper Diocesan paperwork has been submitted and reviewed by parent and school personnel. All medications must be properly labeled by a pharmacy. 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 the location of such emergency medical apparatus. School personnel will not administer any other medication such as cough drops, Pepto, aspirin, or Tylenol. Band-aids and Ice Packs are the only forms of first aid school personnel are allowed to offer.

## **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 children must submit a letter to the school office. Such students must be immediately removed from school in the case of measles, mumps, etc.

## **HIV/AIDS**

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

## **DRESS CODE**

All students attending ICCS (PK-8) are obliged to wear the approved and contracted uniform from Southern Drifter and follow all other dress code standards every day unless special permission is given by the principal. The administration reserves the right to determine if a student meets the standards of the school regarding dress and grooming. After a warning to students about dress code infractions, student conduct grades will be affected each day if dress code standards are not met. This includes hair length, make-up, and accessories. Parents are encouraged to label all clothing items. The uniform may not be faded or have holes.

### **GENERAL DRESS CODE RULES**

1. Shoes - Tennis shoes must be a solid color aligned with school colors (white, gray, black, red, or navy) and should have matching shoe laces. Any accent color is allowed on the sole or logo. When looking at the front of the shoe, the predominant color should be a school color. No glitter or sparkly shoes are allowed. Pre-K – 8 students are required to wear only athletic shoes as specified. No light-up or neon colored shoes allowed. No boots, loafers or high-tops.
2. Socks - White ankle or crew socks without logos. White or black opaque tights (footed or ankle length footless) with socks may be worn under jumper/skirt/shorts in cold weather. No-show socks are not allowed.
3. Sweatshirts/Cardigans/Jackets - Uniform ICCS sweatshirts, cardigan sweaters, and jackets are the only outerwear allowed to be worn indoors. Outerwear may not be worn around the waist. In extremely cold weather, any jacket or coat is allowed outside the building. Hoodies are not allowed
4. "T-Shirt Day" Regulations - On designated "T-Shirt Days," students are allowed to wear any approved ICCS t-shirt with blue jeans or uniform bottoms. All other uniform restrictions apply (i.e. no rips, tears, or holes, shoes, belts, etc.)



5. Scouts - Girls are to wear their scout vest and ICCS uniform shirt with dark khaki pants or plaid uniform bottoms. Boys are to wear Scout shirts and scarves with uniform bottoms. No blue jeans or hats.
5. Watches - Smartwatches or watches with wifi and/or Bluetooth capabilities are not allowed. Watches with a beeping device/timer/alarm should be disconnected during the school day. Watches that beep or cause disruption will be taken away and may be claimed on the last day of the school year.

### Girl Dress Code Specifics

1. Blouses
  - a. Blouses must be tucked in at all times.
  - b. Pre-K – 3<sup>rd</sup> wear plain (unembellished), white, long or short sleeve blouses with rounded Peter Pan collar. (No monogramming except for Pre-K and Kindergarten/ ¾ inch maximum)
  - c. 4<sup>th</sup>– 8<sup>th</sup> wear white, button-down oxford blouse purchased from Southern Drifter. (No monogramming unless approved for a specified reason by the principal.)
  - d. Plain white undergarments (bras, camisoles, or undershirts) may be worn under a uniform shirt and should not extend beyond the uniform shirt sleeve. White turtlenecks may be worn under a blouse in cold weather. (No monogramming or logos)
2. Jumper/Skirt or Shorts
  - a. All regulation plaid should be at the knee or slightly above the knee, not to exceed 3” from the floor on all sides when measured from a kneeling position.
  - b. Pre-K – 3<sup>rd</sup> wear plaid jumper or shorts.
  - c. 4<sup>th</sup>– 8<sup>th</sup> wear plaid skirt or shorts, worn at the waist.
  - d. **Black** modesty shorts must always be worn under a jumper or skirt.
3. Slacks
  - a. Khaki (dark tan) classic-style, pleated or straight front slacks may be worn in extreme weather. A black, brown, or khaki belt with a plain buckle must be worn (no adornments on the belt).
4. Hair
  - a. Must be neat, clean, combed, and the student’s natural hair color without color enhancement, extensions, or hair designs. Bangs must not impair a student's vision. Hair accessories should not distract from the learning environment
5. Accessories
  - a. Small chains (18” or shorter) with an appropriate religious medal (smaller than 1½”); One pair of small post earrings only (one in each earlobe). No hoop or dangle earrings; One ring; One watch. No bracelets, including ponytail bands; Make-up, which includes nail polish, is not allowed.

### Boy Dress Code Specifics

1. Shirts
  - a. Shirts must be tucked in at all times.
  - b. Regulation red long or short sleeve shirt with ICCS monogram purchased from Southern Drifter.
  - c. Plain white undershirts may be worn under a uniform shirt and may not extend beyond the uniform shirt sleeve.
  - d. A white turtleneck (no logos or monogramming) may be worn under a uniform shirt in cold weather.
2. Pants/Shorts
  - a. Khaki slacks or shorts from Southern Drifter.
  - b. Must be sized appropriately and worn at the waist. The Pant length should reach the shoe top.

