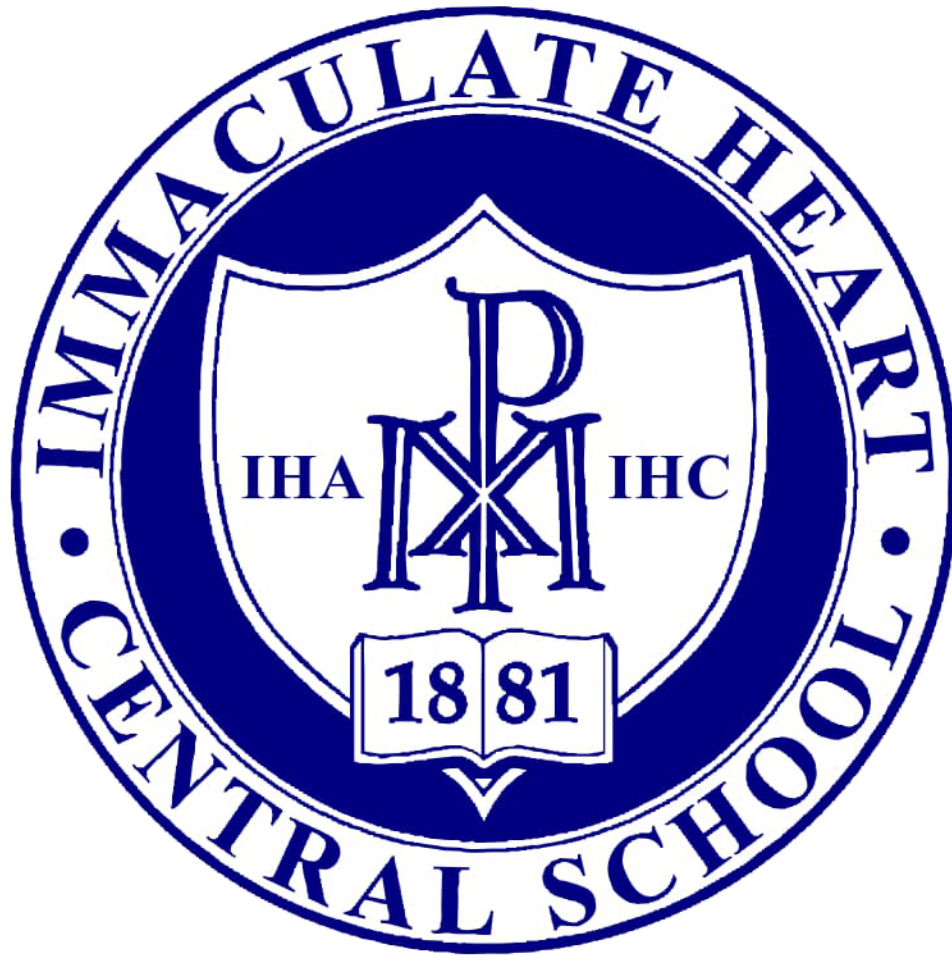


IMMACULATE HEART CENTRAL SCHOOL
Pre-K - 12
PARENT/STUDENT HANDBOOK
2025-2026



Mission Statement

Immaculate Heart Central School is a faith community whose mission is to provide a quality Catholic and secular education, to cultivate holiness based on the love and imitation of Christ, and to form responsible citizens whose Christian values will transform the world.

Immaculate Heart Central School Junior and Senior High School Parent/Student Handbook

**Immaculate Heart Central School is a Pre-K-12 School of the
Diocese of Ogdensburg, New York**

**Middle States Association of Colleges and Schools
Accreditation 2019**

Member of:
The National Catholic Educational Association

The Diocese of Ogdensburg and the Jurisdictional Education Council govern Immaculate Heart Central School. The pastors, principals, and people of the parishes and school community work together in a concerted effort to continue to increase the quality of education and the Catholic environment of IHC. The Council develops policies that govern the operation of the IHC School System, as well as formulate policy for the planning, finances, advancement, public relations, and supervision of all administrative activities, subject to the policies of the Diocese of Ogdensburg, the New York Board of Regents, and the Commissioner of Education of the State of New York, as well as subject to Canon Law of the Catholic Church.

