

MISSION STATEMENT

Immaculate Conception School is dedicated to providing our students with a quality education true to the Catholic tradition where academic excellence is pursued by all. Our faith is modeled and taught, expressed in worship and prayer, and uniquely lived in service to others. Our high standards are based upon the Diocesan Curriculum Guidelines, and the Common Core Learning Standards.

We encourage each child to grow spiritually, academically, and socially. We hope to nurture students who will be dedicated to life-long learning and who will make a positive difference in the world.

Revised June 2009

PHILOSOPHY STATEMENT

Immaculate Conception School is a Catholic School which strives to teach as Jesus did. Under the patronage of Mary, we strive to emulate her positive example by making Christ present to all we encounter in our school, parish, and world communities. Immaculate Conception School aims to model its Catholic faith; to nourish a life lived in imitation of Jesus, to knowingly and actively participate in the liturgy of the Church, and to inspire the practice of Christian values. Through words and actions, we teach the message which Jesus proclaimed, and we encourage our children to base their lives on this message.

We strive to create an environment where each person will find respect for self and others, care, and mutual trust. We recognize that each person is a unique gift of God, and we acknowledge talents and see them as opportunities to grow in appreciation and service to others. As a school community, we recognize, develop, and use our creative abilities. By gathering around the Eucharistic table, our religious and spiritual growth is nourished and enriched. By concentrating on the importance of education, we are preparing our students to make choices in the light of Christ's teachings.

Revised June 2007

We believe that educating an Immaculate Conception Student means:

1. Our students are challenged to live Gospel values as they serve others.
2. Our students are taught critical thinking skills, while their creativity is nurtured and developed.
3. Our students are expected to give their personal best in all areas of learning.
4. Our students are prepared academically, morally, and socially to make a difference in the world.

❖ **This year's Handbook replaces any previously published handbooks.**

❖ **Parents are expected to sign a statement at the beginning of the school year verifying that they have read and discussed the contents of this Handbook with their children and that they will abide by the school's policies.**

PARENT – STUDENT HANDBOOK

ADMISSION POLICY:

A. Registration for students entering Immaculate Conception School is held in February. The dates are posted in the parish bulletin, in other area parish bulletins, and in the school newsletter.

Children entering Kindergarten must be five years old by the date required in the district in which the family resides, but no later than December 1st. The following records must be presented at the time of registration.

- 1) Birth Certificate
- 2) Baptismal Certificate
- 3) Immunization Record
- 4) Records from previous school attended
- 5) Transfer request from previous school
- 6) Other pertinent information which may relate to child's school performance

B. Re-registration for currently enrolled students occurs during February.

Statement of Non-Discrimination:

Immaculate Conception School does not discriminate on the basis of race, color, sex, national or ethnic origin, age (in accordance with the law), physical or learning disability (if the disabled person can be accommodated), or religion.

Transfers:

Parents of students who are withdrawing from the school should inform the school office in writing at least one week in advance to give necessary time for completion of school records. The parent must sign a record release form so that records can be sent to the new school upon request of that school's principal. A student transferring into Immaculate Conception School should present a pupil transfer request from the last school attended, along with a report card and a health card.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this time period there are any problems, a student may be asked to withdraw his/her attendance at Immaculate Conception School.

ATTENDANCE:

A. Regular and prompt attendance on school days is a right and responsibility for all students. Successful school performance is dependent on regular school attendance. There is a strong relationship between regular attendance and academic progress.

There is a diocesan policy that relates to attendance in our schools, and the number of possible absences. It is to be published for all parents: Students who miss 20 days and have not met periodically with the school administration are in jeopardy of retention. The homeroom teacher, and each subsequent subject teacher, takes daily attendance. The school nurse is responsible for recording the attendance and tardiness for all students. He/she is responsible for communicating attendance concerns to the principal. In the event of excessive absenteeism, it is at the discretion of the principal/administrator to meet with the parents to develop a plan to meet educational and attendance requirements. This policy does not apply to those students who have a long term illness with a written doctor's excuse.