- c. Shorts must be at or slightly above the knee, not to exceed 3” from the floor from a kneeling position.
  - d. NO CARPENTER OR CARGO PANTS.
  - e. Pre-K – 1<sup>st</sup> are allowed elastic waistbands.
3. Belts
- a. Black, brown, or khaki with a plain buckle must be worn at all times. (No adornment on the belt)
4. Hair
- a. Must be neat, clean, combed, and the student’s natural hair color without color enhancement, extensions, or hair design.
  - b. Length will be above the top of the shirt collar, bangs will be above the eyebrows, and sideburns will be above the earlobes with no hair overhanging the upper ear.
5. Accessories
- a. Boys are never allowed to wear earrings.
  - b. Small chain (18” or shorter) with an appropriate religious medal (Smaller than 1½”).
  - c. One ring, one watch, no bracelets.

***MASS DAYS – Girls must wear a jumper/skirt and boys must wear long pants.***

## **CONDUCT AND DISCIPLINE**

It is a privilege to attend the Cathedral School. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and an informed sense of appropriateness. Immaculate Conception Cathedral School students are expected to conduct themselves in a manner reflecting credit to their parents, school, and community at all times. All rules relating to conduct and discipline apply not only on the school campus but also whenever and wherever students represent our school community.

### **This includes but is not limited to the following:**

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.) After a warning, conduct points will be removed.
5. Do not vandalize or deface school property. Show respect for the school and the school grounds. (see #16 below)
6. Do not breach the safety and security of the campus. (see #16 below)
7. A hall pass must be used to leave the classroom.
8. Fighting is not allowed. (see #16 below)
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. Telecommunication or electronic devices (cell phones, smartwatches, cameras, iPods, etc) are not allowed at school or on field trips. Such items will be confiscated and may be retrieved in-person from administration

by the student's parent. Eight (8) points will be removed from conduct and depending on the student's conduct grade, either a detention or suspension will be served.

11. Gum is not permitted on the school grounds. Four (4) points are removed from the conduct grade for gum.
12. Inappropriate or vulgar language is not tolerated. A minimum of four (4) points will be removed from the conduct grade in 4th-8th grade or all daily points taken for K-3rd grade. Depending on the severity of the situation a detention or suspension may be served. This is at the discretion of the principal.
13. Honesty is expected in all situations. Blatant dishonesty, including (but not limited to) forgery of the parent's signature, results in up to eight (8) points removed from the conduct grade in 4th-8th grade or all daily points taken for K-3rd grade, and depending on the student's conduct grade, either a detention or suspension.
14. Academic dishonesty results in a "0" or failing grade on the academic work, up to eight (8) points removed from the student's conduct grade in 4th-8th grade or all daily points taken for K-3rd grade, and depending on the student's conduct grade, either a detention or suspension (see academic dishonesty and integrity in academic regulations for more information).
15. Threats of violence are considered serious offenses and may be referred to law enforcement.
16. Serious infractions and those related to violent threats, fighting, vandalizing/defacing school property, jeopardizing the safety/security of campus, as well as repeated minor infractions, may result in immediate detention, suspension(s) from school, or expulsion from school and is at the discretion of the principal. Conduct grade points will be removed in all incidents at the discretion of the principal.

## **CONDUCT GRADES**

Teachers are responsible for their respective classroom discipline. Rules and consequences are established by each teacher and communicated to the parents. Students must understand and adhere to the rules of each classroom. It will be the policy of the administration to fully support each teacher's plan upon submission and approval.

A conduct card system is used with fourth through eighth-grade students. Points are deducted for inappropriate behavior and lack of responsibility infractions according to grade level procedures. For repeated, serious, or multiple infractions, students receive increased point deductions, detention, or suspension. The conduct card goes home weekly to be returned on the following school day with the parent's signature. Documentation is placed on the back of the card explaining why points were deducted with the teacher's initials and date.

### Detention:

Detention is held on Monday and Thursday afternoons. If assigned detention is missed, a second detention, in addition to the first, is assigned. Parents are provided with written notification of an assigned detention. Detention takes precedence over appointments, practices, lessons, tutoring, games, etc.

### Suspension:

Suspension is scheduled for the school day(s) immediately following the infraction. Suspended students are not allowed on campus during the day(s) of the suspension. Students must complete all missed academic work for late credit while suspended. Students are allowed to make up assessments upon return to school. Participation in any athletic or extracurricular event the day, night, or weekend of a suspension is not allowed.

### Expulsion:

Expulsion is an extremely serious matter. Students who vandalize or disrespect ICCS property as well as pose a threat to themselves or to others may be expelled from Immaculate Conception Cathedral School. Students who have been expelled will not be allowed to return to school or attend school-sanctioned events for any reason.

without prior permission from the Principal. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and fees will be assessed according to the student withdrawal guidelines.

#### ICCS PROHIBITS THE FOLLOWING AT ALL TIMES:

- SMOKING – ICCS is a smoke-free campus.
- DRUGS/ALCOHOL AND WEAPONS/CONTRABAND – Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. Items such as, but not limited to, e-cigarettes, cigarettes, sharpie markers, white-out, knives, guns, and matches are not allowed at school at any time. 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 is 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 4044)
- 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 4030 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 4043 and 4038)

**The administration reserves the right to suspend, expel or dismiss persons found guilty of these offenses. Parents may request an appeal of an administrative decision in accordance with Diocesan Policy regarding the grievance process.**

#### TECHNOLOGY CONCERNS

Social Media/Blogs/etc: Engagement in negative online activity may result in disciplinary actions (including expulsion) if the content of a student or parent’s post includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should direct questions and concerns to appropriate school personnel and should refrain from creating a class/grade level group page without the written authorization of the principal.