Notice

The regulations stated in this Handbook are not to be considered all-inclusive. This is only a summary of the school's policies. Immaculate Heart School reserves the right to act in a manner consistent with its educational goals in any situation which might be considered detrimental to the well-being of any individual or the institution as a whole. The Administration may also amend, interpret, or enforce any part of this handbook at their discretion. This handbook was designed in conjunction with district policy, State and Federal, and Canon law.

Purview of School/Elastic Clause

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook. While not all policies are printed in the Parent/Student Handbook, this should not be interpreted as a limitation of the school's authority or purview when dealing with any type of student infraction (behavior that may not be in the best interest of the safety and welfare of the students).

Handbook and school regulations apply to students on school grounds and at school activities off school property. The IHC Administration may intervene/respond to any student's behavior/association it deems interferes with the operations, discipline, or safety and welfare of any school community members. The IHC Administration may also take measures to protect the reputation of the school, and its community members. Therefore, the school may also address a student's behaviors/associations regardless of the time or location.

Immaculate Heart Central School's Buildings and Information

J

Hours of Operation IHC Building/Programs

School/Program		Drop-Off	Start	End/Pick-Up
St. John Bosco – All-Day	1316 Ives St.	7:20 a.m.	7:50 a.m.	2:00 p.m.
Elementary School	1316 Ives St.	7:20 a.m.	7:50 a.m.	2:10 p.m.
Primary School After-School Care (Jk-2) & 4H (3-5)	1316 Ives St.	----- --	2:00 p.m.	5:00 p.m.
Junior/Senior High	1316 Ives St.	7:20 a.m.	7:50 a.m.	2:15 p.m.
Junior/Senior High After-School Care	1316 Ives St.	-----	2:00 p.m.	5:00 p.m.

Note: After regular school hours (and evenings, weekends, or during vacation time), students must have permission, or be participating in sanctioned school activities, to be in school buildings, or on campuses. Students must also be under the supervision of faculty/staff

Root Belief Statements

- We believe that God is in all things.
- We believe that we are created in the image of God with unique gifts.
- We believe that we love the God we cannot see by loving the neighbor we can.
- We believe that excellence happens on purpose.
- We believe that we are always learning.

See website for full descriptions of our Belief Statements.

Rights for IHC Students

Student's Bill of Rights

IHC Students have the right to:

- A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
- Expect that their human dignity will always be recognized and respected.
- The guidance of understanding teachers, administrators, and other school staff.
- An education that offers students the opportunities for inquiry and development.
- Constructive discipline for the development of good character, behaviors, and habits.
- Reasonable efforts to ensure personal security while on property associated with the school during school hours or at school functions.
- An educational climate where the well being of each student is of primary concern.
- An educational staff that provides positive role models for student development.
- Guidance in choosing a career or college.
- Wholesome extracurricular activities, (within the scope of what IHC offers).
- Consideration as an individual within the educational environment.
- The opportunity to approach teachers, and administrators with reasonable requests and questions concerning education.

Students' Responsibilities to IHC

IHC Students are to:

- Take full advantage of the opportunities for spiritual and academic growth provided by the school.
- Understand that the school's compassion includes accountability.
- Follow attendance policies.
- Treat others with the dignity and respect they deserve as children of God.
- Grow in character and knowledge as they grow in ability.
- Be honest with themselves and others.
- Always make their whereabouts known (ask permission to go places; have notes for moving around the building during class time.
- Show respect for fellow students, teachers, and all school staff.
- Set a positive example so that others may enjoy and profit from their company.
- Perform all assignments to the best of their ability.
- Consider their education as preparation for the future.
- Obey all school rules and regulations.
- Respect public, private, and school property.
- Attend school regularly and punctually.
- Follow all expectations in Frees and Study Halls.
- Develop high moral standards and the courage to live by them.
- Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators. Bring all the books and materials necessary for class.
- Be seated and have materials ready when the period bell rings.
- Give undivided attention to the teacher.
- Prepare assignments neatly and on time.
- Have good classroom manners.
- Report acts of: bullying, unkindness, fighting, hazing, or harassment.
- Develop opinions and values that will make them an asset to the school community.
- Comply with the provisions of this Code while on school property and at school functions.