B. Absence Notification Procedures:

To ensure the safe arrival and presence of your child at school, please call our school office each morning of your child's absence or tardiness (between 8:30 a.m. and 9:30 a.m.).

On the day a student returns to school, he/she is required to present a signed note to the teacher from the parent/guardian stating the reason for absence. Neither a phone call or note prior to absence fulfills this requirement. A written excuse is required within 3 days of an absence. An absence is an absence; there is no legal or illegal absence anymore. Please do not send an ill child to school. Not only is the child's learning ability adversely affected, but he/she presents a health hazard to other students and teachers.

C. Request for Early Dismissal:

Parents are requested to make doctor and dental appointments after school hours. If it is necessary for a pupil to be dismissed early, a written request must be submitted, stating the reason for the request. Telephone requests for early dismissal will be honored only in case of emergency and upon satisfactory identification of caller. **Parents or guardians must enter the building and see the Principal or Secretary to sign the child out of school.**

D. Vacations – Other than District-Planned Vacation Times:

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

It is **not** the teacher's responsibility to have work prepared to give to a student prior to absence for a vacation. The student is responsible for work taught during the period of absence, including classroom assignments which should be completed within one week upon returning to school from vacation. Parents and students must realize that it will be impossible to duplicate much of the work which is missed due to vacations. Parents should notify the school and classroom teacher about a planned vacation as soon as possible, but at least one week before the vacation is taken. **You are strongly urged not to plan vacations during times when school is in session, but especially during New York State and June testing periods.**

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in the anticipation of the vacation.

E. Tardiness:

Students are considered tardy after 9:00 a.m. Students arriving after that time must report to the office to sign in. They will be marked TARDY in the attendance register. If a child oversleeps or is late for some other reason, send the child to school. Tardiness is better than absence.

NOTE: NO STUDENT MAY PARTICIPATE IN AN EXTRA-CURRICULAR ACTIVITY (CLUBS, PLAYS, SPORTS, PRACTICES) ON THE DAY THAT HE/SHE IS ABSENT FROM SCHOOL.

F. **School Hours:**

8:15 a.m. – 8:45 a.m.	Bus students report to cafeteria.
9:00 a.m.	School day begins.
3:05 p.m.	School day ends.

Upon arrival at school, students are to go to the cafeteria. **Students are always welcome at the 8:00 a.m. parish mass.**

G. **Half-Day Sessions:**

Half-days are indicated on the calendar. Students will ordinarily be dismissed at **12:00 p.m.** on half days. This time allows for the East Aurora District bus pick up.

H. **Emergency Closings and Delays:**

In the event of emergency closings, announcements will be made over radio stations between 6:00 and 8:30 a.m. and through SchoolReach. If an emergency arises during a school day, parents will be notified and an announcement will be made on the radio, through School Reach or by e-mail. It is the parents' responsibility to be sure the school has your current home and place of employment telephone numbers. **Our school will be closed if the East Aurora District is closed.**

If school is delayed, walkers should arrive according to the **East Aurora District's** announced starting time.

DINING ROOM:

There is no daily hot lunch program. Students are responsible for bringing their own lunches. White and chocolate milk, juice, and ice cream may be purchased. Pizza is sold on Wednesdays. There is a microwave oven available to students to heat lunch items. A hot lunch is offered approximately once a month at a reasonable cost. The cafeteria is monitored by volunteer parents. **It is of the utmost importance that students behave as they would at their table at home. Please reinforce proper table manners and appropriate behavior with classmates and adults. Please provide the necessary utensils, paper plates, and napkins needed for your child's lunch.**

CURRICULUM:

A. The Common Core Learning Standards, and curriculum guidelines are used in the K-8 curriculum. Textbooks are one tool used in classroom instruction. Other tools include magazines, newspapers, videos, DVD's, computers, novels and other literature forms, guest speakers, educational trips, classroom research assignments, experiments and discussions.

