

**Immaculate Conception**  
**STEM Academy**  
*Innovation in Catholic Education*

**Monrovia, CA**



**Parent Student Handbook**  
**2021 - 2022**

**Acceptance of Parent/Student Handbook**

Our family accepts that the handbook is available online on our school website at [www.icschoolmonrovia.org](http://www.icschoolmonrovia.org) We read the Immaculate Conception STEM Academy Parent/Student Handbook for 2021 - 2022. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Guardian's Signature

Date

\_\_\_\_\_

Print student names and grades:

Student's First/Last Name\_\_\_\_\_Grade\_\_\_\_\_

\_\_\_\_\_

Student's First/Last Name\_\_\_\_\_Grade\_\_\_\_\_

\_\_\_\_\_

Student's First/Last Name\_\_\_\_\_Grade\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent file.

# **IMMACULATE CONCEPTION STEM ACADEMY**

**“Innovation in Catholic Education”**

[www.icschoolmonrovia.org](http://www.icschoolmonrovia.org)

## **Immaculate Conception STEM Academy**

726 S. Shamrock Ave

Monrovia, CA 91016

Phone: 626-358-5129

Principal: Mrs. Miriam Rojas

School Hours: 7:50 am – 3:00 pm

School Office Hours: 7:30 am – 3:30 pm

Immaculate Conception School is fully accredited by the Western Catholic Education Association and co-accredited by Western Association of Schools and Colleges.

## **Immaculate Conception Catholic Church**

740 S. Shamrock Ave

Monrovia, CA 91016

(626) 358-1166

Office Hours: 9:00 am – 7:00 pm, Monday-Friday

Administrator: Father Joaquim Lepcha

## **Archdiocese of Los Angeles**

Department of Catholic Schools

3424 Wilshire Blvd.

Los Angeles, CA 90010

(213) 637-7000

Superintendent: Mr. Paul M. Escala

**CATHOLIC SCHOOLS ARE GOVERNED BY CONTRACT LAW, NOT CONSTITUTIONAL LAW.  
THIS HANDBOOK IS GOVERNED BY CONTRACT LAW**

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## **GENERAL INFORMATION**

### **Mission Statement**

At Immaculate Conception STEM Academy, our mission is to prepare students to be faith-filled, active members of our global community. While using critical thinking and problem solving skills, students will be able to apply their Catholic education to engineer innovative solutions to influence the world around them.

### **Statement of Philosophy**

We, at Immaculate Conception STEM Academy, embrace our Catholic identity and empower students to grow in their faith by providing them with principles rich in Catholic tradition. We acknowledge the presence of Christ within each individual and celebrate our unique differences by treating others with respect and dignity. We recognize parents as the primary educators of their children, and support them in their role of guiding their children to live their Catholic faith.

The curriculum at Immaculate Conception STEM Academy is rooted in Christian values and provides an innovative STEM based approach to learning. Through this methodology, students utilize higher order thinking to collaboratively find solutions using science, technology, engineering, and math. Teachers utilize varied instructional strategies to ensure that all students achieve academic growth.

Fostering a sense of mutual respect enables our school environment to be a safe, caring, and supportive place for our students to continue to grow in faith and academics. Through various opportunities, our students acquire the skills to become active participants in their family, the Church, and the global community.



### **\*Code Of Christian Conduct Covering Students And Parents Or Guardians\***

The students' interest in receiving a quality, morally based education can best be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any Parent/Student Handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

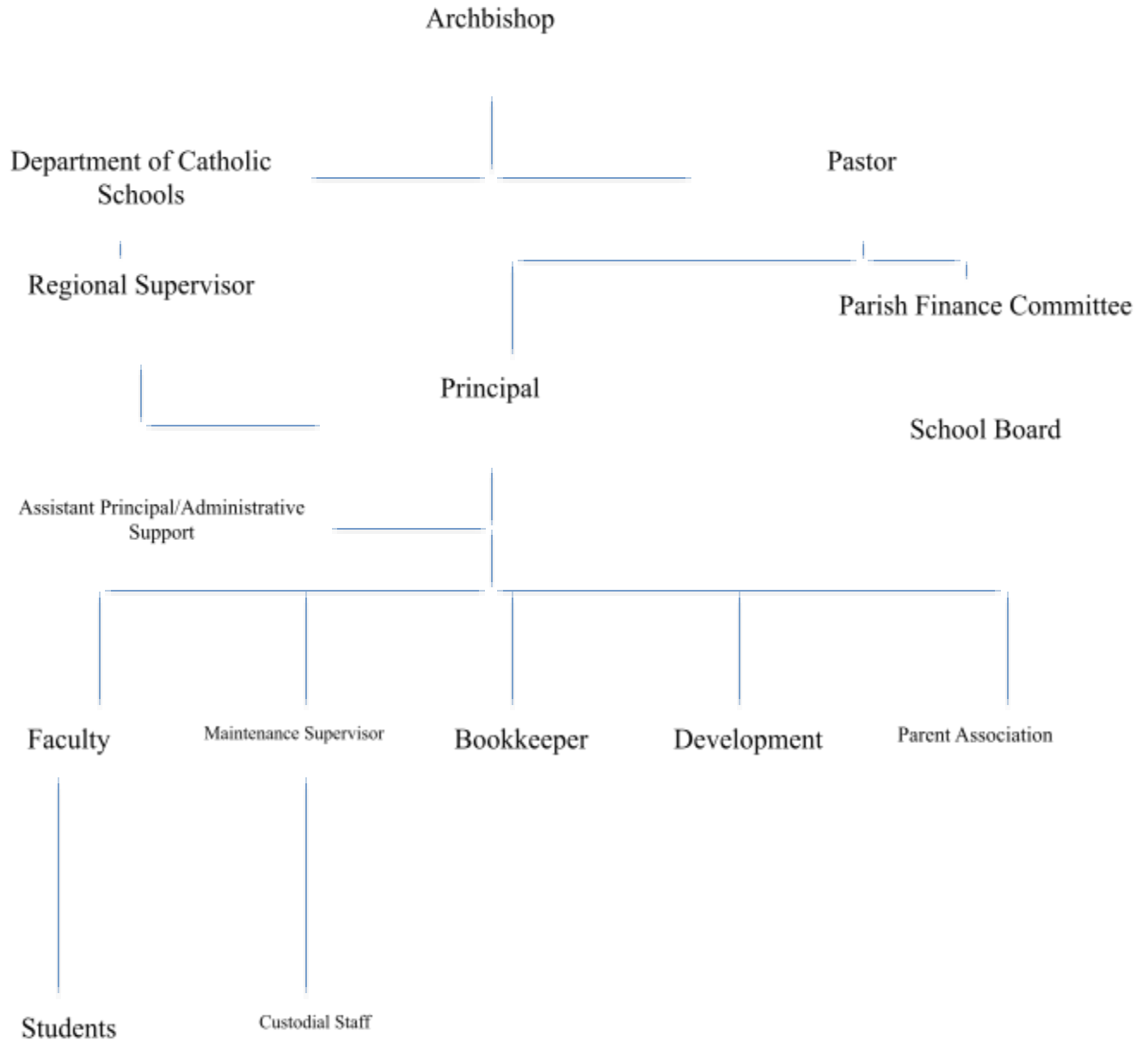
Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or an intermediate step short of withdrawal.

### **\*Archdiocesan Policy**

Immaculate Conception STEM Academy  
Organizational Chart



## **The School and Parish**

We are a Catholic Parish educational institution. With that in mind, we believe that our Parish plays a vital role in supporting the ministry of students and parents. Through active involvement, both liturgical and non-liturgical, we, as a faith community in our Parish, work together in the spirit of partnership. With open communication, the Parish and the school benefit each other by utilizing one another's talents. Together we work to carry on the mission of the Church by proclaiming the "Good News."

### **\*Consultative School Board And Parent Organizations\***

Immaculate Conception STEM Academy has established a Consultative School Board and a Parent-Teacher Organization. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

#### **Consultative School Board**

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1988).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board

#### **\*Archdiocesan Policy**

#### **Parent - Teacher Organization (PTO)**

The purpose of PTO is to fundraise to supplement and enrich the educational experience for the students, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the Parent-Teacher Organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operations of the organization shall be governed by the regulations for financial operations as found in the Parent-Teacher Organization Bylaws (see Administrative Handbook).