Profile of an Immaculate Heart Central School Graduate

A graduate of IHC is a person:

- Who values a deep personal relationship with an ever-present God.
- Who has knowledge of the Catholic faith, its heritage, and tradition.
- Who accepts God's universal call to holiness in one's vocation.
- Who respects all persons as children of God regardless of difference.
- Who is a person of good character.
- Who makes good moral and ethical decisions based on Gospel Values.
- Who treasures and respects human life in all its various stages.
- Who accepts responsibility for one's actions and choices.
- Who practices the social skills of courtesy, gratitude, and helpfulness.
- Who strives for excellence in all areas of life.
- Who is a well-educated person.
- Who is cognizant of the impact of Christianity in all courses of study.
- Who demonstrates competence in the humanities, arts, and sciences.
- Who is an effective communicator in both oral and written expressions.
- Who is competent in the use of technology.
- Who can work both independently and collaboratively.
- Who demonstrates creative, reflective, and critical thinking skills.
- Who is prepared and eager to pursue future educational opportunities.
- Who is a person of service.
- Who witnesses Catholic Social Teachings by promoting peace, justice, and compassion to those in need in local, national, and global situations.
- Who shares their God-given gifts and talents to enhance the lives of others.
- Who respects the environment and uses natural resources wisely.
- Who respects and appreciates the rights, privileges, and responsibilities of the citizens of the United States of America.

The Immaculate Heart Central School – Parent/Student Handbook

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Admissions
Nondiscriminatory Policy

All the endeavors of Immaculate Heart Central School, and the Diocese of Ogdensburg, are founded on the Christian teachings regarding the essential equality of all people. This belief is rooted in the Fatherhood of God and Christ's love, which obligates us, without exceptions, to safeguard and make known the supernatural destiny of all people. Therefore, IHC does not discriminate on the basis of gender, race, color, creed, or national and ethnic origin, in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Enrollment/ Reenrollment

Annual Enrollment	Students in grades K-11 are auto enrolled for the next school year unless the school receives written notice of withdrawal. The deadline for withdrawal notice will be announced each spring. A non-refundable deposit of \$250 per family will be pulled from your FACTS account in July and will be credited towards the next year's tuition.
Probationary Admittance	Students are admitted/re-admitted under the conditions of a probation agreement. Probation is often enacted to prevent potential issues with academic performance, behavior, attendance, or any reason the school deems appropriate.
Tuition/Fees for Upcoming Year	• In order to re-enroll for a new school year, all tuition obligations from the previous year must be paid. The Principal makes any exceptions to the tuition policy. • Tuition fees can be paid in full or monthly through the FACTS program over 10 months. • The acceptance of any fee, or prepaid tuition, does not guarantee acceptance/enrollment for an upcoming school year.
Financial Aid	The school will make every effort to assist families financially to enable a student to participate in Catholic Education. Families in need of assistance in paying tuition must complete a FACTS Grant and Aid form before Financial Aid can be awarded
St. John Bosco Tuition	• A separate tuition is charged for the Preschool program. • Tuition can be claimed as Child Care prior to the student turning six years old by December 1st or entering first grade. • <i>Financial aid is not available for any of the Preschool programs.</i>
Custodial Agreement	If a student is registered with information regarding both parents, IHC will assume that both parties have educational rights/custody. In the event a parent/guardian does not have custody, the school must be notified in writing and provide all relevant court documentation. If IHC is not provided with proper custodial documentation, the school may share academic information with the non-custodial parent.

Diversity

While we embrace our Catholic identity, Immaculate Heart welcomes students, families and faculty from all diverse cultural, learning, and faith backgrounds into our community. Here at IHC, we welcome, and support, students with different learning needs and capabilities. We proudly service many students who have 504 learning accommodations. We want every child to have the opportunity to succeed.

We believe that the diverse richness of our population, in concert with the Christian values at the heart of our mission, our rigorous academic programs, our supportive atmosphere, and our vast extracurricular offerings and service learning opportunities, contribute immeasurably toward preparing our students for fulfilling, successful, and healthy academic, personal, professional, and spiritual lives.

Our school boasts a student population that includes vast military families, and international students who bring a wealth of culture and richness to the community at large. We celebrate and encourage the sharing of these diverse backgrounds, allowing for meaningful cross-cultural interactions that promote understanding and empathy.

