



*Immaculate Conception*

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Catholic Schools

*Preparing students to think critically and act compassionately since 1936.*

# **ELEMENTARY & ACADEMY**

## **PARENT-STUDENT HANDBOOK 2021-2022**

Rev. Daniel Schaicoski, OSBM, Pastor, Administrator  
Ms. Mary Ann Gruda, Principal  
Ms. Anita Colo, Assistant Principal

**29500 Westbrook  
Warren, Michigan 48092  
Phone: 586-574-2480 Fax: 586-574-3497  
[www.icschoolswarren.org](http://www.icschoolswarren.org)**

# **Welcome to Immaculate Conception Ukrainian Catholic Schools!**

We invite all parents & students to become active participants in our school community, to experience a variety of opportunities for personal and academic growth, and to strengthen Catholic values.

**Pastor/Administrator: Rev. Daniel Schaicoski, OSBM**

**Principal: Ms. Mary Ann Gruda**

**Assistant Principal: Ms. Anita Colo**

**The principal has the authority to interpret, clarify, and update any policy and/or terminology inadvertently omitted from this handbook.**

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Revised 14 January 2022

## **Mission**

It is our belief at Immaculate Conception that each child is a special gift from God, born with unique talents and abilities. It is our job as teachers to nurture these talents and abilities so that our students will grow and become all that God wants them to be and be prepared for the future.

It is also our desire to partner with the parents of our students in order to provide assistance, support, and insight into their child's development. Our school promotes the development of self-confidence in each child within an atmosphere where physical, social, emotional, intellectual, and spiritual development will occur.

## **Vision**

Immaculate Conception Catholic Schools envision our students achieving personal success and spiritual growth through active participation in the Catholic Faith and appreciation for their heritage.

## **Philosophy**

We strive to instill in our students a love of God, respect for their heritage and a thirst for knowledge. We provide our students with the highest academic education and a thorough instruction in the Catholic faith. We offer the opportunity for a firm base in Ukrainian language, history and culture.

The school is under the special patronage of Our Lady the Blessed Virgin, in Her particular privilege of the Immaculate Conception.

## **Spiritual Direction**

Immaculate Conception Catholic Schools is a private co-educational school directed by the religious order of Saint Basil the Great. The priests from both Immaculate Conception Ukrainian Catholic Church and St. Josaphat Ukrainian Catholic Church are available for both group and individual guidance for the students.

## **Administration and School Board**

Ultimate authority for the school is vested in the pastors of the Immaculate Conception and the St. Josaphat Churches with the School Board serving in an advisory capacity. The principal is responsible for the review and formulation of policies relevant to the academic program and all aspects of the educational process in consultation with her staff and faculty. The principal reports to the pastor administrator.

## **Policies and Procedures**

An educational institution requires an atmosphere where good order is maintained for effective learning to occur. The guidelines that follow in the parent-student handbook have been designed for this reason and require cooperation between principal, assistant principal, faculty, parents and the student body.

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## ***Principal***

The Principal is a committed educator who creates opportunities and an environment in which students, faculty and staff will be challenged to develop their spiritual, intellectual, social, emotional and physical gifts. The Principal is the organizer, communicator, coordinator and evaluator of the total school community, its activities and environment.

## ***Assistant Principal***

The Assistant Principal is the chief advisor to the principal, assuming full responsibility in the absence of the Principal in the general supervision of students and assignment of duties of the teaching and office staff.

## ***Faculty***

The Catholic school educator prepares students to be morally, socially and intellectually productive members of society.

## **ADMISSION**

Immaculate Conception Ukrainian Catholic Elementary is a private Catholic school located in Warren, serving the Tri-County communities.

Admission is based on an interview, standardized test results and review of current grades. Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs. The final decision will be made by the pastor and the principal. Any willful neglect on the part of the parent or guardian to disclose a physical, educational or emotional handicap will result in the cancellation of the child's registration and his/her immediate removal from school.

Placement tests may be given to determine proper eligibility for admission to a specific grade. **New students will be accepted on probation for one quarter.**

## **REGISTRATION REQUIREMENTS**

When registering a new student, parents must present a birth certificate, a parent's driver's license or proof of residency, immunization records, physical with vision screening, a \$300 non-refundable registration fee *per student*, and a \$100 Health & Safety fee *per student*. For new kindergarten enrollees, the child must be 5 years of age by September 1.

Registrations are accepted in the spring for enrollment the following year. Specific dates of registration are announced in school and church bulletins. Parents are informed of tuition rates and fees at time of registration.

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# Immaculate Conception Catholic Schools

29500 Westbrook Avenue Warren, MI 48092  
586.574.2480 FAX 586.574.3497 www.icschoolswarren.org

## Tuition Contract Terms & Conditions

Please retain a copy for your records

### Payment of Tuition

1. Tuition for the 2021-2022 School Year shall be paid in full by the due date in accordance with the Tuition Payment Plan
2. To receive the Parishioner Rate, families must be deemed to be a member in good standing with either Immaculate Conception or St. Josaphat Ukrainian Catholic Churches, which includes a minimum, total, yearly donation of \$500 by December 31st.
3. If a Tuition payment is 45 days overdue, the School may impose any or all of the following sanctions, at the School's sole discretion, unless special arrangements have been made in writing by the designated School Administrator. Sanctioned actions include:
  - A. Assess late fees
  - B. Withhold Academic Records
  - C. Disallowing student's participation in sports or other School activities
  - D. Withdrawing students from class participation
  - E. Withholding student from School
  - F. Use of a collection agency
  - G. File a claim in court
4. Any family with an unpaid Tuition and/or fees balance for the current School Year will not be allowed to register for the next School Year until the current year's Tuition and fees are paid, unless special arrangements have been made in writing and signed by the designated School Administrator. School records, diplomas, and/or transcripts will not be released until all Tuition and other charges have been paid in full.
5. If one parent signs the Tuition Contract when married, both are liable even if court documents specify who will pay; if one parent signs the Tuition Contract after they are divorced, only that parent is liable; if someone other than a parent signs the Tuition Contract, neither parent is liable for Tuition.