## SCHOOL PERSONNEL 2021 - 2022

### **Administrator**

Father Joaquim Lepcha

### **Principal**

Mrs. Miriam Rojas

### **Teaching Staff**

Transitional Kindergarten Teacher

Mrs. Debbie Papadopulos

K- 2 STEM Teacher

Ms. Roxanne Cardona

K- 2 Literacy Teacher

Mrs. Tamara Avitia

K- 2 Humanities Teacher

Ms. Therese DeDario

Grade 3-5 STEM/SS Teacher

Ms. Teresa De La Torre

Grade 3-5 Literacy/Religion Teacher

Mrs. Michelle Centeno

Grade 3 - 8 Social Studies/Art

Ms. Gina Capaldi

Grade 6-8 STEM Teacher

Ms. Judy Hernandez

Grade 6- 8 Literacy

Mrs. Emely Campos

### **Support Staff**

Secretary

Mrs. Ana Gutierrez

Bookkeeper

Mrs. Laura Canzano

Day Care

Ms. Candace Fais

Ms. Veronica Beam

Custodian

Mr. Armando Aquino

## **Immaculate Conception STEM Academy Schoolwide Learning Expectations**

### Faithful Catholic who Actively

- a. Develops a personal relationship with God through prayer
- b. Has knowledge and respect for the Catholic faith doctrine and tradition
- c. Exhibits strong Christ-like values and makes morally responsible decisions

### An academically prepared individual who

- a. Strives to meet the standards in all curricular areas
- b. Applies critical thinking and problem solving skills
- c. Utilizes a strong foundation in language to enhance both written and oral expression

### Innovative Thinker who

- a. Articulates ideas clearly and creatively
- b. Integrates STEM skills to facilitate life-long learning
- c. Evaluates and synthesizes information to enhance their understanding

### Teampayer who

- a. Respects and seeks to understand the ideas of others
- b. Collaborates with others to problem solve
- c. Motivates and encourages the success of others

### Hardworking Global Citizen who

- a. Advocates for the preservation of all of God's creation
- b. Demonstrates a spirit of service in church, family, school and community
- c. Shows kindness through words and actions

## **History of the School**

Immaculate Conception Parochial School first opened its doors to children of the parish in 1922. A small group of the Sisters of Loretto, whose motherhouse was in Nerinx, Kentucky, was placed in charge of the new school.

Original enrollment for the school numbered 83 children. By the end of the school year, there were 123 students. In the years that followed, a steady increase in the number of students necessitated enlargement of both the school and the convent. In 1936, a high school department with ninth and tenth grade was added. Two additional classrooms, a large auditorium and principal's office were added to the original school building in 1938. However, due to low enrollment and insufficient finances, the high school section was closed in 1939.

Student enrollment had grown to 350 students by 1947, and by 1950 the registration had passed the 500 mark. The fifties and sixties saw many changes take place. More building took place. As the Sisters left, they were gradually replaced with lay teachers. The school grew to a sixteen-room school with double grades from first through eighth.

During the 1970s many schools throughout the Archdiocese of Los Angeles, including Immaculate Conception experienced a decrease in enrollment. By 1980, Immaculate Conception School was an eight-room school with only one class per grade. With the addition of a Kindergarten class in 1986, and a Transitional Kindergarten program in 2013, Immaculate Conception has become a ten-room school.

In the mid 2000s declining enrollment and financial concerns impacted Immaculate Conception and Annunciation, the neighboring school in Arcadia. In August 2010, it was decided to create one school on two campuses. Immaculate Conception Annunciation School opened the 2010-2011 school year as a combined entity of the two pre-existing schools. Grades K-4 were assigned to the Immaculate Conception campus and Grades 5-8 to the Annunciation campus in Arcadia.

The challenge of the new model that combined two schools from two parishes impacted the pastors, school leaders, students, families, and the parish communities. At the conclusion of the 2011/2012 school year it was decided to close the Annunciation campus and relocate grades 5-8 back to the Immaculate Conception campus. Immaculate Conception STEM Academy continues to maintain a positive relationship with Annunciation Parish and considers itself to be the Catholic school for Annunciation parish.

The Western Catholic Education Association (WCEA) granted Immaculate Conception Catholic School a certificate of commendation. It was fully accredited by the Western Association of Schools and Colleges (WASC) in 1976. The school has been granted both certification and full accreditation by the Western Catholic Educational Association and the Western Association of Schools and Colleges. Our current accreditation was extended through June 2021. This certification means that our school has met and must maintain strict standards pertaining to curriculum, teacher preparation, finances, physical facilities and equipment. Immaculate Conception continues to thrive and in the 2019-2020 school year has become a STEM academy, actively preparing students for a future in science, technology, engineering and math.

## **School Schedule**

Morning Day Care	7:00 - 7:40am
Yard Supervision Begins	7:40
Morning Bell	7:50
Late Bell	8:00
Recess (20 Minutes)	10:00
Lunch (45 Minutes)	11:30 - 12:15 (TK- 2) 12:00 - 12:45 (Gr. 3-5) 12:05 - 12:50 (Gr. 6-8)
Dismissal (Wednesday) Minimum Day	12:00
TK-2nd Dismissal (Mon., Tues., Thurs., Friday )	2:45
3rd - 8 <sup>th</sup> Dismissal (Mon., Tues., Thurs., Friday)	3:00
Afternoon Day Care	end of school - 6:00pm

Students must be supervised when on the school grounds. Any child remaining after 3:15 pm and not in a scheduled after school activity will be sent to daycare and charged a drop in fee.

Any student not picked up after an extracurricular activity will be signed into day care and charged a drop in fee.

## **School Office Hours**

The school office is open from 7:30 AM until 3:30 PM daily when school is in session. The school office is closed during school holidays.

**SCHOOL CALENDAR  
2021 - 2022**

**August**

8/18 First Day of School - Noon Dismissal  
8/19 Noon Dismissal  
8/20 Noon Dismissal  
8/25 Noon Dismissal: Faculty Meeting  
8/27 Back to School BBQ  
8/30 STAR Testing Begins

**September**

9/1 Noon Dismissal: Faculty Meeting  
9/2 Back to School Night 6:30pm  
9/6 No School: Labor Day  
9/7 PTO Meeting 6:30pm  
9/8 Noon Dismissal: Faculty Meeting  
9/9 Picture Day  
9/10 School Mass 8am  
9/13 STAR Testing Ends  
9/14 Room Parent Meeting 6:30pm  
9/15 Noon Dismissal: Faculty Meeting  
9/17 School Mass 8am  
9/19 Family Mass 10am  
9/22 Noon Dismissal: Faculty Meeting  
9/24 School Mass 8am  
9/27 School Board Meeting 6pm  
9/29 Noon Dismissal: Faculty Meeting

**October**

10/1 Progress Reports Sent Home; Mass 8am/Coffee with the Principal  
10/2 Parent Fall Event  
10/4 Feast of St. Francis Blessing of the Animals  
10/5 PTO Meeting 6:30pm  
10/6 Noon Dismissal: Faculty Meeting  
10/8 Mass 8am  
10/11 No School - STEM PD  
10/12 Room Parent Meeting 6:30pm  
10/13 Noon Dismissal: Faculty Meeting  
10/14 Make-up Picture Day  
10/15 Mass 2pm  
10/17 Family Mass 10am  
10/18 Noon Dismissal - Parent Teacher Conferences  
10/19 Noon Dismissal - Parent Teacher Conferences  
10/20 Noon Dismissal - Parent Teacher Conferences



10/21 Noon Dismissal - Parent Teacher Conferences  
 10/22 Noon Dismissal - Parent Teacher Conferences  
 10/25 School Board Meeting 6:30pm  
 10/27 Noon Dismissal: Faculty Meeting  
 10/29 Noon Dismissal; Halloween Social

## **November**

11/3 Noon Dismissal: Faculty Meeting  
 11/4 STEM Night  
 11/5 Mass 2pm/Coffee with the Principal  
 11/9 PTO Meeting 6:30pm  
 11/10 Noon Dismissal: Faculty Meeting; End of First Trimester  
 11/11 No School - Veterans Day  
 11/12 No School: Teacher PD  
 11/16 Room Parent Meeting 6:30pm  
 11/17 Noon Dismissal: Faculty Meeting  
 11/19 Mass 2pm; Report Cards  
 11/21 Family Mass 10am  
 11/22 School Board Meeting 6pm  
 11/22 - 11/26 Thanksgiving Break