Military Families	In honor of our military students and their families commitment to our country, here at IHC we are committed to making your child's educational experience a welcoming encounter.
International Student Program	Each year Immaculate Heart Central welcomes a number of international students from countries around the world. This intercultural and international presence in our school provides all of our students with a valuable experience in their educational program. Many strong and long-lasting bonds of friendships have been formed among students and host families by this program. • All of our students are encouraged to take advantage of this opportunity for multicultural enrichment by offering friendship and assistance to our international students. • If you are interested in hosting an International Student, please reach out to our liaison in the guidance office.

Dress Code Policy

All uniform items can be shopped at the Tommy Hilfiger website (<https://www.globalschoolwear.com/>) using our school code (IMMA04).

Modesty is a virtue implicit in a Catholic school dedicated to our Blessed Mother, and should be the measure of the appropriateness within this dress code.

*Flat front khaki shorts and pants, as well as oxford dress shirts can be purchased from other vendors.

*Polos (K-8) can be purchased from other vendors, and an IHC iron on patch can be purchased from the main office and affixed.

*Belts must be worn by students in grades 3-12, all shirts must be tucked in.

*The blue plaid uniform skirt hemmed at mid-knee. The skirt cannot be rolled at the waist to- alter the length.

	Grades K-8	Grades 9-12
Daily Attire <i><u>*See Code of Conduct for more detail</u></i>	Grades K-8 <i>*May also wear: sneakers, navy dress pants and jumpers.</i>  Girls Grades K-8 Can be worn over any option Crew or knee socks must be neutral colors Khaki Bermuda shorts can be worn Sept.-Oct. & April-June Neutral colored leather boat shoes or all black sneakers allowed Belts must be worn with visible belt loops	Girls 9-12  Cardigan, Crew neck, or Fleece (with IHC logo) can be worn over blouse Belts must be worn with visible belt loops Khaki Bermuda shorts can be worn Sept.-Oct. & April-June Neutral colored leather boat shoes or all black sneakers allowed Crew or knee socks must be neutral colors

	Boys K-8 Can be worn OVER polos Khaki shorts can be worn Sept.-Oct. & April-June Socks must be neutral in color (no ankle socks) Black or Brown belt must be worn Neutral colored leather boat shoes or all black sneakers allowed Boys Grades 9-12 IHC Tommy Hilfiger Tie (Purchased in Main Office) V-Neck Sweater or Navy Fleece (both w/ IHC logo) can be worn over dress shirt and tie Khaki shorts can be worn Sept.-Oct. & April-June Black or Brown belt required Socks must be neutral in color (no ankle socks) Neutral colored leather boat shoes or all black sneakers allowed
Pants	• Pants must be no shorter than ankle length, regular cuffs without elastic, and not “jean style”. This means no outside or “patch” pockets, no rivets, and no denim material. • Modesty is a must, and pants should not be “skin-tight”. • A belt must be worn, and it must be a basic web or leather style with no writing or studding.
Blouses	• All young women are required to wear solid white, or solid light blue Oxford Shirts. No other style shirt and no other colors are allowed. • Blouses must be long enough to be tucked in the skirt or slacks properly. The blouses may not be rolled over the front of the skirt. • Blouses may only have the top button unbuttoned.
Socks	Socks must be worn and be a solid navy blue, black, or white in color. The sock must be visible above the top of the shoe. One small logo will be allowed, e.g. Nike “swoosh” or Under Armor logo, etc. Words, large logos, stripes, and multiple logos constitute a pattern and are not allowed.
Shoes	Elementary: (K-8) Students are allowed to wear sneakers, or dress shoes. Sneakers are required for PE. Senior High School: • Students are allowed to wear dress shoes that are leather and neutral in color (brown, black, tan, navy blue or gray) • Sperry and Boat Shoes are acceptable. • Solid Black Leather Sneakers (including laces, soles, and logo).
Headband/	Headbands are to be no wider than 2 inches, and should be in colors that compliment the dress code. Animal prints, neon colors, or any styling that makes the band too bold or