Cell phones: If a student needs a cell phone after school due to walking home, etc., the principal must approve this. If approved by the principal, arrangements will be made for the student to bring the cell phone to the 2nd floor office upon arrival in the morning for the day. The cell phone may be picked up by the student at dismissal and must remain OFF and secured in their backpack until they are off of school property. At no time during the day should a cell phone be in a student’s locker or in his/her possession. Cell phones will be taken from students

for failure to follow cell phone directives. 8 conduct points will be removed from students having cell phones on campus and only parents/guardians may retrieve the cell phone from administration.

Social Media Postings of Student Photographs: Immaculate Conception Cathedral School works to protect the confidentiality rights of all students and adheres to the Family Education Rights and Privacy Act of 1973 and the Child Protection Act of 2012 in our attempt to protect the privacy rights of all students. As a result, parents and students enrolled at ICCS are forbidden from posting photographs taken at school-sponsored events that include images of students other than their own on their personal social media pages. Such postings could be a violation of the Immaculate Conception Cathedral School's adherence to FERPA, the Child Protection Act, and parental consents.

## **CORPORAL PUNISHMENT**

Corporal punishment is never permitted in the schools of the Diocese of Lake Charles. (Diocesan Policy 4029)

## **TREATMENT OF SCHOOL PROPERTY**

Students assume full responsibility for the careful use of all ICCS property. Destruction or loss of school property such as but limited to textbooks, technology, damage to facilities, etc. by a student will result in disciplinary action and a financial assessment to the parent. Student records will not be released until this financial obligation has been met.

## **STUDENT TRAVEL**

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. (Diocesan Policy 5034)

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 due to, but not limited to, poor academic performance and/or poor conduct. Transportation for all school-related activities will be arranged according to the diocesan policy for the transportation of students. All participants must travel to and from the field trip by means of planned transportation unless there is an extenuating circumstance that the principal approves. With principal approval, alternate arrival/departure must occur with a guardian/parent. The guardian/parent will incur the group transportation costs for the field trip even if an extenuating circumstance is approved by the principal for a student to arrive/depart with a guardian/parent. Once a permission slip has been turned in, all monies collected for field trips are non-refundable regardless of whether a student is able to attend or not as costs are based on the number planning to attend. .

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 administrative 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 working directly 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 mandated reporters. According to Article 610 of the Louisiana Children's Code and the Handbook of Policies and Regulations for the Catholic Schools, Policy 5026, 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 report cards, standardized test reports, and teachers' requests for conferences.

## **DISASTER DRILLS/ EMERGENCY EVACUATION**

To ensure the orderly and safe evacuation of the 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.

## **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 Messenger 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. Scheduled class parties include:

Pre-K - Third grade – Christmas, Easter, and End of Year

Fourth - Eighth grade - Christmas and End of Year

All parties begin approximately 45 minutes before dismissal unless otherwise noted. All food items brought to

class parties should be free from nut products, items that may contain traces of peanut/nut products or items that are manufactured in a facility that handles peanuts/nut products. Parents are not to bring refreshments to school without Administration approval.

Students should not exchange individual gifts at school. This gesture creates hurt feelings among other students. If your child is having a party and wishes to distribute invitations at school, each child in the class **MUST** receive an invitation. (Girls to all girls in the class, boys to all boys in a class is acceptable).

## **SPECIAL SERVICES**

### **SCHOOL COUNSELING PROGRAM**

ICCS provides a full-time school 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 or the counselor to see a student or students.

In the event ICCS chooses to facilitate a counseling intern, that intern will be authorized to see all students under the supervision of our school counselor without consent from the parent.

### **STUDENT PERSONAL ASSISTANTS/TUTORS**

Professionals 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 and may be subject to certain training to be on campus.

### **COMPUTER**

Teachers and students utilize computer technology in their daily instruction. Computer Literacy and Application is taught in the Computer Lab weekly for students in grades K through 5. Technology classes are also part of the middle school enrichment program. Computer classes include keyboarding as well as regular class subject integration. Parent and student approval of the Diocesan Student Internet Usage Policy (see attached Policy) is secured by agreeing to abide by the Parent/Student Handbook.

### **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. All students are to participate in physical education classes. Students with physical limitations must have 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, and Spanish are also 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-week requirements.)

## **SPARK (SEEKING PURPOSEFUL ANALYTICAL REALISTIC KNOWLEDGE)**

SPARK, facilitated through the Calcasieu Parish School System, is an off-campus program for gifted and talented students (grades 1–5) 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)**

Local law enforcement agencies, through DARE (Drug Awareness Resistance Education), provide 5<sup>th</sup> and 7<sup>th</sup> graders with additional educational opportunities in the area of substance abuse prevention.

## **ACT 504/SPECIAL EDUCATION/RESOURCE**

ICCS teachers and administration make every attempt to assist students with special needs. Resource accommodations are offered to students who are diagnosed with special needs for equitable opportunities for learning. The school implements accommodations as deemed appropriate by the School Building Level Committee (SBLC). To receive special education services, appropriate documentation of the student's disability by a licensed psychologist or educational diagnostician. Every attempt should be made to have this documentation at the time of registration. These proceedings may result in an Individualized Accommodation Plan (IAP) or 504 plan for the student.

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

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 – Itinerant teachers meet with qualifying students in first grade 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 per child monthly through the FACTS. The Office of Catholic Schools Food Service prior to the beginning of the school year will determine the price of these lunches (\$2.65/student). 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 \$1.00 each. Lunch monies are to be paid separately from tuition. Any student whose lunch bill is not paid after 5 days may not be allowed to continue eating lunch in the school cafeteria.