## **December**

12/1 Noon Dismissal: Faculty Meeting  
 12/3 Mass 2pm; Coffee with the Principal  
 12/6 ACRE Testing Begins - Grades 5 and 8  
 12/7 PTO/Room Parent Meeting 6:30pm  
 12/8 Feast of the Immaculate Conception; Noon Dismissal  
 12/10 ACRE Testing Ends - Grades 5 and 8  
 12/14 Christmas Program  
 12/15 Noon Dismissal: Faculty Meeting  
 12/17 Noon Dismissal  
 12/19 Family Mass 10am  
 12/20 - 1/3 Christmas Break

## **January**

1/4 School Resumes; PTO Meeting  
 1/5 Noon Dismissal: Faculty Meeting  
 1/7 Mass 2pm/Coffee with the Principal  
 1/10 STAR Testing Begins  
 1/11 Room Parent Meeting 6:30pm  
 1/12 Noon Dismissal: Faculty Meeting  
 1/13 All Parent Meeting 6:30pm  
 1/14 Mass 2pm  
 1/17 No School - Martin Luther King Jr.  
 1/19 Noon Dismissal: Faculty Meeting  
 1/21 Progress Reports; Mass 2pm; STAR Testing Ends  
 1/22 Family Night

1/24 School Board Meeting 6pm  
1/26 Noon Dismissal: Faculty Meeting  
1/28 Noon Dismissal; Mass 2pm  
1/30 Family Mass and Open House/STEM Expo  
1/31 Student Appreciation Day

## **February**

2/1 PTO Meeting 6:30pm  
2/2 Noon Dismissal: Faculty Meeting  
2/4 Mass 2pm/Coffee with the Principal; Noon Dismissal  
2/7 No School: STEM PD  
2/8 Room Parent Meeting 6:30pm  
2/9 Noon Dismissal: Faculty Meeting  
2/11 Mass 2pm  
2/15 - 2/17 WCEA/WASC Visit  
2/16 Noon Dismissal: Faculty Meeting  
2/18 No School: Teacher PD  
2/20 Family Mass 10am  
2/21 No School: President's Day  
2/28 School Board Meeting 6pm

## **March**

3/2 Noon Dismissal; Ash Wednesday  
3/3 Spring Pictures  
3/4 Stations of the Cross  
3/6 Academic Decathlon  
3/8 PTO/Room Parent Meeting 6:30pm  
3/9 Noon Dismissal: Faculty Meeting  
3/11 Mass 2pm; Stations of the Cross; Report Cards Sent Home  
3/16 Noon Dismissal: Faculty Meeting  
3/18 Mass 2pm; Stations of the Cross  
3/20 Family Mass 10am  
3/23 Noon Dismissal: Faculty Meeting  
3/25 Mass 2pm; Stations of the Cross  
3/28 School Board 6pm  
3/30 Noon Dismissal: Faculty Meeting

## **April**

4/1 Mass 2pm; Stations of the Cross; Coffee with the Principal  
4/4 No School: STEM PD  
4/5 PTO Meeting 6:30pm  
4/6 Noon Dismissal: Faculty Meeting  
4/7 Cap/Gown Pictures  
4/8 Mass 2pm; Stations of the Cross; Spelling Bee  
4/12 Room Parent Meeting 6:30pm  
4/13 Noon Dismissal: Faculty Meeting

4/14 Noon Dismissal: Living Stations  
4/15 No School: Good Friday  
4/15 - 4/22 Easter Break  
4/25 School Board 6pm  
4/27 Noon Dismissal: Faculty Meeting  
4/29 Mass 2pm; Progress Reports

## **May**

5/3 PTO Meeting 6:30pm  
5/4 Noon Dismissal: Faculty Meeting  
5/6 Mass 2pm; Coffee with the Principal  
5/8 Mother's Day  
5/9 STAR Testing Begins  
5/10 Room Parent Meeting 6:30pm  
5/11 Noon Dismissal: Faculty Meeting  
5/13 Mass 2pm  
5/15 Family Mass 10am  
5/18 Noon Dismissal: Faculty Meeting  
5/20 STAR testing ends; Mass 8am  
5/23 School Board 6pm  
5/25 Noon Dismissal: Faculty Meeting  
5/26 Noon Dismissal  
5/27 No School: STEM PD  
5/30 No School: Memorial Day  
5/31 8th Grade Farewell Assembly

## **June**

6/1 Noon Dismissal: Faculty Meeting; 8th Grade Awards Dinner  
6/2 8th Grade Graduation  
6/3 Mass 2pm; TK Celebration; Parent Appreciation Night  
6/8 Noon Dismissal  
6/9 Noon Dismissal  
6/10 Last Day of School 10 am Dismissal

**\*\*\*DATES ARE SUBJECT TO CHANGE\*\*\***

### **\*Zero Tolerance Policy\***

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor. Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese,**  
**AND**
- **May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### **\*Safe Environment Training For Children And Youth\***

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved program includes **VIRTUS® Empowering God's Children (Mandated September 1, 2006)**.

**VIRTUS® Empowering God's Children** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

### **\*Archdiocesan Policy**

#### **Parent Interaction With Students**

It is NOT APPROPRIATE OR ACCEPTABLE for ANY ADULT to approach any child other than his/her own child on campus. Issues that need to be discussed and/or evaluated are to be brought to the principal's attention so that parents of all children involved may be present for the discussion.

## **Actions/Attitudes Of Parents/Guardians**

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

### **\*Parent/Student Complaint Review Process\***

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination or reprisal in any form.

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **Department of Catholic Schools Level**

If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

### **\*Archdiocesan Policy**

## ADMISSION AND ATTENDANCE

### \*Guidelines For Admission To Elementary Schools\*

- Preference shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1.
- The recommended age for first grade students is six (6) years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational and financial needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.
- Each student should establish procedures for admission and enrollment.

### \*School Student Non-Discrimination Policy\*

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

## **\*Inclusion Procedures\***

Through the mission of the Archdiocese, schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him or her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the student’s needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

## **Admissions Policies And Procedures**

### **Admissions Requirements**

All Students who apply for admission for Immaculate Conception STEM Academy are given consideration.

1. Age requirements:
  - Transitional Kindergarten children should be 4 by September 1.
  - Kindergarten children should be 5 by September 1.
  - Entering First Grade children should be 6 by September 1.
2. Children will be tested before being accepted as students.
3. All required papers and documents must be presented before applications will be considered.

### **Admissions Procedures**

1. Completed application forms.
2. Submission of birth certificate, Baptism certificates, and immunization records, and transcripts of grades from previous school if applicable.
3. Acceptance from the Principal.

Preference is given to siblings of currently enrolled students and to Catholic children who actively participate in the life of the parish. Class size, curriculum provisions, and assurance of parental cooperation are also considered in the acceptance of new students.

The students’ interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

We wish to make it clear that Immaculate Conception STEM Academy is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement where necessary.

### **\*Archdiocesan Policy**

## **Racial Non-Discrimination Policy**

Immaculate Conception STEM Academy admits all students of any race, color, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, ability or health, in the administration of its educational policies, admissions, procedures, scholarship programs, and athletic and other school administered programs.

## **Absence, Tardiness and Truancy**

### **Attendance Policy and Procedures**

Daily attendance at school is essential for the child's learning. Daily lessons and practice facilitate mastery of skills. Serious illness, a medical appointment or family emergency are valid reasons for absence.

**If a child is to be absent for ANY reason, please notify the school before 8:30 a.m. and report the absence. Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher.**

If your child has been diagnosed as having a contagious disease, please notify the office so that precautions can be taken and notifications sent home.

If a child must leave school during school hours, a written note should be sent to the teacher that morning. Children will wait in the classroom until parents arrive and be called to the School Office for pick-up and signing out. Every attempt should be made to schedule medical and dental appointments during vacations or after school hours.

Homework or schoolwork missed as a result of absences should be completed and turned in to the teacher. Arrangements must be made at the convenience of the teacher, to make up the schoolwork/homework. This is the sole responsibility of the student. **Parents must call or send a note in the morning to request missed homework.**

In the case of long-term absences not due to medical reasons, parents must submit information to the principal and notify all of the student's teachers at least two weeks prior to departure. Teachers are not required to give advance work. All missed assignments and tests will have to be made up on the student's return. Parents are discouraged from taking family vacations during the school year and reminded of the potential educational disruption such absences pose to the students.

If a student is absent for 15 days or more in one quarter, the student will receive an "Incomplete" in all subjects. The student will then have a given time to make-up the missed work for a grade. If the work is not made up, the "Incomplete" grades will become "F's".

Absences because of vacations, trips, or because the child is needed at home to baby-sit, etc. are not acceptable excuses, nor are they legal excuses for absence.