Coverings	contrasting, will have to be removed. Head coverings, ribbons, flowers, scarfs, or anything distracting, should not be worn. Hats must be removed in the building. See an administrator for any questions.
Hairstyles/ Grooming	Hairstyles should be conservative. There should be continuity and uniformity in the length and cut. Hairstyles should not depend on the excessive use of hair sprays, gels, or other heavy hair care products. Bizarre, as defined by the Administration, spiked, or distracting hairstyles are not permitted. Hair should be of natural colors. Natural colors are the colors God made for hair. Highlights, of similar natural color, are permitted. Bold contrasts, or unnatural color combinations, are not permitted. *Gentlemen are to be “clean cut.” Young men must shave their face and neck. A standard mustache is allowed. Sideburns must be shaven short, small, and cannot have designs or patterns. Eyebrows cannot be shaven, or have shaven “split cuts”.
Physical Education	<i>*Physical Education:</i> Grades JK-3: Students will wear their regular uniform to PE class. Grades 4-12: Students will change for PE. Appropriate shorts, sweatpants, t-shirt, and sneakers are required.
Piercings	With the exception of ears, students may not have any visible piercings, (lip, nose, eyebrow, tongue, etc.) or other forms of unconventional accessorizing. No allowances will be made for piercings that are covered with Band Aids©. No allowances are made for “place holding” plugs, or anything used to prevent a piercing from closing. Ladies should delay getting unconventional piercings. IHC does not permit the jewelry, or the methods for concealing/place holding the piercing. <i>*Gentlemen are allowed to have one single ear piercing stud (no dangles).</i>
Miscellaneous	Visible tattoos are not permitted. Hats must be removed in the building. Outerwear (hoodies, jackets, etc.) is not worn during the school day. It is impossible to include and define every conceivable situation involving appearance and grooming. Therefore, parents, guardians, and students should consult the Principal or assistant principal. The school administration defines and interprets the dress code and all related terminology. Noncompliance with appearance regulations will have disciplinary consequences.
Dress Down Days	Students may wear: • Crocs/ sandals with strap on back • Jeans (with no holes/ rips) • Shorts no shorter than three inches above the knee (during fall/spring shorts season) • Skirts/ Skorts no shorter than three inches above the knee • Sweatshirts/ Hoodies • Jogging suits/ sweatpants • Appropriate tee shirts • Dresses • Slacks

	Students may not wear: ● T-shirts with inappropriate writing ● Tennis shoes that convert to roller skates ● Bike shorts ● Pajama pants ● Clothing that is extremely tight or short ● Hats ● Flip flops or high-heeled shoes ● Tank tops / spaghetti straps ● Yoga Pants/ Leggings (not allowed at the Jr/Sr High) Good Rule: If you think you shouldn't wear it, you shouldn't. ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.	
Special Events	Moving Up Ceremonies/ Graduations/ Concerts: Please wear your "Sunday Best." Follow any special directions given by the administration.	Dances/ Prom: Students and guests attending dances are required to follow an assigned dress code. Some dances are more formal than others and moderators will announce dress code regulations. All attire must be modest. Parents/guardians of a student whose attire is deemed inappropriate may be contacted and the student may not be admitted.

Attendance Policy

Adhering to attendance policies is a requirement of enrollment at IHC. Compliance with the attendance regulations is an agreement between IHC and legal, custodial parents or guardians.

Register of Attendance

In accordance with Section 104.1 of the Regulations for the Commissioner of Education, the Register of Attendance will include the following for each student:

- Name
- Date of Birth
- Full names of parent(s) or person(s) in parental relations
- Address where the student resides
- Phone number(s) where the parent(s) or person(s) in parental relation may be contacted
- Date of the student's enrollment
- A record of the student's attendance on each day of the scheduled instruction.

IHC only recognized legal custodial parents or guardians. Other family members, or anyone else, cannot take a student out of school, or excuse absences.

Failing to follow attendance policies is a violation of the conduct code. Students are subject to disciplinary action for attendance infractions. Students and parents or guardians must understand their attendance responsibilities.

In order to participate in practice/games, students must attend school (on the day of practice/game) for a minimum of four hours. Only the school's Administrators can grant exceptions to this attendance policy.

If a student is absent from school, the parent/guardian should call the school (315-788-4670) before 7:50 am and inform the office of the reason for the absence. If the parent/guardian did not contact the school, the student must bring a written excuse signed by a parent/guardian with the reason for the absence and the dates of the absence.