### Additional Fees

5. **ALL families, Preschool AND K-8**, at Immaculate Conception is required to complete 25 volunteer hours per year. Families participating in the Sponsor A Child program are required to complete 50 service hours per year per family. Families may elect to fulfill their volunteer requirement by paying a \$750 service fee.
6. Service hours may only be completed at designated IC Schools events. Any incomplete service hours may be purchased for \$30 per hour.
7. **ALL families PS, K-8**, are responsible for the annual Fundraising Fee of \$150 per family or the purchase of 2 Benefit Banquet tickets at \$75 each. **All families PS & K-8** are also required to sell or purchase \$100 in Bengal Raffle Tickets.
8. Families with students in Kindergarten and/or in 8th Grade will be assessed Graduation Fees. All fees will be determined by the Principal. Kindergarten and 8th Grade Graduation Fees are due by April 30th.
9. Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the School at least 10 days before the first day of classes for the 2021-2022 School Year are scheduled to start. The Registration Fee and COVID Health & Safety Fee are NON-REFUNDABLE.

### Refunds

10. Once the School Year begins, families with students withdrawing PRIOR to the 15th of the month will receive 50% of the monthly Tuition fee paid. After the 15th of the month, there will be NO refund.
11. If a student is asked to leave or withdraw from School at any time during the School Year, the undersigned remains responsible for the student's annual Tuition which will be prorated through the end of the month in which student withdraws.
12. Tuition Refund Policy does not apply to and no tuition refund will be made due to: change or ability of the School to operate and provide formal academic instruction, including closure for any reason such as by local, State, and/or Federal order; closure due to weather conditions; closure due to building problems such as lack of electricity or water; absences due to family vacation and/or travel including any quarantine requirements upon return.

### General Terms and Conditions

13. ALL STUDENT RECORDS, DIPLOMAS, REPORT CARDS, ETC. ARE THE PROPERTY OF IMMACULATE CONCEPTION UKRAINIAN CATHOLIC SCHOOLS. Per policy outlined in the Parent-Student Handbook, School Administration reserves the right to withhold any or all of these records until all financial responsibilities outlined in this Contract are fulfilled.
14. Prior to completing the registration process, payment of the non-refundable registration fee in the amount of \$300 per student in Preschool and K-8 and the \$100 COVID Health & Safety fee per student in Preschool and K-8 is required. These fees are NON-REFUNDABLE.
15. The terms and conditions of the School's enrollment attendance policies, and all other policies which may be provided to the student are hereby incorporated into this Agreement.
16. It is further understood that the student and student's parents/guardians will abide by the policies and guidelines as documented in the Parent-Student Handbook.
17. To qualify for PARISH-SUBSIDIZED TUITION RATES, a family must be registered at the parish office of either Immaculate Conception or St. Josaphat Ukrainian Catholic Churches. Parish-subsidized status is reviewed yearly and subject to change.
18. **RETURNED CHECKS: All returned checks will incur a \$25 fee.** If two checks are returned for insufficient funds, IC Schools will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank.
19. I/We understand that the School will not reserve a place for my/our student for the 2021-22 School Year until after I/We have returned a completed and signed Tuition Contract, plus the registration fees. I/We further understand that my/our student's eligibility for enrollment is conditioned upon his/her successful completion of the current School Year and upon full payment of all Tuition and fees owed for the current and/or prior School Years.
20. I/We understand that the School reserves the right to deny enrollment and/or expel any student it determines is unsuitable for enrollment.

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**STUDENTS MAY NOT BE ENROLLED AT BOTH IC SCHOOLS AND ANOTHER SCHOOL.** This includes, but is not limited to online, virtual, e-learning, distance learning, etc. programs at charter schools, private and/or public schools, academies, prep schools, etc.

Additional Fees:

Lost Textbook: \$50                      Lost Workbook: \$25                      Damaged Books: cost varies

Kindergarten and Eighth Grade Graduation Fee: Due by end of February

Fundraising -- **All Families, Preschool and K-8:**

- Donate \$150 or purchase two (2) Benefit Tickets (\$75ea)
- Sell/purchase \$100 Bengal Raffle Tickets

**Immaculate Conception Preschool does not offer tuition credit for sick days, holidays, unexpected closures, snow days, or vacation days.** If a family must be absent for an extended period of time, they may choose to continue to pay tuition to hold the spot, or officially withdraw and reapply when ready if there are still vacancies in the class. Tuition credit for extended leave may be granted in rare circumstances at the discretion of the school administrator.

## **PARENTAL RESPONSIBILITY**

Parents are asked to help their children develop a healthy and mature sense of responsibility by making sure that school and class rules are supported and followed.

Make certain your child comes to school in a uniform that is clean, well-maintained and of proper fit. The school is not responsible for lost articles.

Ensure that students arrive at school each day on time and prepared with all necessary supplies, materials, and assignments.

All students are expected to spend lunch recess outdoors. Please see that children are dressed properly for the daily weather conditions.

**Parents are required to walk children to the outside classroom door for morning pick-up and for dismissal:**

**Preschool -- "Big Gym" doors**

**K-5 -- Outside classroom doors (off of playground)**

**Gr. 6 -- Hallway entrance door**

**Gr. 7-8 -- Outside classroom doors (off west parking lot)**

Upon dismissal students become the responsibility of parents. Once dismissed, students should not re-enter the building.

Any restrictions regarding the release of a student must be on file in the school office. For divorced or separated parents, a copy of the custody agreement/school release form must be on file in the office.

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## STUDENT CODE OF CONDUCT

At Immaculate Conception, every student has the right to study, learn, converse, and play in a community and environment that is safe, pleasant and conducive to academic and social maturation. The student who disrupts this atmosphere deprives others of the right to fair educational and social opportunity. Therefore, the following basic guidelines are stated here to aid students in their understanding of the school's expectations of acceptable behavior.