Children with bag lunches may NOT have candy, soft drinks, or glass containers. ICCS policy requires that items brought should be limited to those normally served in the school lunch program. All bag lunches must be free of peanut/nut products, items that may contain traces of peanut/nut products, and items that are



manufactured in a facility that handles peanuts/nut products. Items without pre-packaged ingredient labels such as but not limited to sandwiches and other snack items in ziplock bags must be free of peanut/nut products and must be labeled as such. Bag lunches should be brought to school with the student upon arrival. In an effort to uphold our lunch safety procedures, and to keep the learning environment from being disrupted, the reception office will not accept lunches being dropped off during the day.

All parents must notify the cafeteria manager by 8:30 a.m. if they will attend lunch. (439-3579). Adult lunch costs \$5.00 and must be paid at the time when served. At this time, ICCS is not allowing parents to have lunch with students. Should this change throughout the school year, all parents will be notified. Should we find that parents are able to attend lunch, new parameters will be communicated as well.

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

### **MORNING CARE**

ICCS will offer Morning Care for households that regularly require such a service due to work schedules. Morning Care is capped at 30 students and the fee for each week is \$10 for the first student plus \$5 for each additional student. Morning Care drop off begins at 6:30 AM with the latest drop off being at 7:15 AM.

### **EXTENDED CARE**

ICCS provides after-school care from 3:00 to 5:30 p.m. Adult supervision and snacks are provided. ICCS staff members supervise homework from 3:30–4:30 p.m. 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. Students who remain on campus after 3:30 p.m. will be escorted to extended care and parents will be billed for these services.

The cost for regular participation is \$40 per week for the first student; \$25 per week for each additional student. Payments are collected monthly through FACTS. If an account becomes delinquent (two weeks or more past due), the family may no longer utilize these services. Parents must call before 2:15 p.m. to enroll drop-in students into Extended Care and the drop-in rate is \$12 per day. Parents or approved alternate departure adults, must report to the Extended Care sign-in desk to sign students out of Extended Care. Students must remain with assigned Extended Care groups at all times.

All rules and policies apply throughout the time students are on campus, including the time enrolled in extended care. For behavior issues, students will be docked on conduct just as they would during the school day. For issues that are repetitive and/or severe in regards to behavior, the director of the Extended Care program along with the principal may decide if a student or students can no longer attend the Extended Care program.

## **EXTRA-CURRICULAR PROGRAMS**

ICCS offers opportunities for extracurricular and co-curricular involvement to the students such as the following if there is a volunteer that elects to oversee and run such programs. The administration reserves the right to suspend/remove any student receiving disciplinary infraction(s) from a school-sponsored activity.

Altar Servers (grades 4-8)

DARE (grades 5 and 7)

Student Council (grades 6-8)

Junior Beta Club (grades 6-8)

Rosary Club (grades PK-8)

Any interested student should check with the moderator for all eligibility and/or attendance requirements. Sponsors must request the 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 5-8)

Cross County and/or Track (grades 5-8)

Cheerleading (grades 7-8)

Basketball (grades 5-8)

Volleyball (grades 7-8)

Football (grades 6-8)

## CCAL ELIGIBILITY REGULATIONS

Students and their parents must review the ICCS Athletic Handbook (see Athletic Handbook in Attached) 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) and at ICCS these apply to cheerleading as well. 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 any time, students with an average of ‘F’ in any class may be restricted from participating, until the average is brought to passing. 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 of Lake Charles Safe Environment Policies. Volunteers include substitutes and coaches.

- School Advisory Board – School Advisory Board elections are held each school year. ICCS follows all guidelines and policies set forth by the Diocese of Lake Charles regarding Advisory Council 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 6:00 pm. 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 30<sup>th</sup> 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 – Anyone 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.

## 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 Advisory Council 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 Advisory Council 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 Advisory Council/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 a 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 Advisory Council system to which he seeks admittance.

### DIOCESE POLICY 4026 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 4027 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 4028 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 Advisory Council 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 Advisory Council, with the approval of the bishop, shall be final in all appeals cases. (For complaint procedures see series 6500 of this handbook.)

## **DIOCESE POLICY 4029 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.

## **DIOCESE POLICY 4030 HARASSMENT**

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 laypersons.

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.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

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

Physical harassment includes unwanted 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 HARASSMENT 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 repeated offense, 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 parent (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)
  - a. Standard deduction for aggressive behavior on the behavior log
2. Second offense (as documented on Harassment Incident Report Form)
  - a. Parents notified
  - b. Detention issued
  - c. One counseling session with the school counselor
  - d. Suspension/Expulsion depending on the severity of the offense
3. Third Offense (as documented on Harassment Incident Report Form)
  - a. Parents notified
  - b. Detention/Suspension/Expulsion issued depending upon the severity of the offense
  - c. One counseling session with the school counselor
  - d. Conference held with alleged perpetrator's parents
4. Fourth offense (as documented on Harassment Incident Report Form)
  - a. Parents notified
  - b. Scheduled counseling sessions with the school counselor
  - c. Conference held with alleged perpetrator's parents
  - d. Suspension/Expulsion depending on the severity of the offense
  - e. The 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)
  - a. Expulsion
  - b. Exit conference held



## **DIOCESE POLICY 4041 SAFE SCHOOLS POLICY**

Safety in our schools is of utmost importance and one of our top priorities. Louisiana State law requires the following:

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communications, written communications, or electronic communications, shall:

- Immediately report the threat to local law enforcement if there is a reasonable belief that the threat is credible and imminent.
- Immediately report the threat to school administrators for further investigation.
- All school administrators in the Diocese of Lake Charles shall follow the procedures below when notified of a threat of violence or threat of terrorism or having been made aware of a threat to cause bodily harm, death or terrorism.