## **Tardy**

A student is considered tardy if he/she is not in the classroom by 8am. Parents are encouraged to help their child to be punctual. Parents - if your child arrives after the desired time, you must sign your child in at the office. Your child will not be admitted to school without a parent or guardian signature.

## **Off-Campus Permission**

At no time during the daily school session will students be allowed to leave the school grounds, even during recess or lunch period. Students leaving campus for medical appointments or due to illness must be signed out in the office by a parent.

## **Truancy**

A student who is absent from school without a valid excuse for more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in one school year is truant. That student can be reported to the attendance officer of the local public school district.

## **Communications Procedures**

Each family will have an assigned family envelope in which the school newsletter and important communications will be sent home. The oldest child will bring the family envelope home and should return it the next day signed and dated by the parent. This is an indication that the information has been received.

## **Address Or Telephone Number**

It is necessary that the school secretary be notified when there is a change in address or phone number. It is extremely important that emergency information be kept up to date.

## **Telephone Usage**

Students may not call home except in an emergency and only with permission from the teacher. Students may not call home for forgotten items without permission from the teacher or office. Rides need to be arranged in advance.

Cell phones are brought to school at the student's own risk. They may not be used on campus except in cases of extreme emergency as identified by school personnel (i.e., earthquake, fire). **Cell phones will be confiscated during school hours if used by students without faculty permission.**

## **Drop-Off And Pick-Up Procedures**

It is of the utmost importance that all drivers familiarize themselves with the drop off and pick up procedures. The safety of our children is our priority.

When dropping-off or picking-up, drivers are asked to enter the parking lot from Royal Oaks Drive using the far east entrance – 5 M.P.H.

Drivers are to follow the flow of traffic. Make sure the students have everything ready and are to exit and enter the car from the passenger side after the car has made a complete stop. Drivers are always to be moving forward, no backing up, parking or visiting in the drive through lane.

PLEASE have patience and always be alert for directions from the faculty and staff. **Extreme caution is expected of all drivers for the safety of our children. Students are not to be dropped off or picked up at any other location. Parents should not be on their cell phones during this procedure. Parents need to remain in the vehicle at all times.**

### **Rainy Day Dismissal**

On a rainy day dismissal, the school gates will open a few minutes prior to dismissal. Please pull in slowly and follow the path marked with cones. Students will wait in front of the “B” building and teachers will guide students into their cars. If you choose to park your car and pick up your child, you must park in the lot by the church and walk to the school building to pick up your child. For the safety of all our students, there is no parking allowed within the playground area.

### **Security Procedures**

#### **Disaster Plan**

In the event of a major disaster (i.e. earthquake, fire), all students and adults will evacuate the school building when it is safe according to the school’s emergency plan. After all are accounted for, procedures will begin for school personnel to release students. Parents/family members will need to check in with faculty and staff prior to students being released.

The school has emergency supplies for all students. Parents are expected to provide personalized emergency kits that will remain in their classroom for the school year. Emergency kits should include non-perishable snacks, a change of clothes, and a family picture. Students will remain in the custody of school personnel until a parent, guardian or other designated representative of the parent comes to pick them up.

**Children will only be released to adults whose names are listed on the emergency card.**

In the event of an earthquake/emergency outside of school hours, please follow the directions of the Monrovia Unified School District. The children should not be brought to school until we are sure the buildings are safe. Contact the school before sending your children.

## **Emergency Procedures**

Regular fire and earthquake drills and practices are scheduled so that all students and staff are familiar with the emergency plans. The Fire Department makes regular inspections of the school buildings. Emergency procedures:

1. During an earthquake, we will implement the drop, duck and cover plan. Students need to duck under their desks and keep their eyes protected. An announcement will be made by the principal to signal when to evacuate the building. If the P.A. system is not working, the hand bell or whistle will sound.
2. After an emergency, students will be escorted to the emergency assembly area. The teachers will take attendance.
3. Faculty and staff will begin a sweep-and-search procedure immediately after evacuation.
4. When arriving at school to pick up your child(ren), park your car, come to the designated assembly area and school personnel will sign out students to you or the authorized person.
5. In case a parent, or the authorized person, is unable to pick up a child(ren) for a long period of time following the emergency/earthquake disaster, it is important that parents know that students will remain at Immaculate Conception STEM Academy or be housed at a central location under the careful supervision of the school staff. If a child(ren) needs to be transported, students and the names of transported location will be posted at school entrances.

**Please note: It is critical to keep the emergency/earthquake disaster card updated at all times to avoid any confusion during these situations.**

## **Parent Or Guardian Right Of Visitation**

### **Visitor Badges**

All visitors to the school campus must sign in and receive a badge at the school office. Visitors may be asked to show a photo ID. Safety is our priority.

### **Visits to Classrooms**

Parents or visitors are **not** permitted to go directly to a classroom for any reason without office approval. Parents will be asked to go to the office if they come to the classroom or the playground.

All visitors to the school campus must sign in at the school office and obtain a visitor's badge.

Forgotten lunches need to be dropped off at the office.

## **Extended School Day Program**

### **Morning/After School Care**

All students who arrive at school before 7:40 a.m. MUST report directly to the Extended Day Care Program in the Daycare Classroom for morning care. Morning Care is available daily from 7:00 a.m. to 7:40 a.m. Yard Duty Supervision begins at 7:40 a.m.

Our goal is to provide our students who are in need of supervised care before and/or after school, with a safe environment. There are two classrooms. One for quiet homework/study and the other for indoor activities, which includes everything from games to arts and crafts.

Before School Program Fees:

\$30.00/month per child \$10.00 additional for each sibling  
Drop-in Rate: \$3.00/day per child \$1.00 additional for each sibling

After School Program Fees:

- \$175.00/month per child \$50.00 additional for each sibling
- Drop-in Rate: \$10.00/day per child \$5.00 additional for each sibling

Running late -pick up fee (3:15-4:00) \$5.00 per child

Late pick up fees after 6:00pm is \$10 per 15 minutes per child.

### **Dismissal**

Children not involved in a supervised activity or not enrolled in the Extended Care Program must be picked up promptly at dismissal time. Students remaining 15 minutes after dismissal on regular and early dismissal days, will be placed in Extended Care and fees will be charged. All children going home by car are to remain inside the school grounds until their assigned driver picks them up. Children who walk home are to leave by the front gate. Those students who ride a bike to school should walk their bikes on the school grounds. Students may not be on the playground unsupervised after school hours.

### **\*Work Permits\***

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then

submit the form to the “work permit issuing authority”. If all requirements are met, the work permit issuing authority may issue the “Permit to Employ and Work”. The “work permit issuing authority” is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student’s file.

### **\*Privacy/Confidentiality And Access To Records\***

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

### **\*Pupil Records\***

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **\*Directory Information\***

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone

numbers or personal email addresses, unless the parents of legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **\*Verbal/Written Confidences\***

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **\*Transfer Of Records\***

#### **\*Student Transfers, Withdrawals and Graduation\***

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the student intends to enroll and a release from the parent or guardian. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents.

Principals may be required by the County Board of Education to report the severance of attendance of any student.

The school grants full credit for all work a student accomplishes up to the time of transfer.

### **\*Withholding of Records\***

Under California law, a private school cannot refuse to provide student records to a requesting elementary or secondary school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees in accordance with school policy.

## **Release Of Student Record Information To Non-Custodial Parents**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. Any parents wishing to have information sent from the school must provide the school with the self-addressed envelopes and postage to do so. If there is a court order specifying that 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. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

## **Illness and Accident Procedures**

**Health Regulations** To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription, including cough drops) to school. Only medication prescribed by a health care provider may be taken during school hours.

If a student needs medication either for a few days or over an extended period of time and it needs to be given during school hours, an "Administration of Medication During School Hours" form must be requested from the school office. Physician/health care providers will write directions on the form. It must be signed and dated.

### **\*Archdiocesan Policy**

The administration of Tylenol, Advil, etc. by a parent during school hours is not encouraged; should that occur, Immaculate Conception STEM Academy is not liable/responsible for any adverse effects this may have on the student.

Medications must be delivered by the parents or guardian to the office in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian.

Students carrying inhalers must have a Physician/health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity.

### **Immunizations**

All students must be properly immunized in accordance with the State of California guidelines before admission to Immaculate Conception STEM Academy. Students who have been absent because of communicable disease MUST have a permit from the doctor for re-admittance to school.