A student at Immaculate Conception Schools

- adheres to all school rules;
- comes prepared to learn, participate, and succeed;
- reports punctually to class with necessary materials, assignments, and supplies;
- values courtesy, honesty, industry, and integrity by setting a good example for others;
- shows respect for faculty, staff, classmates, and self through work, voice, attitude, and action;
- respects the rights and property of others;
- makes every effort to maintain a clean and safe school environment.
- shows courtesy to all visitors;
- participates in school activities, shows proper sportsmanship during athletic contests and other functions
- takes pride in every facet of his/her school – its scholastic rating, appearance, name and reputation, and its Christian philosophy.

## ATTENDANCE

**All students, Preschool and Grades K-8**, must be in the building by 7:45AM. Students arriving late must report to the Main Office for admittance. Attendance will be taken in the classroom at 7:45AM. The school day begins promptly at 7:45AM and ends with dismissal at 3:15PM. **Students who arrive after 10:30AM or are checked out before 11:30AM or later will be marked half (1/2) day absent.**

Regular attendance and punctuality are important. However, if a student shows signs of illness before leaving for school, it is wise to keep him/her at home to avoid exposure for the other children and eliminate becoming ill in the classroom. **Each day a student is absent, the parent must call the school no later than 8:00AM to report the absence and request homework, otherwise, a student will receive their homework upon their return to class.** The student is responsible for contacting each teacher to determine make-up work. After a contagious illness or 3 days of consecutive absence, clearance from a doctor is required for re-admittance to class.

**Please Note:** By law, schools are required to report cases of contagious illnesses to the Macomb County Health Department on a weekly basis. Please leave a detailed message if your child has a contagious illness and may have been infectious during the school day. Written notification an illness has been reported will be sent home to inform all families of possible exposure to contagious diseases; for example: conjunctivitis (pink eye), lice, and chicken pox. Students will not be identified.

After a contagious illness, clearance from a doctor is required for re-admittance to class.

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If children are showing signs of illness in the morning, it is wise to keep them home. This will avoid exposure to the other children and staff, and will reduce instances of a child becoming ill in the classroom.

Excessive, unexcused absences or tardiness may affect grades or lead to retention. Students may be retained if they do not meet all academic criteria for promotion or have exceeded allowable absences for the school year. **The maximum allowable days absent each semester are ten. More than ten absences per semester may result in a failing grade.**

**Absences of over 20 days may result in retention and be reported to the County Truancy Department. Students absent from school on the day of a scheduled event such as: field trips, sporting events, or extracurricular activities, may not participate in the event.**

Extended vacations taken during the school year, other than scheduled school vacation time, are strongly discouraged. Please remember that students are at a disadvantage by missing the interaction of class lessons and assigned work. No assignments will be given in advance of a preplanned absence. **Textbooks are not to be taken on vacation.** Work will be made up upon return and homework is posted daily on the class website.

To be excused from class early, a student must present a note from a parent to the teacher in the morning. Before a child can be excused from class the parent or guardian must report to the school office to sign the student out. A student who becomes ill while in school will be sent to the school office. The office will contact a parent. **Student use of cell phone for this purpose is strictly prohibited.** Leaving school premises without permission warrants a detention.

If it should be necessary to close the school because of weather conditions, parents will be notified by TEXT message through the Remind App, an announcement will be made over the local radio and TV stations, and posted on the school website and Facebook pages.

## **LATE ARRIVAL**

Late arrival is disruptive to the learning process; therefore, students are expected to be on time for class, in full uniform with supplies and books.

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# CURRICULUM

## Kindergarten

Religion  
Ukrainian  
Reading  
Phonics  
Math  
Science  
Social Studies

## Grades 1-3

Religion  
Ukrainian  
Math  
Science  
Social Studies  
Reading  
English  
Spelling  
Phonics (Gr. 1 & 2)  
Handwriting

## Grades 4-6

Religion  
Ukrainian  
Math  
Science  
Social Studies (Gr. 4)  
Geography (Gr. 5)  
Language Arts  
Includes: Reading,  
Literature, Grammar,  
Writing, Spelling,  
Vocabulary

## Grades 6, 7, 8

Religion  
Ukrainian  
Language Arts  
Includes: Literature  
Writing, Grammar,  
Vocabulary, Spelling

Math  
Advanced Math  
Science  
US History/Geography

## Enrichment K-8

Computers  
Physical Education  
Music  
Choir (Gr. 1-8)  
Spanish (Gr. K-8)  
Art  
Weekly Liturgy (PS-8)  
Ukrainian Culture (Gr. 4-8)  
Writing Workshop  
Sacrament of Confession (Gr. 4-8)

STAR Standardized testing will be given 3 times a year, as mandated by the Archdiocese.

## HOMEWORK

Homework consists of any assignment as directed by the teacher. For every day a student has an excused absence the same number of days will be provided to make up the missed work. Daily assignments and communications on the student-parent portals: Dojo (PS-Gr. 4) and Google Classroom (Gr. 5-8). All missing assignments due to absence will be made up in a timely manner. Each student at Immaculate Conception Schools is expected to do homework.

Parents can aid their children by doing the following:

1. Make homework a priority
2. Set aside a definite time for study.
3. Minimize distractions.
4. Have essential supplies on hand.
5. Do not do the homework but be ready to listen, advise, or guide.
6. Inquire if your child consistently has no homework assignments.

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## SEMESTER TESTING

Academy students in Gr. 6, 7, and 8 will complete a Science Fair/research project at the end of Semester I and a cumulative assessment at the end of Semester II.

## REPORT CARDS AND CONFERENCES

Report cards are issued four times a year. Interim progress reports will also be issued in the middle of each marking period.

Parent-teacher conferences are held after the first AND third quarter report cards. Parents are encouraged to make an appointment with the teacher any time the need arises. Additional conferences may occur per teacher request as well.