Immaculate Conception School offers students opportunities for growth in the following major subjects:

- **Religion** – Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.
- **Computer Literacy** – Includes Word Processing, Integration with Curricular Subjects, and other areas of computer literacy.
- **Fine Arts** – Music, Visual Arts, Art, and Performing Arts.
- **Handwriting**—Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.
- **Language Arts** – Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.
- **Mathematics** – Mathematics Skills, Pre-Algebra, and Algebra I. Advanced students in Grade 8 take the New York State Regents Common Core Algebra Exam. Students in Grades 7 and 8 can be placed in Advanced Math classes.
- **Physical Education** – Physical fitness programs appropriate for each grade.
- **Science** – General Sciences and Laboratory Experiences. Focus on STEM subjects (Science, Technology, Engineering and Math); selected Grade 8 students study the Living Environment Regents course.
- **Social Studies** – History, Geography, Economics, New York State History, and Current Events.
- **Spanish** – Students in Grades 6 – 8 study Spanish. Vocabulary, common expressions, grammar, conversation, and culture are studied.

Books:

Some textbooks are loaned to the students by the school district in which they reside. Additional books and instructional materials are financed partly by the annual book fee. Students may not write in, damage, or deface textbooks. A charge must be paid for lost or damaged textbooks and library books. Students in Grades 3-8 must keep all textbooks covered.

Please do not use adhesive-backed covers.

C. Homework:

Homework assignments are part of the general process and are included in report card marks. They provide an opportunity for the students to reinforce a lesson or concept, perform on an individual or small group basis, and to establish and develop solid work habits. In turn, these assignments provide parents with an opportunity to encourage students to put forth their best effort and help them budget their time in relation to other students and/or family activities. Be aware of any particular difficulties which should be brought to the attention of the teachers.

Homework assignments will vary in length according to subject and grade level. Long term, individualized book reports and assignments will give students the opportunity to plan work with relation to routine assignments and activities.

Homework is expected to be in on the day it is due. Parents are encouraged to see that a time and place are set aside for homework, necessary materials are available, and work is completed neatly. Consult with the teacher when necessary. Students are not required to prepare/complete homework assignments on the computer.

D. Testing and Exams:

Students are given quizzes, unit tests, and semester tests during the school year and final assessments in June (Grades 3-8). Students in Grades 3-8 take all tests mandated by New York State. Rubrics and various assessment forms are an integral part of the learning process.

E. Awards and Honors:

Students in Grades 3-8 who achieve a trimester average of 95 or above receive First Honors. Students who achieve between 90-94 receive Second Honors. Averages between 85-89 receive Merit Roll recognition. Conduct is also a factor in determining honor status. Honor cards are distributed each trimester in Grades 3-8. Eighth grade awards are presented at Graduation. Trimester Honor and Merit Rolls are published in the East Aurora Advertiser.

F. Report Cards and Parent-Teacher Conferences:

Progress Reports will be given mid-way between each fifteen-week grading period.

Report cards are issued three times during the school year. However, school-wide parent-teacher conferences are still held in November. Teachers and parents may request conferences at any time that is considered necessary. If you wish to speak with a teacher by telephone, please send a note in with the child giving times when you can be reached and an idea of the

nature of the call. It is only through the closely-coordinated efforts of the home and school that the goals of education can be achieved. Please make appointments with teachers before coming in.

NO ONE IS PERMITTED TO GO TO THE CLASSROOMS WHILE SCHOOL IS IN SESSION (8:30 a.m. till 3:30 p.m.) WITHOUT PRIOR PERMISSION FROM THE PRINCIPAL'S OFFICE.

G. Promotion Policy and Retention Policy:

Advancement to the next grade in Immaculate Conception School is based on a student's daily performance, test results, recommendations of teachers, and a student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as required for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade level.

In some cases, it becomes necessary to retain a child in a grade: for example, if the child: fails two major subjects for the year, is unable to master the work of the grade, is not developmentally ready, and/or is recommended for retention by the teacher and principal.

LEARNING ENVIRONMENT:

All students have the right to learn and no one has the right to interfere with the learning process. Everyone's dignity, welfare, and material possessions must be respected. Students who regularly disrupt the learning process may be asked to leave the school.