### **\*Student Insurance\***

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

## **ACADEMICS AND CO-CURRICULAR ACTIVITIES**

### **Curriculum**

Immaculate Conception STEM Academy is a Transitional Kindergarten through eighth grade school. The curriculum stresses a fundamental educational program integrated with the Catholic/Christian philosophy and values.

Immaculate Conception STEM Academy embraces the shift to the Common Core State Standards as a pathway to teaching a Catholic way of life; opening doors and empowering IC students to reach their full potential. Common core standards create continuity across the grade levels, building strength, year upon year, for the benefit of the whole child. The common core standards inform student mastery of critical thinking so IC students will be better prepared as leaders with the tools, skills, and knowledge needed to face the challenges they will encounter in high school, college, the workplace, and community settings as Catholics and citizens of the world.

As proud members of the ADLA STEM Network, IC STEM Academy fosters skills such as creativity, innovation, collaboration and problem solving. Our purpose is to educate STEM proficient students that are innovative thinkers, effective communicators who are technologically, scientifically, and mathematically literate to prepare them for jobs that have yet to be created. The curriculum integrates fundamental education with our Catholic identity.

Teachers from Kindergarten to 8th grade specialize in teaching specific academic subjects. We utilize a block schedule which consists of three learning blocks: STEM Block – science, technology, engineering, and math; Humanities Block – social studies and religion; Literacy Block – reading and writing. Block scheduling allows for students to have a specialized teacher and more focused instruction in those subject areas.

### **Christian Service Hours**

Junior High students attending Immaculate Conception STEM Academy are required to complete Christian Service Hours. Students in grade 6 are asked to complete 10 service hours. Students in grade 7 are required to complete 15 hours. Students in grade 8 are required to complete 20 hours. Students in these grades will be given credit if they participate in school sponsored community service projects.



## **Academic Expectations**

Immaculate Conception STEM Academy prides itself on a tradition of academic excellence. Students are expected to perform at the level of their capability. All assignments are to be completed neatly. Students will be required to re-do any work that is not done neatly and/or does not reflect acceptable effort. Incomplete assignments are a serious matter. **Students with consistently incomplete or missing work will be called to a conference with their parents and the principal** to determine continued attendance at Immaculate Conception.

## **Academic Probation**

Students who receive a GPA below 1.5 will be placed on academic probation for the next trimester.

**During the time students are on academic probation every effort must be made to bring the grade up to a “C”. Students may not participate in any extracurricular activities such as sports, Student Council, etc.** They may, however, participate in activities the total class is doing. Participation in field trips will be decided by the teacher and principal.

During the probation period, the teacher will check grades weekly and will send a written report to parents about the student’s progress. Academic probation will be determined according to each students’ individual situation.

## **Promotion/Retention Policy**

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. Teacher observation, evaluation of cumulative report card grades and review of standardized test scores form the basis of the decision.

A failing grade in Reading in Grades 1- 3, or failing grades in three major subjects in Grades 4 - 8, may result in retention. The decision to retain a child in the present grade is based on consideration of the overall welfare of the pupil, made by carefully weighing academic, emotional and social factors. This decision will be made by the principal, after consultation with the classroom teachers and the parents, and after efforts have been made to provide remediation. In the case of a pupil with severe emotional or learning challenges it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that, therefore, a recommended transfer might be necessary. (Archdiocesan Guidelines 6103.4)

## **Testing and Assessment**

STAR Testing is administered three times throughout the school year. The results are utilized to form curriculum decisions and to determine which skills each child needs to master.

The Assessment of Catholic Religious Education (ACRE) is designed to assess the religious knowledge and outcomes of Catholic school and parish religious programs. They are administered annually to eighth (ACRE2) and fifth (ACRE1) grade students in Archdiocesan schools.

## **Homework**

The purpose of homework is to reinforce material already taught, and to foster habits of independent study.

Time Allotments:

Grades K-2: Not to exceed one-half hour

Grades 3-4: Not to exceed one hour

Grades 5-8: Not to exceed two hours

- Homework is normally assigned each day except for Friday and the eve of holidays.
- Projects may be assigned at any time. Because of the workload, students may need to work weekends and holidays from time to time.
- We ask that parents be mindful of the fact that homework assignments are not always written. Research and reading assignments should be done with as much care as the written assignments.
- Some long-term projects may be assigned, and are considered part of the homework.

**NOTE: The ability of an individual student may cause a variation in the time needed to complete an assignment.**

Failure to complete homework will be met with the consequence that has been set by each teacher.

## **Parent-Teacher Conferences**

It is vital to have open communication between parents and teachers. Formal Parent-Teacher conferences are scheduled during the first trimester. It is mandatory that parents attend these conferences.

Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher. At no time is any parent to enter the classroom during school hours unless he/she has received clearance from the Office.

The principal is also available for conferences. It is best to make an appointment, but we hope that each parent feels free to express his/her concerns and suggestions at any time.

Often it happens that a parent or student has a difficulty or challenge that needs attention. Sometimes the parent will contact the Pastor. While the Pastor is the administrator of the parish school, the ordinary way to resolve conflict is to speak with the teacher first. If no resolution is found, please contact the principal. This ordinary and standard way should resolve all conflicts. However, if after the ordinary way has been exercised and resolution to the problem is not satisfactory, please contact the Pastor.

## **Report Cards**

Report Cards are issued three times a year for grades TK through 8. Parents and students will receive a mid-trimester Progress Report for all subjects in grades TK through 8. This provides the students with ample time to improve their grades before Report Cards are issued. However, parents are encouraged to check their child's academic progress through our grading system at Gradelink.com.

If a student is absent 15 or more days during the grading trimester, their grades will be withheld until the work is made up within a time frame provided by the teacher.

## **Grading System For Grades 3-8\***

*A =	93 - 100 %	*C =	75 - 79 %
*B+ =	90 - 92 %	*C- =	70 - 74 %
*B =	87 - 89 %	*D =	65 - 69 %
*B- =	85 - 86 %	*F =	below 64 %
*C+ =	80 - 84 %		

## **Grading System For Grades TK-2\***

**O** – Outstanding (above grade level)  
**G** – Good

**S** – Satisfactory (at grade level)  
**NI** - Needs Improvement

## **Awards**

The Honor Roll is designed to encourage students to continually grow and develop in all areas. Students are expected to treat their teachers and classmates with dignity and respect. Character development plays a vital role in the education of the whole child. For this reason, students are not eligible for an honor roll certificate if the behavior or work habits is not a G or above. Students will be recognized at the Honor's Assembly and we invite parents to attend. Dates and times of the assembly will be announced. The honor roll criteria is discussed with eligible classes during the first week of school.

## **Academic Honor Roll**

### **Scholar:**

Students in Grades 4-8 that finish the trimester with a GPA of 4.0 will be awarded Scholar Honors. Students must have a G or higher in Behavior and Work Habits.

### **First Honors:**

Students in Grades 4-8 that finish the trimester with a GPA between 3.7 and 3.9 will be awarded First Honors. Students must have a G or higher in Behavior and Work Habits.

**Honors:**

Students in Grades 4-8 that finish the trimester with a GPA between 3.4 and 3.6 will be awarded Honors. Students must have a G or higher in Behavior and Work Habits.

The Honor Roll is computed at the end of each trimester. The honor roll is based on a grade point average (GPA) with no grade lower than a “C” in the major academic subjects: Religion, Math, Science, Reading, English, Spelling and Social Studies.

Grade Point Average (GPA) is computed as follows:

A = 4.0	B = 3.0	C+ = 2.5	C- = 1.5
B+ = 3.5	B- = 2.75	C = 2.0	D = 1.0

**Perfect Promptness** is awarded to students with no tardies all trimester.

**Student of the Month:**

Every month a student from each grade is chosen that exemplifies our character trait of the month. The student is recognized at our monthly assembly.

**Graduation Requirements**

Students with two or more “F”s are required to complete summer school courses in the deficient curricular area(s). This will be noted on the final report card.

In order to participate in the year-end activities including Baccalaureate and the Graduation ceremony, parents of 8<sup>th</sup> grade students must have met all financial and service hour obligations by May 29<sup>th</sup>. Payments may be required to be made in cash or money order.