Communication by parents concerning curriculum, classroom routine, class work, and child's progress must first be directed to the teacher.

If a situation warrants further clarification, the principal should be contacted and a conference between all parties will be arranged. Appointments are necessary.

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## ACADEMIC GRADES

*Grading scales are set by the Archdiocese of Detroit.*

### **Grades K – 2**

1 = 100% - 83%, Proficient  
2 = 82% - 72%, Developing  
3 = 71% - 0%, Needs Support

### **Grades 3 - 8**

A	=	93 - 100%	Excellent
B	=	83 - 92%	Very Good
C	=	72 - 82%	Satisfactory
D	=	60 - 71%	Poor
F	=	59% and below	Failure

Pluses and minuses will not be used for evaluation.

Students may be retained if they fail to meet all academic criteria for 3 core subjects or have exceeded absences for the school year (see attendance policy).

### **Elective / "Specials" Grading Scale**

These classes include *Art, Computers, Music, Spanish, Physical Education, Choir, Writing, Ukrainian Culture*

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Student work demonstrates...

1 = Consistent and advanced understanding of grade level standards and objectives.

2 = Consistent understanding of grade level standards and objectives.

3 = Partial understanding of grade level standards and objectives.

4 = Minimal understanding of grade level

## **CITIZENSHIP / CONDUCT**

- 1 Good – Always courteous, adheres to rules
- 2 Fair – Courteous, adheres to rules most of the time
- 3 Poor – Needs improvement
- 4 Unacceptable

## **HONOR ROLL**

The IC Academy Honor Roll is based on scholastic achievement and is computed at the end of each semester. Students with a scholastic average GPA of 3.1 to 3.5 and an overall conduct grade of 2.0 or better are entitled to be placed on the Honor Roll.

A student who maintains a scholastic average of 3.6 to 4.0 with an overall conduct grade of 2.0 will have earned High Honors. GPA will be rounded to the second decimal.

## **NATIONAL JUNIOR HONOR SOCIETY**

Selection to the NJHS is a privilege, not a right. Students who have earned a 3.3 GPA or higher in core subjects and no less than a 1.8 for a citizenship grade are eligible for consideration for membership on the basis of community service (7½ hrs. per year), leadership, and character in the Taras Shevchenko Chapter of the NJHS.

## **COMMUNITY SERVICE**

A student is required to provide a minimum of fifteen hours of documented community service during the time enrolled at the 6<sup>th</sup>-8<sup>th</sup> Grade **Academy**. The student may choose the charity or organization, but it is preferred that most service hours be connected with a church or school. Some suggestions include the following: Church acolyte or lector, hospital or senior volunteer. Service for personal gain, class requirement, or performed during detention is excluded from credit. The student is responsible for obtaining the proper documentation and signature on the required form and then submitting it to the school.

## **EDUCATIONAL FIELD TRIPS**

Field trips of significant value are permitted and encouraged. Field trips supplement the instruction program by utilizing the educational resources of the community. In keeping with the class' instructional objectives, teachers in K-8 plan the place of the field trips. Participation in field trips is a privilege and can be denied to students who fail to meet behavior requirements.

As field trips are an extension and requirement of particular classes, all students are expected to attend. If a student is absent on the day of the field trip, trip fees will not be refunded as the fees are based on a

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specific number of students for class participation. Students who do not attend a field trip and remain at home with the parent will be marked absent for the day.

Parents will be informed through the use of a permission slip that must be signed and presented to the supervising teacher prior to the trip. All school rules of proper conduct apply to school-sponsored activities. The school dress code will be in effect for field trips, unless specifically noted.

When possible, students will be transported by bus. Teachers, students, and when necessary, chaperones may use the bus for local field trips. When transported by a private car, drivers must present a copy of a valid driver's license, proof of Personal Injury Protection coverage, and an authorization for a Motor Vehicle Report. Drivers must be at least twenty-five (25) years of age unless the person is a parent of a child participating in the field trip. Drivers must be VIRTUS trained. Drivers are NOT to take or make any unscheduled stops (i.e. for food, drink, etc.). Students must return to school after the field trip. Parents chaperoning may not take their child home from the field trip location or pick them up from the field trip.

**Siblings may not be taken on field trips so that chaperones may fulfill their duties. Student guests are not permitted.**

### ***Extracurricular Events***

Immaculate Conception Schools sponsors a variety of extracurricular events for its students throughout the year. Students wishing to invite guests from other schools must obtain permission *in advance* from the Administration. Guests must be in grade school (K-8) or out of grade school less than 1 year. If permission is granted, a Guest Permission Slip will be provided. Both the hosting family AND the guest family must complete and sign it. Completed forms must be returned to Immaculate Conception Schools' Main Office prior to the event. Guest students agree to abide by Immaculate Conception Schools rules of conduct. The host family is solely responsible for the guest student.

Students may not participate in Extracurricular Events if they are absent the day of the event.

## **NUT FREE ZONE**

**Immaculate Conception Schools is a Nut Free Zone! Save the peanuts, tree nuts, trail mixes, peanut butter, and spreads containing nuts (like Nutella) as treats for home. We appreciate your help in this matter.**

## **BIRTHDAY CELEBRATIONS**

Due to limited instructional time and allergies, birthday celebrations are limited to the classroom only with individually pre packaged treats and are at the discretion of the homeroom teacher.

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## LOCKERS

Academy students will be assigned a locker. Students will be responsible for maintaining the locker in working order. Students may provide their own locks. A copy of the key or combination must be turned in to the office. The school administration reserves the right to inspect the student's locker.

## UNIFORM

All students of Immaculate Conception Elementary School and Academy should dress neatly and in accordance with the school rules governing proper attire. Blouses/shirts are to be completely tucked into waistbands. Students not in accordance with the dress code will receive a violation, which will be sent home to be signed by the parent. Repeated violations will result in demerits and detention.