DISCIPLINE:

The purpose of discipline is to help in the process of forming self-disciplined Christians who believe in Jesus, who attempt to live according to Gospel values, and who exhibit behavior that reflects this faith and these values. Acceptable student behavior should demonstrate the following:

- 1) Respect for self, property, for members of the community, for all visitors to the school, and for school/parish property
- 2) Appropriate speech and mannerisms
- 3) Cooperation with school and classroom policies, classmates, teachers, coaches, and other adults

- 4) Self control in dealing with classmates, teachers, coaches, and other adults
- 5) Acceptance of responsibility for academic and moral learning
- 6) Adherence to school's Internet policy for grades 4-8 (policy statement is signed in September)

A. Disciplinary Procedures:

Discipline is most effective when it deals directly with the problem at the time and place it occurs. School personnel and adults are expected to use disciplinary action when necessary. The emphasis is to help the students grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense, including its impact on others and the circumstances that led to the action.
3. The student's prior disciplinary record, including the dates, number and types of actions.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and other adults in the school, when appropriate.
6. Other extenuating circumstances.

Generally, discipline will be progressive, and will merit a lighter penalty for the first violation. This general rule may be reversed by the particular circumstances of a violation, and in such cases even a first violation may warrant a more severe disciplinary action.

B. Consequences:

When an incident occurs, referral forms explaining the incident may be filled out by school personnel (including, when appropriate, volunteers) and kept on file in the office for review.

Students found to have violated the provisions of this handbook may be subject to the following consequences, either alone or in combination. The sequence of these consequences does not necessarily indicate the order of implementation. Each consequence includes the personnel authorized to impose that penalty.

1. Oral warning – from any member of the ICS staff (including faculty, staff and parent volunteers)
2. Written notification to parent – by teacher, principal
3. Detention – by teacher, principal
4. Referral form placed in student folder – by principal

5. Suspension from athletic participation – by coach, teacher, principal
 6. Suspension from extracurricular activities – by teacher, principal
 7. Removal from the classroom – by teacher, principal
 8. Suspension from school (variable length) – by principal, pastor
 9. Dismissal from Immaculate Conception School – by principal, pastor
- (Generally, 2-5 may come after the teacher or principal are advised of the violation by an adult.)

Each teacher is responsible for the discipline of the students in the classroom and for preserving discipline throughout the school. If a question should arise concerning discipline, it is advisable that the parent contact the teacher involved. Serious problems would then be referred to the principal by the teacher and/or parent.

Situations involving, but not limited to, weapons and/or look alikes, illegal possession of drugs, threats or acts of violence, vandalism, theft, and/or harassment will result in parent notification and may be reported to local police officials. Offenses contrary to school policy may warrant suspension from classes or expulsion from school at the principal's/pastor's discretion. Referrals may be made by school authority for outside counseling for the student(s) involved.

BULLYING AND CYBERBULLYING:

Immaculate Conception School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest online**) face detention, suspension, and/or expulsion.

EDUCATIONAL TRIPS:

Students are taken on educational trips as part of the school program. Such trips are made with the permission of the parents, and are encouraged as an enrichment to the daily program.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips' compatibility with curricular goals.
3. A field trip is a **privilege** and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Permission slips will be sent home to be signed and returned to the teacher.
8. All trips are supervised by the classroom teacher and other adults. The Home School Association provides buses for the educational trips.
9. **Handwritten notes or telephone calls to the school office will not be accepted in place of the official school permission form.**

EMERGENCY CARD INFORMATION:

Parents will be notified if a child becomes ill while at school. The home telephone number and the name and telephone number of another person who can be called in case of a parent's absence from home should be on the Emergency Card in the Nurse's Office. **Written notification of a change of address or telephone number is to be sent to the Nurse's office immediately in order to keep files as current as possible.**

FIRE DRILLS:

In compliance with the New York State Law regarding fire regulations, at least 12 fire drills are held throughout the school year. Students are trained to move quickly and quietly to their designated locations. A school fire inspection is held annually accordance with State regulations.