**\*Tutoring\***

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### \*Counseling Policy\*

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

- Schools may engage in the following activities in addition to providing classroom instruction:
- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegation of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

### \*Archdiocesan Policy

#### Field Trips

- Field trips are planned to enrich the curriculum. They are considered a privilege and therefore, at the time of the trip, parents must complete a written permission slip which requests that their child participates in the outing and gives the school the authority to obtain medical attention for the child if the need arises. **Permission over the telephone will not be accepted.** The cost of transportation and/or admission to the destination is required of each student if needed for the trip.
- The school reserves the right to deny permission to attend the trip to any student who shows that they have not consistently demonstrated appropriate conduct and acceptable effort in all areas of the curriculum. Classroom teachers will determine chaperones for field trips.

### **School Library**

Students in Grades K through 8 use the school library each week. Books borrowed from the library may **not** be taken home. Students are responsible for lost or damaged books or books not returned on time.

### **Student Council**

Immaculate Conception STEM Academy is associated with the Catholic Association of Student Councils. Student leadership is an important part of our school program. Each year the students elect Student Council leaders from 7<sup>th</sup> and 8<sup>th</sup> grade that, with their moderators, plan and implement various student activities. The student council meets weekly with the faculty moderator.

Parental permission is required for election to an office. Junior High students with satisfactory grades are eligible for office. Students must maintain a **B** average academically with no less than a **G** in conduct. They cannot remain on Student Council if a D in any area is received.

### **Extra-Curricular Activities**

Eligibility for participation in activities will be determined at report card and progress report times. The CYO recommends that students maintain a “C” average in academic subjects and Satisfactory Effort in Conduct to be eligible for participation in Extra-curricular Activities. Students will be placed on probation during which participation will not be allowed. At the end, a re-evaluation will take place. If a student has not shown sufficient improvement, he/she will be removed from the activity. If a student does show sufficient improvement, he/she will be allowed to return to the activity. This same policy will be applied to Student Council. *Principal, Athletic Director and/or teacher will notify parents directly of any necessary suspensions.*

### **Sports Policy**

All qualified students may participate on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. The decision of the coach, in conjunction with the Athletic Director or the decision of the moderator, in consultation with the principal, is final. Parents are encouraged to help their children understand that not everyone will be selected. Immaculate Conception STEM Academy will emphasize skill development at the “B” team level. Emphasis on competition will be primarily at the “A” level, although both levels compete in games against other schools.

#### **The purpose of our after school sports program is:**

- To teach sportsmanship
- To acquire ability and physical coordination
- To learn to follow rules
- To practice self-control

**All students participating in sports must have a “S” in Conduct and no lower than a “C” average in their academic subjects. If a student receives a detention, he/she will sit out the next game. If the student is not in school the day of the detention, he/she will sit out the following game. More than two (2) detentions in one season may result in immediate removal from the team at the discretion of the Principal.**

### **Coaches & Volunteers**

All coaches and volunteers must be fingerprinted (using the **Live Scan** service) in order to work with the children. In addition to fingerprinting, school volunteers are required to participate in the **VIRTUS** Adult Awareness Sessions, which train you to recognize warning signs that indicate when an adult is engaged in an inappropriate relationship with a child. Please see the principal to obtain the necessary paperwork. Coaches must be certified through the CYO training program (**Play Like a Champion**).

### **\*Mixed Boys and Girls Parties\***

The Archdiocesan policy asks that there be no mixed boy/girl parties in grades 6-8 until graduation. Mixed parties involving the students in the upper grades, even though these parties are held at home, are especially discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, this matter of parental sponsored parties is one primarily involving parental control and not that of the school. The only exception to this rule would be in the instance of a school-sponsored graduation party, should that be deemed appropriate by the pastor, principal and parents. (Archdiocesan Guidelines 331:3)

### **Choir**

Students need to see the Parish Music Director to participate in the Parish Youth Choir. This is open to students who are interested and show some musical talent. They participate in parish liturgies and community activities.

### **Yearbook**

Students are provided an opportunity to purchase a yearbook that is published at the end of the school year. Please be advised that the school cannot be held responsible for what other students write in a child's yearbook. The school does, however, reserve the right to issue consequences for offensive things written in another child's yearbook. The school will not replace damaged, stolen or defamed yearbooks. The family may choose to purchase a new book if they are available.

### **Books**

Textbooks are to be kept covered for protection. Paper or fabric coverings are acceptable. Contact paper is not an acceptable cover for textbooks. The covering is not to be taped to the original book covers. Books are to be protected by taking them to and from school in a book bag. Students are not allowed to mark in the hard covered books and are responsible for the condition of their assigned books. If the books are accidentally damaged, the damage should be reported immediately to the teacher. The school reserves the right to charge any student for damage to books and equipment.

### **\*Archdiocesan Policy**

### **Backpacks**

To ensure that the school campus remains safe for students, searches for drugs and weapons are conducted by necessity without warrants. All backpacks/book bags, which are used by students and brought onto the Immaculate Conception STEM Academy campus, are subject to search by school personnel in cases where imminent danger is present. When there is no imminent danger, parents may be contacted before the backpack/book bag is searched. Rolling backpacks are permissible if needed. Any child caught running with or swinging any type of backpack will receive automatic detention.

### **Skateboards, Bicycles, Rollerblades, Etc**

No “wheels” may be ridden on campus at any time. Students who utilize these means to get to and from school must refrain from riding on campus. Likewise, “Heelys” or tennis shoes with wheels in them are not allowed on campus at any time. Any student found to be in violation of this rule is subject to confiscation of the “wheels” and a parent conference with the principal.

### **Chewing Gum**

Chewing gum is not allowed at any time during any school function either on or off campus (i.e. field trips, sporting events, etc.), and is punishable by a detention.

### **Identification Of Personal Items**

All pencil boxes, lunch bags and boxes, book bags, and similar containers must be identified by the student's name and grade. All apparel must be similarly marked. If all items are clearly marked the owners can be easily found.

### **Lost And Found**

All lost items will be taken to the school office. Any article with no name will be given to a charity organization periodically throughout the school year.

### **Water Bottles**

It is permissible for students to bring bottled water to school to consume in the classroom. The water must be in a container with a secure cap. ONLY water may be brought.

### **Internet**

Our classrooms are equipped with Internet access. A permission slip was signed at registration time to allow your child to utilize this tool. At this time at Immaculate Conception STEM Academy students are not permitted to send or receive e-mail and/or to chat with others online at anytime. Students found “surfing” the web or visiting unauthorized/inappropriate sites will face a consequence. Depending upon the severity of the instance, further disciplinary action may also result. Parents are required to read and sign the Computer Network User Agreement that was given at registration time and discuss it with their child/ren. Your permission at the bottom of the page, will allow us to include student work and/or pictures on our web page.

Parents and students are reminded that the Internet is to be used as a “resource”. Simply printing out information from the Internet and claiming it as one’s own work is plagiarism. Assignments are to be done in the student’s OWN words. Plagiarism is a crime and will be dealt with sternly.



Parents are strongly advised to monitor internet-related activities of their children, including the use of social media websites. Students must use caution when giving out personal information to others on the Internet. The school will do its best to educate students in all grades in the area of Internet safety. Derogatory, harassing, or threatening comments made on the Internet and involving or directed at students, parents, faculty or staff of the school will place a student's continuation at Immaculate Conception STEM Academy in jeopardy.

The school will take matters of this nature seriously and appropriate action will be taken. Parents are advised to review the acceptable use policy that was signed at registration time and discuss the guidelines for responsible computer use with their children. Any student who is found to be utilizing an unauthorized website on campus will be suspended immediately. Inappropriate use of the Internet will result in a suspension and/or loss of computer privileges at the school. **Parents are responsible for the electronic messages sent by their children to classmates, fellow students, and staff from their home/personal computers.** Parents should monitor computer use in their own homes.

### **Electronics**

Students are provided with play equipment at school. They may not bring personal items to school unless permission has been obtained from the teacher for a special class project.

Cell phone use is restricted. It is recognized that for safety reasons, some parents may wish their child to have a cell phone. In this case, the cell phone must be OFF at all times and remain in the students' backpack. This rule also applies to Day Care. If the cell phone is found to be on or is taken out of the backpack, the school will confiscate it. The parents will then need to pick up the phone from the teacher or Principal. Students may not use their cell phone during the day unless a faculty or staff member gives permission.

Immaculate Conception STEM Academy will NOT accept responsibility for lost or stolen cell phones. Students who choose to violate this rule will have their item/s confiscated and not returned to them until the end of the school year.