### PRESCHOOL & KINDERGARTEN

- Navy blue shorts or sweatpants. **No denim, stretch pants or leggings are allowed.**
- Gray short or long sleeved T-shirt with the IC school logo
- Sweaters – Solid navy or white sweater or sweater vests may be worn.
- Sweatshirts with school logo are allowed in cold weather.
- Shoes - Dark dress shoes OR dark colored tennis shoes are worn with school uniforms. Velcro or slip-on, no ties/shoelaces. All shoes must have a non-marking sole. Shoes must not light-up or make sounds. Higher heels, platforms, mules, cloth backless shoes or sandals are not allowed. Boots are not to be worn in class.
- Fake nails, bright-colored nail polish/designs, and make-up are not allowed.
- Jewelry is restricted to one small pair of earrings, a watch and religious medal or cross on a small chain.
- Girls' hair must be neat and well groomed. Hair must not be a distraction. Therefore, bleached or frosted hair, bizarre hair colors, or hairstyles (such as "spiked hair", "Mohawks," or shaved heads) are not permitted.
- Boys' Hair - Hair must be neat, clean, trimmed, and well-groomed. Hair must not reach the top of the eyebrows, be no longer than the top of the shirt collar, and be no longer than mid-ear. Reasonable length/height of hair will be maintained. Hair cannot be shorter than a #2 razor cut. Bizarre hairstyles (such as "spiked hair", "Mohawks," or shaved heads) are not permitted. Boys are not permitted to color or bleach their hair.

### GIRLS UNIFORM

- a. Girls in Grades 1 - 5 are to wear plaid jumper uniforms OR plaid skorts, plain white blouses or school polos, and only navy blue or white tights, leggings, or knee socks. All blouses and polos must be tucked in.
- b. Girls in Grade 6, 7, & 8 are to wear grey pleated skirt with plain white blouse or school polo. Length of skirt must reach the knees, with black, white or gray knee socks, leggings, or tights.
  1. Slacks – Solid navy uniforms slacks may also be worn with school polos. **No denim, stretch pants or leggings are allowed. Leggings may only be worn with uniform skirts.**
  2. Sweaters – Solid navy or white sweater or sweater vests may be worn.
  3. Sweatshirts with school logo are allowed in cold weather.

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4. Shoes - Dark gray/blue/brown/black dress shoes OR dark gray/blue/brown/black colored tennis shoes are worn with school uniforms. White colored soles are permissible. Any logos on the shoes should be the same color as the shoe. All shoes must have a non-marking sole. Shoes must not light-up or make sounds. No colored designs. Higher heels, platforms, mules, cloth backless shoes or sandals are not allowed. Boots are not to be worn in class.
5. Fake nails, bright-colored nail polish/designs, and make-up are not allowed.
6. Jewelry is restricted to one small pair of earrings, a watch and religious medal or cross on a small chain.
7. Hair must be neat and well groomed.

### **BOYS UNIFORM**

Boys in grades 1 - 8 are to wear navy uniform dress pants (no cargo pants or denim pants are allowed) with school polos or white dress shirt. All shirts and polos must be tucked in. Only plain white undershirts are allowed with uniforms and must not be visible.

1. Sweaters - Solid navy sweaters or sweater vests may be worn.
2. Sweatshirts - With school logo are allowed in cold weather.
3. Shoes - Dark gray/blue/brown/black dress shoes OR dark gray/blue/brown/black colored tennis shoes are worn with school uniforms. White colored soles are permissible. Any logos on the shoes should be the same color as the shoe. All shoes must have a non-marking sole. Shoes must not light-up or make sounds. No colored designs. Cloth backless shoes or sandals are not allowed. Boots are not to be worn in class.
4. Jewelry is restricted to a watch and religious medal or cross on a small chain.
5. Hair - Hair must be neat, clean, trimmed, and well-groomed and no longer than the top of the shirt collar.

### **SPRING/SUMMER UNIFORM**

When temperatures reach 80F or higher, students in grades 1-8 may wear uniform shorts. Solid navy uniform shorts no shorter than 2" above the knee may be worn with school polos and school shoes. Kindergarten and Preschool students may wear the gym uniform/jersey knit shorts.

### **GYM UNIFORM**

Students in grades 4-8 are required to wear the school gym uniform purchased from the Dennis Uniform Company. Students will wear gym uniforms to school on gym day instead of the regular IC dress uniform. **Students will not be allowed to change into gym clothes during school.** Gym attire is required:

- Grey T-shirt with IC logo (Dennis Uniform)
- Jersey knit or mesh gym shorts with IC logo (Dennis Uniform)
- Solid navy blue sweatpants are also acceptable. **NO DEMIN, STRETCH, LEGGING-TYPE SWEATPANTS. NO LOGOS or WRITING.**
- Non-marking tennis shoes

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## **Uniform Code Violations**

All students are expected to be in accord with the uniform code on a daily basis. Repeated violations will result in demerits and detention.

### **Dress-Down Days**

Students will be allowed to wear appropriate alternate apparel. Directions for theme days will be sent home. *Regardless of the theme for the dress-down day, students are not allowed to wear: halter tops, shirts with derogatory words or pictures, stretch pants, leggings, or crop tops. No bare mid-driffs, see-through tops, or pants/shorts in disrepair (holes, rips, etc.).*

### **Spirit Days**

Every Wednesday, students may wear IC Bengalware shirts/hoodies with their uniform skirts/skorts/jumpers or pants in place of their IC uniform gray shirts (PS, K) or IC polos (Gr. 1-8).