Legal excuses include illness, severe storm/ impassable roads, sickness or death in the family, religious observations, requirement to be in court, approved college visits and military obligations. All other reasons are considered unexcused and illegal.

Students are expected to make up work for any days they are absent. The student has one school day for each day of absence to complete this work. Teachers at the elementary level will be responsible for giving the students their make-up work. It is the responsibility of junior and senior high students to obtain their missing assignments from their teachers.

	Elementary	Junior/ Senior High School
Tardy to school	Students arriving at school after 7:50 a.m., should report to the main office with their guardian to sign in. Any student entering their homeroom once Morning Prayer has begun will be marked tardy. When a student is tardy, the student must	Students arriving at school after 7:50 a.m., should report to the main office to sign in. Students will be given a signed pass and should report directly to their assigned location.

	report to the office to obtain a tardy slip. Repeated tardiness (10 or more) will result in a written notification from the administration. A tardy student must present a written excuse signed by a parent / guardian to the teacher upon arrival at the school the next morning so correct notes can be made on the attendance record. Except in cases of an emergency, it is expected that appointments for the doctor, dentist, etc. will be taken care of outside of school hours.	
Tardy to class		Students arriving after the bell are considered tardy. • Each presence or absence will be recorded after the taking of attendance in each period of scheduled instruction. • Any absence for a school day or portion thereof will be recorded as excused or unexcused in accordance with the standards articulated in the comprehensive attendance policy. • A record of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances will be maintained. • In the event that a student arrives late for or departs early from scheduled instruction, such tardiness or early departure will be recorded as excused or unexcused in accordance with the standards articulated in the comprehensive attendance policy. • The date when the student withdraws from enrollment or is dropped from enrollment will be recorded in accordance with Education Law Section 3202 (1-a).
Absences	When a student is absent from school, a parent should call the office by 7:50 a.m.. If the office does not receive a call, the parent will be contacted by the school nurse.	When a student is absent from school, a parent should call the office by 7:50 a.m.. If the office does not receive a call, the parent will be contacted by a school official.
Extended Vacations	Vacations when school is normally in session are discouraged. Vacations, except those outside the school calendar, are considered illegal according to New York State Law. Such absences from school may have a negative effect on a student's grades and progress.	

	Parents/guardians are asked to please check the school calendar and plan vacations accordingly. - Teachers are <u>not required</u> to prepare packets and work ahead of time for the trip. Students will be expected to catch up once they return. Tests and quizzes can also be made up at the convenience of the teachers. - If parents/guardians go on vacations or trips, and leave their daughter/son in the care of another adult, the school must have detailed documentation of the arrangement. - Parents/guardians must make proper arrangements with school administration, and/or always be available by phone. Other family members, or anyone who is not the legal custodial parent/guardians, cannot release a student from the school without prior parent/guardian approval.	
Parental and student notification	In recognition of the importance of regular attendance and punctuality in arriving for class, students and parents may receive: - Letters to parents indicating a concern for lack of attendance - Invitation to a conference involving parents, teachers and administrator	
Leaving for illness	Students who are sent home during the school day with a fever will not be allowed to return to school the next day. Students should be fever free without pain reliever, for 24 hours before returning to school.	
Written Excuse (see *)	A written statement giving reasons for the absence or late entry to school must be brought to the student's teacher upon the return of the student. These notes/letters will be retained in the office for one year. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.	
Excessive Absences	Excessive absence (36) days or the equivalent of 36 days including late entries to school after the official bell, can be cause for concern regarding the student's success in completing the assigned grade. Parents of students who are absent or tardy for 10 or more times will receive a communication from the school office.	Students are responsible for the make-up of all classroom work whether their absence is excused or unexcused. Parents will be notified in writing by the administration when a student has had 10 days of absences. A conference with the parents and administration will be held after 15 days of absences are recorded. An educational plan for rectifying the excessive absences will be established. <i>* Attendance will be linked to course credit; students who miss 15% of classroom seat time, in any given course, may be denied course credit.</i>
Attendance Withdrawal		Notification Students 16 years of age or younger who withdraw from school will be reported to the proper authorities. Parents will be notified of the attendance of their child on Progress

*** Legal Excused Absences:** In accordance with the State Education Law, only the following excuses are considered legal.