Based on limited information, a determination must be made if the threat is/is not believed to be credible and imminent in order to secure campus if needed.

School administration shall investigate using the Threat Assessment Form.

- If based on the investigation the threat is credible and imminent, contact law enforcement.
- If based on the investigation the threat is determined to be transient or not credible or would not result in great bodily harm/death, administrators will apply the Student Code of Conduct.

School administrators must notify both the Pastor/Rector and the Superintendent of Schools of any such threats.

Each school site must have a policy pertaining to this Safe Schools Policy and the consequences of such threats in their Student Code of Conduct.

In addition, 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 4043 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 4044 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 5012 ADMINISTRATION OF MEDICATION**

The Office of Catholic School has developed the following policies and procedures which are applicable to all schools within the Diocese of Lake Charles.

No medication, prescription or nonprescription, may be administered orally without a written note from the student's doctor and expressed written parental permission. Following state guidelines, each school must develop a process for ensuring the appropriate documentation is held on-site.

Medications administered via injection may not be given to students by school personnel, except for epi-pens.

If a student must take prescription medication at school. The following procedures must be observed:

1. The medication must be brought directly to the school office by the parent/ guardian in its original packaging.
2. The medication must be clearly labeled. The label should have the name of the student, name of medication, date, and dosage. Unlabeled medicine cannot be accepted nor administered.
3. No more than one month's supply of medication for a student should be kept at school.
4. Medication must be kept in the school office under lock and key in secure location. A log should be maintained of the administration of each student's medication. A teacher is never to keep a student's medication in the classroom. Exceptions may be made for rescue inhalers and epi-pens.
5. Under no circumstances are the following medications dispensed:
  - a. Rectal
  - b. Vaginal
  - c. Eye drops
  - d. Ear drops \*\*These medications must not be accepted by the school office.\*\*
6. All medication must be dispensed by a school employee who has received training in medication management. Training is offered by the Office of Catholic Schools several times of the year. Attendees must attend the training and have a passing score on the assessment in order to receive a certificate of completion. Schools are required to have a minimum of two (2) staff trained.

7. Any medication dispensed at a school-sponsored field trip or athletic event, must be dispensed by a trained staff member, trained designee, or a parent in attendance.
8. Schools must follow all guidelines in NP 741 as it relates to a Diabetes Management and Treatment plan for those students with diabetes.

## **DIOCESE POLICY 5025 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, a 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 that 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 5033 STUDENT TRAVEL

### 5033 STUDENT TRAVEL

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 schools shall follow the policies and procedures detailed in the Catholic Mutual Group Insurance School Safety Resource Manual relating to liability control for school sponsored field trips. These include:

- (1) Bus transportation (i.e. transportation utilizing regulation school buses should be utilized whenever possible. Therefore:

Transportation for school related activities beyond one (1) mile of the school and when transporting more than thirty (30) children shall be arranged to include Louisiana State approved regulation school buses or vans. However, for certain special long distance transportation needs, the services of a state licensed and bonded charter bus company may be arranged .

Transportation for school related activities within one (1) mile of the school or when transporting less than thirty (30) children may be arranged using private parental transportation, provided parents sign the appropriate forms indicating the extent of the insurance coverage they maintain on their vehicle as detailed below.

- (2) On rare occasions when private transportation is used, the following information must be supplied and certified by the driver:
  - 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.

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- c. The vehicle must have 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.

(3) A signed **Driver Information Sheet** on each vehicle must be submitted to the principal prior to each field trip. Chaperones must sign the Adult Waiver of Liability form.

The school shall issue written regulations pertaining to participation in such activities and shall issue an official **Diocesan Field Trip Permission Slip** to every student participating in the field trip. Failure of a parent to sign the official permission slip prevents the child from participating in the field trip.

### **Student Transportation Van Policy**

The following guidelines are in effect for the safe transportation of students to and from school related activities using vans.

- (1) Large capacity vans (for more than ten (10) passengers) cannot be used for transporting students to and from school related activities. These vans are not manufactured to meet the tougher safety requirements mandated by the National Highway Traffic Safety Administration (NHTSA) on all school buses. Seats **cannot** be removed from a twelve (12) or fifteen (15) passenger van to reduce capacity.
- (2) Vans having a capacity of ten (10) persons or less, including the driver, may be used for the transport of students to and from school related activities.

## **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.

## **PERSONAL ASSISTANTS (RLTs/BCBAs) GUIDELINES**

In an endeavor to provide for the needs of students who require special accommodations, ICCS will allow a parent or guardian to provide, through an appropriate outside agency, the services of a one-on-one registered line technician (RLT) or Board Certified Behavior Analyst (BCBA). Each student's circumstances will be reviewed on an individual basis. The ICCS Administration may at any time, in its sole discretion, revoke permission for these services to be on the campus of ICCS.

Parents or guardians must contact the principal and present any required paperwork to seek permission to have an RLT or BCBA for a student. A specific diagnosis and prescription or recommendation for these services from a physician or agency will be necessary to request this service.