## **STUDENT HEALTH & WELLBEING**

### **MEDICAL NEEDS/DISPENSATION OF MEDICATION**

1. It is the responsibility of parents and/or guardians to inform the principal and appropriate teachers if a student is subject to any medical need that requires regular or periodic attention while at school.
2. No member of the faculty or staff may distribute any form of medication, including aspirin, unless a "Release for Dispensing Medication" form, signed by a physician, is on file in the school office. Medication will be dispensed in the presence of another adult.
3. In accordance with Public Act 10 of 2000, the school will allow students to possess and use metered dose asthma inhaler or epinephrine auto-injector (epi-pen) or epinephrine inhaler provided written approval to possess and use these devices from the physician and parents is received by the principal, along with a written emergency care plan. The principal will notify the student's classroom teachers.
4. A "Medical Treatment Release" form must be updated annually and be on file for each student at the beginning of the school year.

### **WELLNESS POLICY**

Immaculate Conception Schools are committed to providing a school environment that promotes and protects our children's health, well-being, and ability to learn by supporting healthy and physical activity. Therefore, it is the policy of the school that all students in grades Pre K - 8 will have opportunities, support, and encouragement to be physically active on a regular basis. Each student attends a Physical Education class at least once a week. In addition:

- Parents are encouraged to provide a healthy breakfast each day, and if packing a lunch for their children, to provide healthy choices from each food group.
- The School Hot Lunch program served meets the nutrition recommendations of the U.S. Dietary Guidelines of Americans. Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods, and whole grain products.
- Cafeteria workers are trained in foodservice handling and abide by the local health code policies.
- Teachers promote hand washing before lunch periods or snack breaks.

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- The school provides a clean, safe, and pleasant setting and adequate time for students to eat.
- The school schedules appropriate lunch periods followed by outdoor recess whenever possible. Playgrounds are monitored by adults and checked for safety.
- The school will accommodate the needs of children with food and drug allergies.
- The school accommodates the tooth-brushing regimens of students with special oral health needs such as orthodontics or high tooth decay risks.
- Parents sending in snacks or special treats are encouraged to provide healthy choices such as fruits or vegetables.

## **PHYSICAL ACTIVITY**

Immaculate Conception Schools shall provide a daily, supervised recess period to all students. Students shall be provided opportunities for physical activities through a range of school programs.

The CYO at the school shows our students the importance of sports, sportsmanship, and camaraderie. Students must comply with CYO guidelines by maintaining grades and school attendance, thereby encouraging a physically and mentally healthy child.

The Physical Education program exposes the students to a variety of activities. Students are taught the benefits of living a healthy active lifestyle and learn that the heart muscle is the most important muscle of all. Along with the teaching of game and skill concepts, students learn cooperation and sportsmanship through team building lessons. The students are also taught proper character traits that will stay with them well into adulthood.

At the Pre K - 2 grade level, students are taught basic movement patterns along with the manipulation of various sports equipment. The skills they learn at this level will prepare them for the later grades when team and individual games are taught.

At the 3 - 8 grade level, there are a wide variety of sports activities taught. The purpose is to find an activity for everyone to achieve success and to enjoy. Upon the completion of 8th grade, every student should have a broad knowledge of numerous sports and the rules they encompass.

## **ATHLETICS**

Immaculate Conception Schools participate in the Catholic Youth Organization (CYO). Athletes must maintain a minimum overall grade of C and a 2 or better in overall citizenship. Students absent on the day of a game may not participate in the game. A current sports physical must be on file, dated no earlier than April 15 of the start of the current school year.

## **CONCUSSION POLICY**

The school office must be notified if a student is diagnosed with a Concussion. A doctor's note must accompany any student returning to school after a diagnosis.

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## **SCHOOL SAFETY CRISIS PLAN**

In the event of a major life-threatening emergency, school will be “locked-down” or students moved to Warren Mott High School at 3131 East 12 Mile Road, Warren, MI 48092 where students may be collected. All students and parents will be advised of this location in advance on a yearly basis. Parents should also listen to their local radio stations and televisions in the event of such a crisis, as they will also be apprised of the situation. Communication will be through text message via the Remind APP and phone calls.

### ***Fire / Tornado Plan***

Necessary exits are posted in each classroom. In the event of a blocked doorway, alternate exits are given. Students have practice drills during the school year. Safe rooms are assigned to each class for tornado drills.

### ***School Closings***

School closings due to inclement weather conditions will be announced by text message on the Remind App, school website, and Facebook page as well as local radio and television stations. If Immaculate Conception Schools is closed due to weather conditions, the Preschool will also be closed. The school will be listed as Immaculate Conception Catholic – Warren. Please refrain from calling the school office, faculty/staff, church rectory, or clergy to verify closings.

## **DISCIPLINE POLICY**

Student actions and attitudes must reflect the standards of a Christian community. Parents and the school staff share the responsibility to maintain these standards in each student by providing a good example and encouraging behavior that recognizes the rights of all others.

A high standard of conduct is expected and will be maintained at Immaculate Conception Schools. The students are expected to behave in a manner that enhances the learning environment.

If a student’s actions and/or behavior are deemed unsafe to the student, other students or the community, then based on those actions/behavior, the student may be asked to temporarily pause school attendance. Whether the student’s actions or behavior or deemed “unsafe” is at the sole discretion of the principal, vice principal or representative, after meeting with child and/or parents or guardian. In order to return to school, the parent and/or guardian shall provide a written evaluation report or any other evidence or proof, from a qualified medical professional, relative to the student’s action or behavior. Any actions or behaviors may be reported by the school’s principal, vice principal or representative, to the police department. For example, incidents involving a student’s mental health would require a mental health specialist evaluation, such as a psychiatrist. A pediatrician’s evaluation would not meet the standard as they are not a mental health specialist.