*Everyone, including volunteers and visitors, must evacuate the building quickly and quietly.

HEALTH REGULATIONS AND SERVICES:

Health services are provided by the East Aurora Public School District with the school nurse available from 8:30 a.m. till 3:30 p.m. each school day. The school nurse administers first aid and cares for ill or injured children until the parent or guardian can be reached. No child is allowed to go home unless someone is there to receive him/her.

In addition, the school nurse maintains a health record for each student. This involves screening all new students to the district, collecting immunization records, and arranging physical exams. Vision and hearing screening, heights and weights

are recorded for all children every year. Scoliosis screening (curvature of the spine) is done annually on children grades 5th through 8th.

Physical exams are required for students who are new to the district, those in Kindergarten, 2nd, 4th, and 7th grade, and those participating in sports. Physicals may be completed by the student's own physician or, if the parent prefers, by the school physician. School physicals will be scheduled after October 1st, unless notified otherwise by parents.

State mandate requires proof of the following immunizations for students:

- 3 DPT (Diphtheria, Pertussis, Tetanus)
- 3 Polio (IPV or OPV)
- 2 Measles (Rubeola)
- 1 German Measles (Rubella)
- 1 Mumps
- 1 dose Varicella Vaccine (Chicken Pox)
- 3 doses Hepatitis B

No medication (including over the counter cough drops and Tylenol) may be administered to students in school or carried by students in school. All medications must be brought to the school's nurse with appropriate directions from the physician and in the original container. Under no circumstances should any medications be sent to school with children. Also, please advise the school nurse if any medication is being administered at home. Parents should pick up any remaining medications from the health office at the end of the school year.

An Emergency Defibrillator is located on the first floor near the Main Office. The school nurse and staff members have been trained in its use.

When sending in desserts or other food items for snack time, birthdays, hot lunch, etc., please **nut free** items only. If you have any questions regarding a food item, please call our Health Office.

HOME & SCHOOL ASSOCIATION:

The educational process involves cooperative effort between home and school. You are encouraged to contribute to this process for your child. The best way to do this is to become an active member of our Home & School Association.

Membership is encouraged for all parents and guardians of students at school. Dues are payable in September, made payable to Immaculate Conception School. Parents are encouraged to attend meetings, events sponsored by the group, Open Houses, and other school activities. Parents are required to volunteer their services (as stated in the volunteer contract) in the Association's fundraising events, and assist with the school's needs (cafeteria, library, hot lunch program, etc.)

LIBRARY:

Our computerized library is under the direction of a librarian and a volunteer staff who check out, catalog and repair books. They read stories to primary grade students and support the Language Arts curriculum with appropriate literature and activities for middle and upper grade students. The staff also assists with student research and library usage. The teaching of library skills begins in the primary grades. They are systematically taught throughout the school year to every grade.

Fines are assessed at 5 cents per day for late returns. Lost books must be paid for by students.

SCHOOL ACCIDENT INSURANCE:

All students are enrolled in the student Accident Insurance Program. This program is an Excess Plan. Parents' or guardians' coverage is primary in the event of a claim. Claim forms are available in the nurse's office.

Accident reports must be filed within 24 hours by school personnel or coaches in the event of injuries or accidents sustained during the school day or during team practices and/or games.

STUDENT ACTIVITIES:

A. Sports and Activities: Presently, Immaculate Conception School has Boys' and Girls' Varsity Basketball, JV Basketball and Track Teams. Boys' Baseball and Girls' Volleyball are also available. The parish offers the opportunity for students in Grades 6-8 to become altar servers. If one is scheduled, seventh and eighth graders may participate in the school's spring play. There are several afterschool Science programs such as: Future Cities, TARC and Solar Sprint. Participation in school activities is a privilege. These activities include, but are not limited to, sports, educational trips, special class or school activities, and graduation exercises. Behavioral and academic standards must be met and maintained for

participation in the above mentioned activities. Participation may be suspended or denied by the administration if these standards are not met or maintained.