- Sickness
- Sickness or death in the family
- Impassable roads and/or extremely bad weather
- Religious observance
- Required court attendance
- Approved school trips and college visits
- Funerals: Only members of the immediate family, relatives, close friends or class representatives shall be excused from school to attend funerals.
- Attendance at health clinics

All other excuses are illegal, and must be reported as such.

*** Record and policy:** While the school administrator is the primary responsible party for overseeing and administering the pupil attendance record and policy, other personnel may at their discretions serve in the following roles:

- Teacher – responsible for taking and recording daily attendance to be sent to the office
- Attendance Secretary – a secretary at each site will have primary responsibility for assuring the entering and validating student attendance records
- Clinic LPN – the LPN will work in collaboration with the attendance secretary to verify student absences
- Administrator – carries overall responsibility for rendering, modifying and employing the policy as stated herein

Attendance Policy for School Events	
Arrival and Departure at Events/ Activities	In some cases, the arrival time for an event/activity will be stipulated. Ordinarily, this is done for safety reasons, therefore, it is important for students to be aware of, and abide by, any predetermined arrival procedures. • Events and activities may also have departure requirements. ○ In general, once a student leaves an activity/event, he/she will not be readmitted. • Students are not allowed to loiter on school property before, during, or after, an event/activity/athletic tournament/practice. • Students are expected to participate or be spectators at school events. • It is unacceptable to be in the parking lots, or on campus anywhere that is not related to an activity. • IHC is not responsible for students who leave before the conclusion of an activity. • Parents/guardians should not assume their son/daughter has attended a school event in its entirety.

	○ Students who do not comply with these regulations, or misbehave in any way, will be asked to leave school grounds and there may also be disciplinary consequences.
Student Behavior	IHC students are expected to be respectful at all school events. Students should understand that evening performances are not as casual as other activities. Events like theatrical shows and concert performances are for the entire community. Students should be mindful of their dress, and be thoughtful members of the audience. Parents/guardians must realize that their son/daughter may be asked to leave a performance for what they are wearing, or doing. Students may also be asked to leave as “groups;” no distinction will be made regarding the exact perpetrators.
Adult Behavior	All adults in our community should be conscious that their behavior at IHC events/activities (on and off-campus) sets an example for our students. Adults will be held accountable for inappropriate actions/behaviors. At no time (on campus or at school-related events), are parents/guardians permitted to confront, berate, interrogate, or intimidate (in any way) another parents’/guardians’ student(s).

Bus transportation

Bus transportation is provided for eligible students by the school district in which the student resides. Students living within a 15 mile radius of Immaculate Heart Central Elementary School may be eligible for transportation. Parents must complete a Bus Transportation Request for their school district of residence. This can be completed at the school offices. The form is then sent to your school district. Distance and any limitations are determined by the district of residence. **These forms must be sent to your school district by April 1.**

Students must ride their assigned bus for insurance coverage purposes. Students are not permitted, under any circumstance, to ride buses from another school district. In the event that a student needs to take a different bus within the district, the following is required:

- A written request signed by a parent/guardian
- An official District Bus Pass (obtained from our school office)

Students who usually ride buses are not permitted to walk home or to go home by car with another parent without written consent of their parent or guardian. Parents are held responsible if students disregard this policy. Bus transportation is restricted to only those students who qualify for this service.

Time spent on the bus is considered part of the school day. Students owe it to themselves and each other to behave in such a way that no one's safety will be jeopardized. If such infractions are brought to the attention of the school, those who fail to act responsibly will be subject to disciplinary action by the principal and possible suspension from the bus service. This will not happen if each student observes the bus rules noted below.

- Students shall not enter or leave the bus while it is in motion
- Student behavior shall be the responsibility of the bus driver
- Infractions of reasonable pupil behavior rules shall be reported by the bus driver to the school authorities
- Pupils may be refused transportation by repeated infractions of behavior rules or by conduct affecting the safety of the bus run
- Heads and arms are not to be thrust out of open windows
- When crossing the street, it is necessary to always cross in front of the bus in full view of the driver
- No smoking shall be allowed on any bus
- No food shall be eaten on any school bus. This is a safety measure of great importance: dropped food makes slippery floors
- Standing or walking while the bus is in motion is a dangerous practice and will not be allowed
- The safety and lives of your children are in the hands of the bus driver so complete cooperation with him/her is essential.