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The following actions are prohibited and warrant a demerit, detention, or suspension:

- Consuming gum, candy, snacks, drinks in the classroom or school building without permission.
- Bringing in any unauthorized electronic devices.
- Failing to maintain the clean and neat environment of the school.
- Violating the school dress code.
- Violation of discipline and classroom order.
- Possession and/or distribution of any medication.
- Cheating; including passing other student's assignments as your own, copying during tests, plagiarism, in any form.
- Use of objectionable language, written or spoken and the use of obscene gestures.
- Falsifying parental signatures on papers.
- **Visible or audible cell phones during school hours will be confiscated and returned only to a parent.**

***The following will also warrant restitution, suspension, or expulsion:***

- Possession of potentially dangerous materials or drugs on school property.
- Invading the privacy of teachers' desks and/or files and those of other students.
- Hostility – such as fighting, insolence, harassment, etc.
- Malicious destruction, vandalism, or stealing.
- Possession, concealing or transferring a weapon and/or destructive device.
- Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal and pastor as detrimental to the school community.
- The administration of the discipline policy is at the discretion of the principal.

## **INTERVENTION**

### ***DISCIPLINE PROCESS***

Infractions of school or classroom rules will be dealt with in the following manner, depending upon the severity of the misbehavior.

- Teacher only . . .conference with student
  - . . . exclusion from activity
  - . . . loss of privilege
  - . . . individual assignment
  - . . . demerit or
  - . . . detention,
- Teacher/Parent conference.
- Team conference with Principal, Assistant Principal, Teacher and Parents

Consistent violation of any rule or a major infraction of school or civil regulations may result in suspension or expulsion. Adequate restitution for any damages will be mandatory.

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## IC SCHOOL-WIDE RULES

1. Be Kind
2. Be Respectful
3. Be Gentle
4. Be Responsible
5. Be like Jesus

### ***Consequences of Choosing to not Follow School Wide Rules***

#### **Level 1 -- Grades Preschool through Grade 2**

***Behavior type: Horseplay: "Joking, playing around" which includes, but is not limited to: grabbing, pushing, play fighting, calling names, hitting/slapping, tripping, punching***

#### **Consequence:**

Step 1: Verbal warning; teach what to do as a "good choice"

Step 2: time out

Step 3\*: Parents are notified verbally

*\*If Step 3 occurs three (3) times, a one day, at home suspension will be required*

#### **Level 2 -- Grades Preschool through Grade 2**

#### ***Behavior type:***

- ***Teasing, Disrespect, Defiance, Uncooperative Attitude which includes, but is not limited to verbal/written behaviors that hurt feelings by name calling, insults, gossip, spreading rumors, profanity, back talk, shouting arguing***
- ***Inability to follow directions***
- ***Inappropriate use of the internet***

#### **Consequence:**

Step 1: Verbal warning; teach what to do as a "good choice"

Step 2: Time out

Step 3\*: Parents are notified verbally

*\*If Step 3 occurs three (3) times, a one day, at home suspension will be required*

#### **Level 3 -- Grades Preschool through Grade 2**

#### ***Behavior type:***

- ***Social Exclusion including, but not limited to: preventing person from joining a group/shunning/intentional exclusion***
- ***Intentional Physical Contact to hurt someone, including, but not limited to: hitting, slapping, grabbing, punching***
- ***Stealing and Property Damage***
- ***Threats of any kind***
- ***Any Intimidation including, but not limited to: silent treatments, blackmail, retaliation, harassment, stalking, hazing***

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## **Consequence**

Step 1 -- Verbal warning; teach what to do as a “good choice;” verbal parent notification

Step 2 -- Time out; Parent conference; behavior plan

**Step 3 -- Expulsion from Immaculate Conception Schools**

### **Level 1 -- Grades 3 through 8**

***Behavior type: Horseplay: “Joking, playing around” which includes, but is not limited to: grabbing, pushing, play fighting, calling names, hitting/slapping, tripping***

#### **Consequence:**

Step 1: Verbal warning; teach what to do as a “good choice”

Step 2: Complete “What Would Jesus Do?” Sheet

Step 3\*: Demerit

***\*If Step 3 occurs three (3) times, a detention will be given***

### **Level 2 -- Grades 3 through 8**

***Behavior type:***

- ***Teasing, Disrespect, Defiance, Uncooperative Attitude: which includes, but is not limited to verbal/written behaviors that hurt feelings by name calling, insults, gossip, spreading rumors, profanity, back talk, shouting arguing***
- ***Inability to follow directions***
- ***Inappropriate use of the internet***

#### **Consequence:**

Step 1: Verbal warning; teach what to do as a “good choice”

Step 2: Complete “What Would Jesus Do?” sheet

Step 3\*: Demerit

***\*If Step 3 occurs three (3) times, a detention will be given***

### **Level 3 -- Grades 3 through 8**

***Behavior type:***

- ***Social Exclusion, which includes, but is not limited to: preventing a person from joining a group, shunning, intentional exclusion***
- ***Intentional Physical Contact to hurt someone, which includes, but is not limited to: hitting, slapping, grabbing, punching***
- ***Stealing and Property Damage***
- ***Threats of any kind***
- ***Any Intimidation including, but not limited to: silent treatments, blackmail, retaliation, harassment, stalking, hazing***

**Consequence, 1st Occurrence -- Parent Conference**

**Consequence, 2nd Occurrence -- Behavior Plan**

**Consequence, 3rd Occurrence -- Expulsion from Immaculate Conception Schools**

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**3 demerits = Detention**

**(.5 hours school community service served at lunch/recess)**

**3 detentions = In-School Suspension, parent meeting, and behavior plan**

**3 In-School/At Home Suspensions = Expulsion from Immaculate Conception Schools**

## **DEFINITION OF TERMS**

**DEMERIT** - A demerit will be a written notification to the student and parent of an infraction. These will be signed by the parent, dated and kept on file in the office. A detention will be issued when a third demerit is incurred for grades 3 – 8 after school. A student begins each semester with zero demerits.

**DETENTION** - A detention is a written notification to the parent due to the accumulation of demerits or a major infraction of school rules. Detentions need a parent's signature and must be returned to the homeroom teacher the next day. Detentions will be served through community service projects during recess under staff supervision. Suspension will occur upon the issuance of a third detention.