## **TUITION AND FEES**

### **Tuition Rates For 2021-2022**

- 1 Child Family – \$5,050.00
- 2 Child Family – \$9,350.00
- 3 Child Family – \$12,980.00

### **Other Fees**

- Registration Fee - Annual per family non-refundable fee of \$250.
- Student Fee – Annual per student non-refundable fee of \$425. This fee covers registration, books, insurance, select workbooks, standardized testing, classroom supplies, etc.
- Graduation Fee(8th grade) – \$300

### **Payment Policies**

In order for Immaculate Conception School to meet its financial obligations the school has adopted the following policies regarding payments.

- Payment of tuition and other financial obligations must be paid when due. Failure to pay may result in your student's removal from the class list and not be allowed to attend class until payment has been made.
- A \$30.00 late fee may be assessed on all accounts not paid when due.
- An NSF fee of \$25.00 will be charged per check and check-writing privileges will be suspended if the bank returns payments.
- At least one person is required to be designated as the responsible party who will accept all financial responsibility for the enrolled student/s. The responsible party must sign the tuition agreement. All communications regarding the financial obligations will be made using the address and phone numbers provided on this agreement.
- All accounts that go beyond 60 days past due may be automatically transferred to our collection service for assistance.
- All tuition payments must be made by using the FACTs payment system.

### **Financial Aid**

Any financial aid arrangements made by Immaculate Conception STEM Academy or the Catholic Education Foundation of the Archdiocese of Los Angeles are for **one school year only**. Aid is not given on a continual basis. Any family in need of financial assistance should speak with the Principal.

### **Fundraising**

Families are obligated to participate in fundraising activities throughout the year or they may elect to pay a "Buy-Out Fee" as described at the end of this section. Each family is required to participate in the following mandatory events.

#### **Mandatory Fundraisers**

- Minimum Donation of \$50 value of gift cards
- IC Fall Event (4 tickets)
- Casino Night

#### **Non-Mandatory Fundraisers**

PTO, as needed, may have non-mandatory fundraisers that will be above and beyond the mandatory fundraisers. These fundraisers will help PTO reach its financial goals. Examples of non-mandatory fundraisers are (but not limited to) the following:

- Halloween Social
- Holiday Boutique
- Father Daughter Ball/Mother Son Night Out
- Restaurant "Night Out"

## **Parent Service Hours**

Mandatory Volunteer hours are 40 hours per family. 5 hours must be earned through the following:

1. 2 Hours for Casino Night
2. 3 Hours for General Meetings

The remaining hours can be earned through volunteering for various events throughout the year and/or donating needed items to the school. Every \$20 donation equals 1 service hour (except for Avon and Casino Night).

If a family has not fulfilled their fundraising commitment, they will be billed the difference necessary to complete the requirement. If a family has not fulfilled their parent service hour commitment, they will be billed at \$20 per hour for services not performed.

## **PTO Buy Out Option**

A family may choose to pay \$1,200 instead of participating in any fundraising activities and performing any service hours. (No tickets for events will be included)

## **DISCIPLINE**

### **\*Discipline\***

Discipline in the Catholic School is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, teachers, and their classmates towards the attainment of the class and school objectives. It is our goal to implement restorative practices that guide our students to deepen their awareness of how their behaviors impact their relationships. Through these teachable moments, students in conflict can work together to develop a mutual plan of action to resolve conflict.

### **\*Maintenance of Effective Discipline\***

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction and behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through.

### **\*Disapproved Disciplinary Measures\***

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping

- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignment as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision.

**The school rules are as follows:**

1. We will show respect for others and their possessions.
2. We will keep hands, feet, and other objects to ourselves.
3. We will use acceptable language.
4. We will follow directions.
5. We will not prevent the teacher from teaching, or other students from learning.
6. We will be prepared to work in class.

**The playground rules are as follows:**

1. Speak and act respectfully to yard supervisors, teachers, aides and other fellow students.
2. Chase, tag, tackling and/or carrying other students or fighting are prohibited
3. Remain seated in the assigned lunch area until the lunch recess bell rings.
4. Remain in assigned play areas at recess and lunch.
5. Use appropriate language or gestures.
6. Use drinking fountains, play equipment and lavatories with safety and cleanliness in mind.
7. Keep rooms, grounds and facilities free of paper and other debris.
8. Never climb fences or trees or the playground equipment the wrong way.
9. Never leave the school campus during school hours without permission.

**Cheating**

It is expected that each child completes his/her own work. Students who are found to be copying one another's work will be disciplined accordingly. Likewise, having materials in sight during a test that contain notes or other relevant information will be considered cheating. It is the policy of Immaculate Conception STEM Academy that both the student doing the copying and the student allowing the other to copy will receive consequences. No credit will be given to either student for the assignment. Repeated incidents will result in a conference to determine further ability to attend Immaculate Conception STEM Academy. Plagiarism is considered cheating and will be dealt with as such. Circumstances will vary depending on the situation.

***ANY STUDENT FOUND CHEATING WILL RECEIVE AN AUTOMATIC DETENTION.***

**Consequences**

**Conditions of Detention**

The following are reasons for automatic detention:

- Disrespect of adult in authority
- Use of inappropriate language

Rough housing, yelling, pushing, fighting  
Endangering the safety of other students  
Inappropriate behavior in church during Mass

**\*Detention\***

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health.
- Detention before or after school hours is considered an appropriate means of discipline.
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

The following are time allotments for detention according to grade level:

- Grades 3 - 5: 20 minutes
- Grades 6 - 8: 30 minutes
- On the 4<sup>th</sup> detention for behavior, a suspension will be issued.
- Three suspensions are cause for removal from Immaculate Conception STEM Academy.

**\*Suspension\***

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student.
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

**\*Reasons for Expulsion\***

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale or possession of narcotics, drugs or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

**\*Written Record\***

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

Name of Student: \_\_\_\_\_  
Offense or situation: \_\_\_\_\_  
Date: \_\_\_\_\_  
Parents notified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Remarks: \_\_\_\_\_  
\_\_\_\_\_

First Meeting:  
Place: \_\_\_\_\_  
Time: \_\_\_\_\_  
Persons present: \_\_\_\_\_  
Remarks: \_\_\_\_\_  
Signature(s): \_\_\_\_\_

Second Meeting:  
Place: \_\_\_\_\_  
Time: \_\_\_\_\_  
Persons present: \_\_\_\_\_  
Remarks: \_\_\_\_\_  
Outcome: \_\_\_\_\_  
Signature(s): \_\_\_\_\_

**\*Archdiocesan Policy**

**\*Cases Involving Grave Offenses\***

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference. This procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

**\*Time of Expulsion\***

- An expulsion may be made immediately if the reasons are urgent.

- Only in exceptional cases shall expulsion of a graduating student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of a graduating student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

**\*Reporting of Expulsions\***

- All expulsions, even if they occur at the end of the year, are to be reported by telephone to the supervisor at the Department of Catholic Schools within 24 hours and subsequently submitted in writing.
- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

**\*Right to Make Exceptions\***

The principal, in consultation with the pastor of a parish school, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

**\*Archdiocesan Policy**

**Probation Contract**

Students who need special help in maintaining school or classroom rules, doing their schoolwork or homework in an acceptable manner, or improving their attitude will receive a probation contract. This contract will contain specific expectations for improvement and exact consequences in case improvement does not occur as quickly or as consistently as expected. The contract will be discussed with the student by the principal and the student, parents, teacher(s) and principal will be required to sign the contract.

**Recommended Transfer Resulting From Parental Attitude**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the educational process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

**\*Archdiocesan Policy**

**Consequences to Unacceptable Behavior**

Discipline in the Catholic School is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a



classroom or school when students work cooperatively with the principal, teachers, and their classmates towards the attainment of the class and school objectives. It is our goal to implement restorative practices that guide our students to deepen their awareness of how their behaviors impact their relationships. Through these teachable moments, students in conflict can work together to develop a mutual plan of action to resolve conflict.

### **Tier 1 Behaviors and Consequences**

- Excessive talking
- Missing assignments
- Minor disagreements
- Minor playground issues
- Littering
- Name calling/teasing
- Class disruptions
- Disrespect to others



May result in any of the following:

Think sheet, conversation with teacher, consequence in class, behavior grades affected, notify parent to improve behavior

### **Tier 2 Behaviors and Consequences**

- Profanity
- Using cell phone without permission
- Tier 1 second offense
- Repetitive teasing
- Harassment
- Not following school rules in bathroom



May result in any of the following:

Detention, parent contact, office visit, behavior grades affected

### **Tier 3 Behaviors and Consequences**

- Destroying School Property
- Fighting
- Cheating
- Bullying



May result in any of the following

Detention, Parent Contact, Possible Suspension or Expulsion

## **IMMACULATE CONCEPTION STEM Academy**

### **UNIFORM AND DRESS CODE**

The Immaculate Conception uniform reflects the Catholic values and self discipline that are emphasized and developed in our school. All of these guidelines help ensure a focused and successful school year. As parents it is your responsibility to ensure your child is following these guidelines on a daily basis. All uniforms must be purchased at CKW. All uniforms must be in good condition and fit properly (no baggy clothing).