B. Physical Education: **Students must wear sneakers and bring shorts and t-shirts for physical education class.** Gym clothes may not be worn under the school uniform. **No student is permitted to call home requesting parents to bring forgotten gym attire to school. This responsibility lies with the students.**

C. Special Events: School Masses, prayer services, programs and assemblies are attended by all students. Parents, grandparents, relatives, and guests are welcome to attend.

D. School Pictures: School pictures are taken in the fall. Spring picture packages are also available for purchase. The Kindergarten class also has “graduation” pictures taken in the spring. These are available for purchase. ***There is no obligation to purchase any of the packages.*** Memory books are distributed to students in June who have already purchased a “picture package”; or are available for purchase separately in June.

TRANSPORTATION:

Parents should instruct children about safety and courtesy while riding the bus. Children who cause serious problems on the bus may be deprived of the privilege of bus transportation. This is in keeping with New York State Law. **CHILDREN MAY NOT RIDE ON BUSES OTHER THAN THE ONES TO WHICH THEY HAVE BEEN ASSIGNED.** Car riders and walkers may be picked up and dropped off only in the designated areas. If alternate transportation is necessary for one or several days, a note to the teacher is required. **NO ONE WILL BE EXCUSED WITHOUT A NOTE.** No child may be released until we have parent/guardian/child recognition.

Parents must notify their bus transportation providers of any/all daily or long term transportation changes.

TUITION AND FEES:

A. Registration and re-registration fees are required for all children.

- B. Parents must sign a tuition agreement annually. Payments should be made according to the agreed-upon schedule. Other fees, parish responsibilities, and school-service requirements are defined in the annual Tuition Agreement and Service Contract. Forms are prepared by the finance committee. Tuition books are sent home in September.
- C. Book/Technology fee is due by October 15th.
- D. Home & School Association Dues are due by September 15th.
- E. Parents may be requested to purchase supplementary/enrichment materials for a specific subject area.

UNIFORM AND DRESS CODE:

A. Uniform:

Boys

- Shirts: White knit shirts with 2 or 3 buttons and collars (long or short sleeves).
- Pants: Navy blue dress pants (elastic cuffs, zipper trims, etc., corduroy not permitted) and belts
- Socks: White, navy blue, or black (**no athletic or sneaker socks may be worn**)
- Shorts: Navy blue walking shorts (**purchased from Flynn & O'Hara only**)
May be worn September through October 15th and May 15th through June.

Girls

- Grades 1-4: Plaid jumpers with white **Peter Pan** collar blouses (no lace or ruffles); long or short sleeves.
- Grades 5-8: Plaid kilts (**with kilt pins**) with white button-down **Oxford** collar blouses; long or short sleeves.
- All Girls: White crew socks **or** navy, white or black knee socks **or** black or navy tights.
Sneaker or athletic socks may not be worn.
- Shorts: Navy blue walking shorts (**purchased from Flynn & O'Hara only**)
May be worn September through October 15th and May 15th through June.

Boys & Girls

- Sweaters: Red crewneck **or** red v-neck cardigans **or** red button-down cardigans
(**purchased from Flynn & O'Hara only**)
- Sweatshirts: Grades 1-7: Red **school** sweatshirts may be worn in place of sweaters (purchased through the school).
Grade 8: Blue sweatshirts purchased through the school.
- Sneakers: Sneakers may be worn to school **ONLY ON DRESS DOWN DAYS.**
- Shoes: **Dress shoes** are to be worn with uniforms **EVEN ON GYM DAYS.** (hiking/snow boots are **not** worn during

the school day) **DRESS SHOES ARE TO BE BLACK, BLUE OR BROWN ONLY.**
Dress shoes are **not to look like sneakers**, and may not have a “high” heel.
Socks and backstrap sandals may be worn with uniform shorts.
Clogs or similar shoes without a back may not be worn to school (**for safety reasons**)

NOTE:

- Flynn & O’Hara Uniform Company will be able to supply your needs (8B is our plaid). Their store is located at Georgetown Square, 5225 Sheridan Drive, Williamsville (Phone: 632-6581).