**SUSPENSION** - Suspension is the temporary exclusion of a student from class, usually lasting from one to three days, depending upon the severity of the violation of school rules. Students are still responsible for all work. Immaculate Conception Schools has the right to immediately suspend a student from school for any gross misbehavior. Parents will be notified when a student is to be suspended. A student will not be re-admitted to class until the parents have met with the principal.

**EXPULSION** - Expulsion is the immediate and permanent exclusion of a student from school due to serious or continued violations of the rules of Immaculate Conception Catholic Schools. The principal has the authority to interpret or clarify any terminology inadvertently omitted from this handbook. The administration of the discipline policy is at the discretion of the principal, in consultation with the Pastor.

***No policy is capable of covering all the behaviors warranting disciplinary action. Therefore, the Administration of Immaculate Conception Catholic Schools reserves the right to censure or penalize students for behavior that is not in accordance with Christian values or that consistently interferes with our educational endeavor.***

## **DRUG-FREE POLICY**

Immaculate Conception is a drug free environment. All steps will be taken to inform the proper authorities of any drug possession, distributing, and /or selling of controlled substances.

If a student is found doing any of the following they will face immediate suspension by administration:

- buying, selling, or giving away mood altering chemicals
- under the influence of mood altering chemicals
- in possession of mood altering chemicals while on IC School grounds, IC school bus, or attending any school sponsored event

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The administrator will do one or more of the following:

- immediately notify the parents of their child's suspension
- keep the student under suspension until he/she is released to his/her parents
- schedule a conference time with parents/guardians and student to discuss the incident
- refer the parents and student to an appropriate counseling agency for evaluation
- Notification of police or proper authority

## **WEAPONS-FREE POLICY**

A weapon is any object which can be used to threaten or injure another. It includes but is not limited to “dangerous weapons”. Any student discovered to be, or suspected of carrying, possessing, concealing, or transferring a weapon, including any destructive device, on school premises, at a school sponsored activity, or on a school bus is subject to immediate expulsion. The school reserves the right to search a student, including emptying his/her pockets, purse, tote bag, gym bag, lunchbox, or other personal property, and work area when the school has a reasonable suspicion that this weapons policy may have been violated. Refusal to cooperate in these procedures may result in disciplinary action.

## **ANTI BULLYING POLICY**

The Michigan State Board of Education Anti-Bullying Policy states that “Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic.”

***Students who engage in any form of bullying or harassment that has the purpose or effect of creating a hostile environment will be disciplined, up to and including expulsion. Any behavior that appears to be threatening or violent could result in filing a police report.***

## **USE OF SCHOOL NAME**

No faculty, staff, student, or student’s parent or guardian, without the expressed prior written authorization of the school administration, may utilize the school’s name or identifying logos for any purpose, including but not limited to, the use of the school’s name:

- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To open up any bank account
- To schedule any field trip, vacation or other accommodations
- To post on any website or social media site for any purpose including, but not limited to, support of a particular social or political agenda.

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The principal shall determine the suitability of any printed or digital material using the school's name or crest/logos such as school sponsored newspapers, periodicals, flyers, or any externally/internally produced literature for distribution within any part of the school or on the grounds of the school. This includes online posts to social media, websites, etc.

## **INFORMATION, PHOTOGRAPHY, AND VIDEO POLICY**

IC Schools respects the rights of student and parent privacy and safeguards personal information.

From time to time students may be photographed, videotaped or recorded while engaging in student activities or while attending school sponsored activities. IC reserves the right to display, publish, copy or distribute these in various school publications such as, but not limited to, the yearbook, school website, newspaper, newsletters, alumni news, marketing materials, etc. without express written permission. Any parent who does not want his/her student photographed or recorded should notify the school office in writing.

IC is not responsible for images taken by parents, relatives, friends and other guests nor do we have control over the use of these images. IC does retain the right to limit who attends school functions.

General policies:

- Personal information about students or staff may not be published/used without permission.
- Web policies will be developed as content is added to the web site.
- Group photos, including for the yearbook/class picture, will require no special permission.

NOTE: This does not include videotaping by security cameras in school or on school buses.

If parents do not express their preferences in writing, they are giving Immaculate Conception Schools permission to take and share photographs and recordings of their child/ren.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The Internet is the largest connected community in the world. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The purpose of student Internet use at Immaculate Conception Catholic Schools is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Immaculate Conception Catholic Schools. Access is a privilege, not a right and therefore entails responsibility.

It is expected that students will act in a responsible, efficient, ethical and legal manner as set forth in the statement below. ***Failure to abide by any of the following statements will result in privileges being revoked.***

- All equipment will be treated with respect and proper care. No malicious handling will be accepted.
- Student Internet access will be conducted only when instructed to do so by a teacher or staff member.

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- The Internet will be used for the sole purpose of school-oriented projects and research under the direct supervision of the teachers in charge.
- Professional and acceptable language will be used in all transmissions.
- The privacy of others will be respected. Putting private or damaging information about any individual in any transmission will be considered harassment and/or cyber bullying.
- Copyright laws will be upheld and respected. Licensed programs and material will not knowingly be copied, sent, or received.
- Deliberately requesting, accessing, downloading or publishing of any materials which are considered abusive, profane, sexually or racially offensive is strictly forbidden. Any accidental access must be immediately reported to the teacher.
- Deliberate downloading of any and all viral and damaging material is strictly forbidden. Abuse of this is cause for prosecution.
- Immaculate Conception Catholic Schools reserves the right to access, review, and/or delete any information downloaded and/or saved on any school computer by any student.

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Revised 6 September 2021



# Immaculate Conception Catholic Schools

29500 Westbrook  
Warren, Michigan 48092  
586.574.2480 fax: 586.574.3497  
www.icschoolswarren.org

2021-2022

Date: \_\_\_\_\_

I have read and understand the Immaculate Conception Catholic Schools Parent-Student Handbook and I agree to abide by the rules and regulations stated therein.

Student's Name (Please print): \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom teacher: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parents'/Guardians' signatures: \_\_\_\_\_

\_\_\_\_\_

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