#### **Boys**

1. Grades TK-8: CKW navy shorts or long pants with navy polo shirt with the school logo.
2. Belt that fits correctly at the waist (TK - 2nd grade not required)
3. Boys must have shirts tucked in at the waist except during recess and lunch.
4. Boys may wear plain white, navy, gray, or black mid calf crew socks with no logos.

#### **Girls**

1. Grades TK-5: CKW plaid jumper or plaid skirt with white Peter Pan blouse with navy piping or navy polo shirt with school logo.
2. Grades 6-8: CKW plaid skirt with white oxford blouse or navy polo shirt with school logo. Skirts may not be shorter than 2 inches above the knee and the waistband may not be rolled.
3. Girls in all grades may wear the CKW uniform navy pants or shorts, with a navy polo shirt with the school logo.
4. Girls must wear bicycle type shorts under their skirt and jumper at all times.
5. Girls may wear mid calf or knee high socks in white, black, gray or navy. They may also wear white, navy or black tights on cold days.

#### **Shoes**

1. Only solid black or white athletic shoes with no accents – no high tops (No converse shoes)
2. All shoe laces must be black or white to coordinate with the shoes.
3. Black Mary Jane and saddle oxford style shoes may be worn by the girls.
4. No patent leather shoes may be worn.
5. No shoes with wheels, lights, designs or characters may be worn.
6. No slip on shoes (no Vans), boots, sandals or open toed shoes may be worn.
7. Shoes with high heels are not acceptable at any time.

#### **P.E. Uniform**

1. Royal P.E. shorts and gray PE t-shirt with school logo.
2. Navy sweatshirt with logo and navy sweatpants may be worn on cold P.E. days.

3. Sweatpants may not be worn under the school skirt and shorts may not be worn on top of sweatpants.
4. Students must wear black or white athletic shoes on PE days.
5. Only current school year festival t-shirt may be worn.

### **General**

1. A plain white turtleneck shirt or white t-shirt may be worn under the uniform on cold days only.
2. Only the CKW navy cardigan sweater or school jacket with school logo may be worn.
3. Current 8<sup>th</sup> grade jackets may be worn by 8<sup>th</sup> grade students only. Jackets from past 8<sup>th</sup> grade classes may not be worn at any time.
4. Socks must be worn at **all** times including free dress days.
5. No eye make-up, blush or lip gloss, etc. may be worn.
6. No nail polish, acrylic or false nails, designs on nails, tattoos (permanent or temporary), body art, bandanas, perfume or cologne may be worn at any time.

### **Mass Uniform**

1. Boys Grades TK-8 must wear long navy pants and white oxford shirt with uniform tie.
2. Girls Grades TK-5 must wear the jumper with white Peter Pan blouse with navy piping and the criss-cross uniform tie.
3. Girls Grades 6-8 must wear the skirt and white oxford blouse with uniform tie.
4. All grades may wear the navy with logo school vest or sweater if needed. Sweatshirts are not acceptable.

### **Jewelry**

1. Girls may wear one pair of single stud earrings. No hoops or dangling earrings may be worn.
2. Boys are not permitted to wear earrings at any time.
3. Only one religious necklace/bracelet may be worn underneath the school uniform.
4. One plain watch with no games or music may be worn.
5. No bracelets, wrist bands, friendship bracelets (besides religious) may be worn except for medical reasons.
6. Watches and jewelry must not be a distraction to the student or teacher or it will be confiscated.

### **Hair**

1. Hair should be neatly combed and groomed at all times.
2. Bangs may not cover eyes at any time.
3. Boys must have a short neatly cut style. Hair must be cut around the ears. Ears and neckline must be showing at all times.
4. No dyed, highlighted, bleached or colored hair.

5. No spiked hair, extensions or extreme styles may be worn at any time.

Small, simple hair accessories may be worn. Accessories must match the school uniform.

**Rule of thumb to follow: If the Uniform Code does not list it, then don't wear it.**

### **Dressy Free Dress (non-uniform)**

#### **Girls (Allowed)**

- Modest dress or skirt no shorter than 4 inches above the knee.
- Dresses or blouses must have sleeves and be without a low neckline.
- Socks or stockings must be worn.
- Closed shoes with heels no higher than 2 inches
- Blouses must cover the waistline (even when bending).

#### **Girls (Not Allowed)**

- Short, tight skirts or dresses more than 4 inches above the knee
- Plunging necklines
- Headwear such as caps, scarves, etc. (unless special permission given by the principal)
- Sleeveless blouses
- Tank tops (even if covered by a jacket/sweater)
- Strapless dress or blouses (even if covered by a jacket/sweater)
- Short blouses exposing the waistline
- Halter tops/dresses (even if covered by a jacket/sweater)
- Flip flops or open toe shoes of any kind
- No jeans of any kind (skirts or pants)
- Blouses with inappropriate language or pictures

#### **Boys (Allowed)**

- Slacks with a belt at the waist
- Shirts must have a collar and sleeves must be at least 3 inches in length.
- Socks must be worn.
- Ties are to be worn.
- Appropriate closed shoes must be worn.

#### **Boys (Not Allowed)**

- Baggy pants, pants below the waist with no belt.
- Sleeveless shirts.
- Tank tops (even if covered by an over shirt)
- Headwear such as caps, scarves, etc (unless special permission given by the Principal).
- Flip flops or open toe shoes of any kind.
- Jeans of any kind.
- Shirts with inappropriate language or pictures

## **Casual Free Dress (non-uniform)**

### **Girls (Allowed)**

- Jean pants or shorts that come up to the waist
- Tops with a modest neckline and that cover the midriff
- Closed shoes (i.e. tennis shoes, casual leather shoe)

### **Girls (Not Allowed)**

- Baggy shorts / Baggy pants
- Low rise pants
- Tight pants of any kind (including leggings)
- Tank tops (even if covered by an over blouse, sweater, or jacket),
- Midriff tops
- Halter tops (even if covered by an over blouse, sweater, or jacket)
- Shirts with inappropriate language or pictures
- No flip flops or open toe shoes

### **Boys (Allowed)**

- Jean pants or shorts that come up to the waist.
- Shirts with sleeves that must be at least 3 inches in length
- Closed shoes (i.e. tennis shoes, casual leather shoe)

### **Boys (Not Allowed)**

- Baggy shorts / Baggy pants
- Low rise pants
- Tight pants of any kind
- Tank tops (even if covered by an over shirt, sweater, jacket)
- Sleeveless tops
- Shirts with inappropriate language or pictures
- No flip flops or open toe shoe

***Rule of thumb to follow: If it's not listed in the free dress code, then don't wear it!***

### **\*Student Harassment, Bullying and Hazing Policy\***

Immaculate Conception STEM Academy is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades TK-2, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 3 through 8, the disciplinary action may include suspension or dismissal.

**\*Harassment\*** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**\*Bullying\*** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behavior, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, email, or instant messages
- Posting inappropriate pictures or messages about others in blogs or on websites
- Using someone else's username to spread rumors or lies about someone

**\*Hazing\*** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

#### **\*Responsibilities of the School and Students\***

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If possible, inform the other person(s) that the behavior is offensive and unwelcome
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher
- As appropriate, the students involved may be asked to complete a formal written complaint which will be investigated thoroughly and will involve only the necessary parties; confidentiality will be maintained as much as possible.

### **\*Student Threats\***

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the investigation by the police and school has been completed and at that time may face other disciplinary sanctions, up to and including removal from school. Any decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

### **\*Archdiocesan Policy**

#### **\*School Searches**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker

from other students. However, a student may not exclude school officials if a school official has a reasonable suspicion that a law or a school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

**\*Archdiocesan Policy**



**PARENT’S AUTHORIZATION TO USE CHILD’S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

*This section to be completed by Archdiocese/School/Parish*

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

*This section to be completed by Parent/Legal Guardian:*

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child’s name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

Image/visual likeness:  yes  no      Voice:  yes  no  
Name:  yes  no      Work:  yes  no

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

**I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of Personal Information, and I expressly assume the risk of any resulting injury or damage.**

**I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.**

**I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.**

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