The following requirements must be met before an RLT/BCBA is allowed to accompany the student:

- Provide documentation such as certification to demonstrate the RLT/BCBA is qualified to undertake this position and work in a school setting.
- Provide a complete background check with fingerprints approved by the Office of Catholic Schools. This expense will not be the responsibility of the school.
- The RLT/BCBA will be in full compliance with the Diocese of Lake Charles' requirements for Safe Environment/Safe & Sacred Training for the current year and updated annually.
- The RLT/BCBA will abide by policies applicable to them in the ICCS Faculty/Staff Handbook.
- Supervision of the RLT/BCBA will be conducted by the providing outside agency.
- Proof from the agency that there is a regular evaluation or evaluation process of the RLTs/BCBAs assigned to ICCS students.
- Proof of the existence of an in-force Comprehensive General Liability insurance policy covering the providing outside agency and the RLT/BCBA with limits of at least \$1,000,000 and naming the school and Diocese as additional insured, must be provided to the school and/or the Diocese of Lake Charles.

**Confidentiality** – RLTs/BCBAs will be bound to a strict code of confidentiality on any matters or occurrences concerning the classroom, the students, or any aspect of the ICCS campus including teacher conversations. Parents will not be allowed to serve as an RLT/BCBA for their child or any other child in the same grade on the ICCS campus.

All persons serving as part of the student's school team must identify their role on the team and are subject to all documentation, confidentiality requirements, and requirements of the Faculty/Staff Handbook.

**Information Access** – In order to better serve the student, the classroom teacher, school administration, and School Building Level Committee may make a request to parents to have access to any written notes, documentation, or other data used by the RLT/BCBA during the course of instructional time. If there are materials used by the RLT/BCBA that impact instruction, the school may request these from the parent to show compatibility with the adopted curriculum and academic policies of the school. Information access does not apply to those documents that are bound by HIPPA confidentiality.

RLTs/BCBAs will:

- Not take or post pictures of students.
- Not use cell phones in the classroom or in the presence of students for personal use; however, ICCS strongly encourages agency staff to have cell phones should an emergency arise.
- Sign in and out on a daily basis.
- Follow the rules of the classroom teachers.
- Take any school safety related trainings.
- Abide by the school's nut-free policy as well as our faculty-staff agreement not to consume seafood, fish, or shellfish on ICCS campus.
- Act in a moral and ethical way towards all students, faculty, and staff of the school.
- Wear appropriate attire to school and to Mass.
- Take care to appropriately monitor the student(s) they are serving both inside and outside the classroom.
- Be respectful of our Catholic environment and beliefs.
- Interact and cooperate with classroom teachers as well as with school administration.

### **TUTOR GUIDELINES**

In an endeavor to provide for the needs of students who require special accommodations, ICCS will allow a parent or guardian to provide, through an appropriate outside agency, the services of a one-on-one registered tutor. Each student's circumstances will be reviewed on an individual basis. The ICCS Administration may at any time, in its sole discretion, revoke permission for these services to be on the campus of ICCS.

Parents or guardians must contact the principal and present the required paperwork to seek permission to have a tutor for a student. Students must have an academic diagnosis and current psychoeducational evaluation (within the last three years) from a psychologist in order to receive tutoring services on campus during the school day.

The following requirements must be met before a tutor is allowed to accompany the student:

- Provide documentation to demonstrate the tutor is qualified to undertake this position and work in a school setting.
- Provide a complete a background check with fingerprints which will be kept at school. This expense will not be the responsibility of the school.
- The tutor will be in full compliance with the Diocese of Lake Charles' requirements for Safe Environment Training for the current year and updated annually.
- The tutor will abide by all policies applicable to the faculty and staff of ICCS as stated in the Faculty/Staff Handbook and the standard Diocesan teacher contract.

Confidentiality – Tutors will be bound to a strict code of confidentiality on any matters or occurrences concerning the classroom, the students, or any aspect of the ICCS campus including teacher conversations. Parents will not be allowed to serve as a tutor for their child or any other child in the same grade.

All persons serving as part of the student's school team must identify their role on the team and are subject to all documentation, confidentiality requirements, and requirements of the Faculty/Staff Handbook.

Information Access – If there are materials used by the tutor that impact instruction, the school may request these to show compatibility with the adopted curriculum and academic policies of the school.

Tutors will:

- Not take or post pictures of students.
- Not use cell phones in the classroom or in the presence of students for personal use; however, ICCS strongly encourages agency staff to have cell phones should an emergency arise.
- Sign in and out on a daily basis.
- Follow the rules of the classroom teachers.
- Take any school safety related trainings.
- Abide by the school's nut-free policy as well as our faculty-staff agreement not to consume seafood, fish, or shellfish on ICCS campus.
- Act in a moral and ethical way towards all students, faculty, and staff of the school.
- Wear appropriate attire to school and if applicable to Mass.
- Take care to appropriately monitor the student(s) they are serving both inside and outside the classroom.
- Be respectful of our Catholic environment and beliefs.
- Interact and cooperate with teachers as well as with school administration.



## 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 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 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 Website. 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 the 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.

### ICCS TECHNOLOGY POLICY AND USE CONTRACT

1. This ICCS Technology and Learning Lab Policy and Use Student Contract is a review and restatement of guidelines set forth in the Diocesan Student Acceptable Use Policy (AUP) and the Diocese of Lake Charles Student Internet Use Policy as outlined in the ICCS handbook. It is also a review of the rules and regulations set forth for the acceptable use of technology by ICCS.
2. Designation of the term Learning Lab and reference to technology, school technology, ICCS technology, or anything of the like includes but is NOT limited to any and all technology in the computer lab, Chromebook labs, Apple Mobile Learning Labs, and iPad Labs.
3. The use of any technology is a privilege. Any student who fails to follow the rules and guidelines of this contract and/or the AUP can be suspended from using learning technology for the remainder of the school year OR the remainder of his/her time at ICCS. Additionally, violations of this contract may result in suspension or expulsion from ICCS.
4. Students should always treat technology on campus with care and respect. It is the expectation of ICCS that our students take exceptional care of all technology equipment. As stated in the handbook:

***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.***

Vandalism shall result in cancellation of privileges and or other disciplinary action up to and including expulsion. Proper care shall be taken of all Learning Lab technology and school technology by the student at all times.