Student uniforms are to be worn at all times unless otherwise stipulated. A uniform exchange day will be held in June.

B. **Grooming:** It is expected that students will be clean and have neatly arranged hair. Boys’ hair must be **above** the shirt collar. Extreme styles or colors will not be permitted for either boys or girls. Make-up, hair extensions, temporary tattoos, and nail polish may **not** be worn during the school day.

C. **Jewelry:** Small earrings may be worn by girls but no long dangling earrings or hoops. Boys may not wear earrings. Necklaces, for example with religious medals, may be worn. Other ornamentation or body piercing is not permitted. Students may not wear any jewelry to gym classes or when participating in sports events. The Principal may determine whether a particular hair style, hair color, article of clothing or jewelry is appropriate for school.

D. **Other:** Electronic devices or cell phones are **not** to be used in the school. Our school is not responsible for lost, stolen, or damaged items. No trading cards or other such items are permitted in school. Electronic devices may **not** be taken on class trips. Students will be asked to drop off their electronic devices to the teacher in the morning and pick them up at dismissal time.

E. **Uniforms and School Pride:** Uniforms, including sweatshirts and sweaters, should be clean, fit properly, kept in good repair, and replaced when outgrown.

F. **Dress Down Day Code:**

Students **may** wear: jeans, tennis shoes, short socks, shorts no shorter than three inches above the knee, skirts no shorter than three inches above the knee, skorts, sweatshirts, and jogging suits.

Students may **not** wear: flip-flop sandals, no open back shoes, tank tops, t-shirts with inappropriate writing or design, tennis shoes that convert to roller skates, biker shorts, pajama pants, make-up, low cut blouses/tops, clothing that is extremely tight, or hats. **Good Rule: If you think you shouldn't wear it, you shouldn't.**

VISITORS AND GUESTS:

ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE SCHOOL OFFICE UPON ENTERING THE BUILDING. Please use the Park Place front entrance. Please sign in and out of the building in the school office.

Exception: Parents volunteering in the cafeteria are asked to go directly to the cafeteria. Sign in/out sheets will be available there.

Parents may not take their children to the classroom or pick them up at the classroom. This is distracting to the children and teachers, and it takes away from the teachers' responsibilities to their students.

Parents may **not** go to the classroom to conference with a teacher unless they have an appointment. Teachers are always willing to speak with parents, but they need to do so in the proper time and setting.

VOLUNTEERS:

Parents and students are the heart, soul and spirit of Immaculate Conception School. Many parents and members of our parish community generously give of their time to our students. There is a place in our school community for you. Please refer to the Service Contract for specific options. Throughout the school year, teachers may request classroom or educational trip assistance from parents.

PROPER BEHAVIORAL GUIDELINES:

Immaculate Conception School students are to be respectful, responsible, and ready in the following ways:

	<u>Be Respectful</u>	<u>Be Responsible</u>	<u>Be Ready</u>
Classroom	<ul style="list-style-type: none"> - Follow all classroom rules - Do not enter classroom until instructed to do so - Be an active listener - Respect all school and community members - Respect others' space - Raise your hand for permission to leave your seat 	<ul style="list-style-type: none"> - Ask your teacher about missed assignments and borrow notes from another student - Allow others to concentrate when working or testing - Return all class materials to their appropriate place - Use materials for their intended purpose only 	<ul style="list-style-type: none"> - Have all of your materials with you - Have the proper uniform - Arrive to class quickly and quietly and be prepared to work - Remain in your seat until dismissed - Always give an honest effort
Hallway / Stairs	<ul style="list-style-type: none"> - Stay to the right of the hallway - Walk in single file as directed by the teacher - Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> - Go directly to class - Be a positive example for others - Do not touch or deface anything hanging on the walls - Follow all adult directions - Always walk 	<ul style="list-style-type: none"> - Be prepared and on time for classes - Carry your agenda at all times - Leave all jackets and hats in the closet - Leave all electronic devices in the classroom
Library / Computer Lab	<ul style="list-style-type: none"> - Wait patiently and quietly for assistance - Do not use any materials until instructed by the teacher - Follow all classroom procedures 	<ul style="list-style-type: none"> - Participate in all activities and lessons - Only visit websites or use programs approved by the teacher - Sign out all books and return them on time 	<ul style="list-style-type: none"> - Have all of your materials with you - Arrive to class quickly and quietly and be prepared to work - Remain in your seat until dismissed - Always give an honest effort
Locker Room and Gym	<ul style="list-style-type: none"> - Respect others' space - Keep hands, feet and objects to yourself - Respect the property of your school - Follow all adult instruction 	<ul style="list-style-type: none"> - Use proper hygiene - Put your proper uniform back on after physical education - Do not leave any personal belongings in the locker room or gym 	<ul style="list-style-type: none"> - Have proper clothes and sneakers for physical education class - Change quickly - Budget your time efficiently

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After School Activities and Field Trips	<ul style="list-style-type: none"> - Respect school and public property - Stay with teacher at all times - Follow all teacher, staff and adult instructions 	<ul style="list-style-type: none"> - Do not leave belongings behind - Do not go anywhere without adult permission 	<ul style="list-style-type: none"> - You represent Immaculate Conception at all times
Assembly and Mass	<ul style="list-style-type: none"> - Show appreciation for the presenter - Participate in the Mass 	<ul style="list-style-type: none"> - Remain with your class in your seat until dismissed - Enter and exit in a straight line 	<ul style="list-style-type: none"> - Remain attentive - Listen carefully - Dress in proper uniform
Bus	<ul style="list-style-type: none"> - Be courteous to other students and the bus driver - Keep the bus clean - Follow all adult instructions 	<ul style="list-style-type: none"> - Remain in your seat until the bus is stopped - Keep the aisles clear - Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> - Enter and exit the bus single file - Remain seated at all times
Cafeteria	<ul style="list-style-type: none"> - Keep hands, feet and objects to yourself - Be polite and respectful to all adults and students 	<ul style="list-style-type: none"> - Stay at assigned tables - Put garbage in garbage can and use proper bins for composting and plastics. - Do not leave trash or belongings in the cafeteria - If you spill anything on the table or drop anything on the floor / chairs – clean it up 	<ul style="list-style-type: none"> - Remain in the cafeteria until your are dismissed - Make sure your table is clean before leaving - Push in your chair - Do not run in or out of the cafeteria
Morning Cafeteria and Homeroom (before morning prayers)	<ul style="list-style-type: none"> - Remain seated until you are dismissed from the cafeteria - Stand during prayers and the pledge - Do not talk during announcements - Follow adult instructions 	<ul style="list-style-type: none"> - Arrive to school on time - Participate in any morning activities in your classroom - Put garbage in the garbage can 	<ul style="list-style-type: none"> - Be prepared for your first class - Turn in notes from home, Thursday folders and all letters before announcements - Leave all electronic devices with the teacher - Enter and leave the school in uniform

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Recess	<ul style="list-style-type: none"> - Be respectful of others' personal space - Follow all adult instructions - Do not exclude others from activities 	<ul style="list-style-type: none"> - Place any balls, jump ropes, etc. into the appropriate bins when finished - Be careful to not hit others when playing - Tell an adult whenever an injury occurs 	<ul style="list-style-type: none"> - Do not leave for recess until instructed by an adult - Bring all your belongings back into the school or classroom - Line up to return to class immediately when instructed by an adult
Restrooms	<ul style="list-style-type: none"> - Ask to use the restroom at the beginning of class - Respect others' privacy - Respect the property of your school 	<ul style="list-style-type: none"> - Wash your hands before leaving the restroom - Keep area clean 	<ul style="list-style-type: none"> - Return to class as quickly as possible

PLEASE NOTE: The material set forth in this handbook may be amended by the Principal at any time. There are other regulations which may not be explicitly addressed but are implicit within the context of the school's philosophy. Parents will be given prompt notice of any changes in the Parent-Student Handbook.