Examples of proper care of Learning Lab technology include:

- Gently removing Learning Lab technology from carts, carriers, chargers, or bases.
  - Moving Learning Lab technology with two hands at all times.
  - Making sure the workspace is clear and properly prepared to use the technology
  - Logging in/out as instructed by the teacher.
  - Following classroom procedures for technology use as instructed by the teacher.
  - Gently replacing the Learning Lab technology to its cart, carrier charger, or base.
  - Taking care not to bump, drop, or damage the technology in any way.
5. Students should always respect their privacy and work and that of other students. Each student is assigned a username and password. This is secure information and must be kept private. It is the student's responsibility to keep his or her own password secure. Any and all activity recorded on a student's account or assigned piece of technology is automatically the responsibility of that student. If a student feels his or her password has been breached, he or she must immediately notify the teacher and request a new password.
6. All technology is to be used to aid student learning as specifically directed by the teacher. Students should never assume that they have permission to open any application, visit any website, open any program, or anything of the like unless they have been explicitly told to do so by the teacher that is instructing them with the technology at that time. Students must have explicit permission from the teacher before using any type of resource with the school's learning lab technology. Unacceptable use of any and all technology and the learning labs includes but is not limited to the following:
- Visiting any website not explicitly permitted by the teacher.
  - Playing unauthorized games
  - Opening unauthorized applications or programs
  - Making purchases or visiting commercial websites not for school use.
  - Any personal use unrelated to appropriate educational purposes.
  - Checking and/or sending personal email.
  - Logging in to any website with a username and password, unless specifically and explicitly authorized to do so by the teacher.
  - The use of any and all social networking sites.
  - Accessing another individual's materials, information, files, or anything of the like.
  - Attempting to use another student's username or password.
  - Modifying documents or files without permission.
  - Installing or downloading programs or files.
  - Altering, interfering with, dismantling, or disengaging internet or web content filters.
  - Spamming, plagiarizing, or accessing knowingly inappropriate material.
  - Accessing, modifying, erasing, renaming, and making usable or unusable another's files or programs.
  - Modifying, copying, or transferring software or applications provided by the school, faculty, or another student without permission.
  - Introducing or spreading viruses or other harmful programs.
  - Aiding or abetting other students in policy violation.
  - Divulging passwords.
  - Participating in illegal activities or copyright infringement.
7. It is the individual student's responsibility to
- Comply with security measures.

- Report illegal activities.
  - Report improper language or unacceptable activities on the Internet.
  - Report damage or tampering with equipment or system.
  - Report violations of privacy
8. In addition to technology use on campus, ICCS retains the right to take disciplinary action on any student that chooses to use their personal technology, social networking accounts, email, etc. for but not limited to bullying, cyberbullying, unacceptable behavior, or profane uses.
9. Misuse of the Learning Labs or any ICCS technology in regards to what has been outlined in this contract and in the Diocese of Lake Charles Student Internet Use Policy may result in appropriate consequences up to and including expulsion.
10. Google Apps for Education:
- ICCS provides all students in PK-8th grade with Google Apps for Education. Apps for Education includes free web-based programs providing word processing, spreadsheet, presentation, and collaboration tools for ICCS students and teachers. This service is available through an agreement between Google and ICCS.
  - Apps for Education runs on an internet domain purchased and owned by the school and is intended for educational use only. This permission form describes the responsibilities of the school, students, and parents in using Apps for Education on the school domain.
  - Children’s Online Privacy Protection Act (COPPA)
    - i. COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for educational purposes.
      - 1. COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>
  - Family Educational Rights and Privacy Act (FERPA)
    - i. FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information.
    - ii. The School will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
    - iii. The School may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
    - iv. Parents may request photos, names, and general directory information about their children not be published.
    - v. Parents have the right at any time to investigate the contents of their student’s account and Apps for Education files.
      - 1. FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>
  - ICCS Apps for Education is available at school and at home via the web. School staff will monitor student use of Apps when students are at school. **Parents are responsible for monitoring their child’s use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.**
  - Students - Acceptable Use, Privacy, and Safety

- i. Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and other school rules and policies that may apply.
    - 1. Privacy - School staff, administrators, and parents all have access to student accounts for monitoring purposes. Students have no expectation of privacy on the Apps system.
    - 2. Limited personal use - Students may use Apps tools for personal projects but may not use them for:
      - a. Unlawful activities
      - b. Commercial purposes (running a business or trying to make money)
      - c. Personal financial gain (running a website to sell things)
      - d. Inappropriate sexual or other offensive content
      - e. Threatening another person
      - f. Misrepresentation of ICCS, staff, or students. (Apps, sites, accounts, and collaboration forums are extensions of classroom spaces where student free speech rights may be limited.)
    - 3. Data Security - Student files are safe with Apps but it is the responsibility of the student to make backups of important documents.
    - 4. Safety
      - a. Students may not post personal contact information about themselves or other people on the web.
      - b. Students will tell their teacher or other school employees about anything which is inappropriate or makes them feel uncomfortable.
      - c. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide his or her password to another person.
  - Digital Citizenship
    - i. Treat others well. It hurts to get mean feedback just like it hurts when someone is mean in the school hallway. Be kind when collaborating or making suggestions to peers. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
    - ii. Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work protected by copyright. If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
  - Access Restriction - Due process
    - i. Access to and use of Apps for Education is considered a privilege accorded at the discretion of ICCS. ICCS maintains the right to immediately withdraw the access and use of Apps when there is reason to believe violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a tenant of the Agreement with the school, the school reserves the right to immediately suspend any user account in question of appropriate use. Pending review, a user account may be terminated as part of such action.
11. Other Web-Based Services: In order for ICCS to continue to provide your student(s) with the most effective tools to enhance their academic growth, teachers may use educational web-based services such as but not limited to Zoom, Google Meet, FlipGrid, etc. that allow for both real-time and recorded communication in virtual classroom spaces where teachers and students can collaborate in learning as they would in their regular

classrooms. The use of web-based software and applications is intended to further engage students and also allow teachers to better facilitate the learning process.

## DIOCESE POLICY 8011 PROMOTION AND RETENTION

### 8011 PROMOTION AND RETENTION

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific learning objectives for the grade or course. A student who has not achieved satisfactorily in a particular grade or subject should repeat that grade or subject. To permit a student to take a course at the next level of learning for which he or she does not have the proper preparation is an injustice to him or her, to the other students, and to the teacher. There may be cases in which ability, effort, interest, and other factors must be weighed. All guidelines set forth in Bulletin 741; Louisiana Handbook for School Administrators (Nonpublic), (current revision) should apply.

In consultation with the teacher, parents should be informed of possible non-promotion at the beginning of the second semester, or as soon as an academic deficiency becomes evident.

If the pupil is promoted conditionally, provisions shall be made by the pupil and his or her parents or sponsors to remove the condition through attendance at a state-approved summer school.

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#### **For Elementary School Promotion and Retention:**

1. A student is **promoted (P)** when he or she has a grade of "D" or above in all subjects taught throughout the length of the school year.
2. A student is **conditionally promoted (CP)** when he or she fails one subject taught throughout the length of the school year. The student must pass the subject failed in a state-approved summer school in order to progress to the next grade.
3. A student is **retained (R)** when he or she fails two subjects that are taught throughout the length of the school year. The student must repeat the grade. The student may not go to summer school for two major subjects and pass into the next grade according to the standards in Bulletin 741. A principal may not give permission for a child who has failed two major subjects to attend summer school and pass into the next grade in any state-approved nonpublic school. However, this permission may be granted if the child's parents have made the decision to place the child in public school for the next school year.
4. A student must meet the minimum days of school attendance in order to be promoted.

#### **For Secondary School Promotion and Retention:**

1. At the secondary school level, Louisiana state regulations in regard to the number of units that are required for graduation, the number of units that can be earned during the regular semesters of the school year, and the number of units that can be earned during a state-approved summer school term must be carefully observed.
2. A student must also meet the minimum days of school attendance in order to be promoted.



## PTO VOLUNTEER OPPORTUNITIES

Each fundraiser is important to meet the yearly PTO obligation of \$125,000 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.

### **POINTS MAY NOT BE TRANSFERRED OR SHARED AMONG ICCS FAMILIES.**

Listed below are the 2021-2022 PTO fundraisers and volunteer opportunities available for ICCS parents.

#### **CHRISTMAS GREENERY FUNDRAISER**

**(September 23-October 28, 2021)**

**2022-2023 Chairpersons: Doris Mhire and Jessica Steech**

- Bulk Order Team: Responsible for mail-outs and communication to local businesses and ICCS friends and Alumni. Organizes committee members to follow up with new businesses and help update the database.
- Receiving and Distribution—Responsible for coordinating the receiving and distribution of greenery to include offloading the delivery truck and inventory accuracy.
- Delivery—Responsible for coordinating ALL greenery orders requested for delivery in a 25-mile radius of ICCS.

#### **PTO PANTHER RUN**

10K, 5K, and 1-Mile Fun Run

**(Date To Be Announced)**

**2022-2023 Chairperson: Kelly Henderson**

- Sponsorship Committee members are needed to solicit and secure sponsorship funds, in-kind donations and prizes
- T-shirt/Race Packet Committee members are needed to help organize and distribute race t-shirts and packets to registered participants.
- Race Day volunteers are needed to help set up the event, work the race, coordinate water stations, set up food/hospitality area and clean up after the event is over.

#### **PTO DINNER AUCTION**

**2022-2023 Chairperson: Leila Arredondo**

- Silent Auction Items—Committee solicits local businesses, artists, and supporters to obtain items for the Silent Auction. Provides a detailed description of items for auction software needs and event programs.
- Live Auction—The committee solicits local businesses, artists, and supporters to obtain items for the

Live Auction. Provides a detailed description of items for auction software needs and event program.

- Decorations—Works with Decorations chair to determine the theme of the auction and is in charge of choosing decorations for the gym.
- Sponsorship Committee--Responsible for soliciting sponsors for the auction event. Works closely with the Auction chairpersons to identify past and potential sponsors.
- Finance Committee—Responsible for the Finance table the evening of the auction and reconciling invoices at the end of the evening.
- Sign-up Parties—Responsible for securing sign-up party donations and making the posters for the evening.
- Auction Program—Responsible for creating, writing descriptions, printing, proofing, and distribution of the auction program. Works with an auction chairperson on advertising.
- Set-up and Clean-up—Responsible for working with the Decorations committee to set up the gym and clean-up the following day.