Please have your children read these rules and help us impress upon them the importance of the rules for safe transportation.

*Half day, or day off at a public school: If a home school district has a half-day/day off, IHC is usually having classes. When this occurs, there may be changes in transportation schedules. IHC will excuse students who have to leave early, or miss a day of school.

Arrival/Departure		
	Elementary	Junior/Senior High School
Arrival	Students can be dropped off no earlier than 7:20 a.m. at Entrance D. Parents should remain in their cars while students enter the building safely.	Regardless of where a person is dropped off or parks, all students or visitors must enter through the main entrance/front doors.(Entrance A) Access to the building will be through the security door on the far left (main entrance). All other doors/building entrances will be locked. Students can be dropped off no earlier than 7:20 AM.
Departure	Students may be picked up at Entrance D at 2:10 Students riding the bus will be dismissed through the front entrance. (Entrance A)	Students riding a bus will be dismissed through the front entrance. (Entrance A) Students who are being picked up, or are driving, will exit on the side of the building closest to the parking lot at 2:15 (Entrance C)
After School Care	We offer an after school care program for our working parents at Immaculate Heart Elementary for grades PreK- 2nd. The cost of the program is \$6.00 an hour. You may pay daily, weekly or monthly. In any case a monthly statement will be sent to you. We request that your child be picked up no later than 5:00 p.m. The school will provide a snack. Students that attend the Elementary School care program should pick up their children at the main entrance (Entrance A). 4H will be providing an after school care program for grades 3-5. You must sign up for the program prior to the start date. Parents will be asked to pay a minimal fee each week of \$5.00 to assist with providing snacks. There is a limit to how many children can be registered. The maximum amount of students accepted into the program is 20. It is based on a first come, first serve basis.	We offer an after school care program for our working parents at Immaculate Heart Jr/Sr High for grades 6-12. Please contact the main office for details regarding hours, and program fees.
Returning to School after dismissal	Immaculate Heart is a family centered community. There are times in which students will forget a book, a backpack, or another item essential for learning outside the school day. As long as school doors are open, or a staff member is in the building, students may return to the building to pick up these items.	

School Parking Lot

To ensure the safety of our students, all drivers are expected to abide by the traffic procedures in the school parking lots. Parking is only permitted in designated spaces. It is every driver's responsibility to ensure the safety of their vehicles and passengers as well as the pedestrians in and around the school grounds. There is a defined drop-off and pick-up procedure which all families are expected to follow.

High School Parking Lot/Driving

Students must register their cars and have a Driver Form on file with the Main Office. Students are to start parking in the second double row of the parking lot. The first row closest to the building is for teachers/staff.

IHC is not responsible for any damage done to cars, which includes vandalism, accidents, break-ins, or any other situations that might result in a damaged car. Regardless, all such incidents must be reported to the Administration. Students will be held accountable for malicious, or careless behavior. IHC is not responsible for any damage caused to personal property due to athletics, and is not responsible for lost, stolen, or damaged items anywhere on campus or in the buildings. Students are not permitted to loiter in the parking lot. Safety is the most important rule for the parking lot. Students must drive between 5-10 miles per hour. Any behavior deemed reckless will result in disciplinary action, which could include loss of parking on campus privileges. If a student is reported for reckless driving on their way to or leaving school, IHC will call the student's parents, and take disciplinary action.

Lunch Program

Students at IHC will be provided the opportunity to purchase lunch each day. The weekly lunch menu will be posted on FACTS. You must create a FACTS account in order to purchase lunch for your child. Some days the menu items will be hot and some days a cold option will be available. Prices for each lunch will vary depending on the food item. **Orders for the week must be completed the Friday before.** Payment for the week will be made online via FACTS. If you require assistance with these please contact the business office. **Credit is applied only in the event of a snow day.**

Elementary - Students have a supervised lunch period each day. *(Modified September 2023)*

Lunchroom expectations:

- Show respect to the lunchroom supervisors who are in charge during that time.
- Remain in their seats. Raise your hand if you need assistance.
- Use your best manners and show consideration for those around you.
- Dispose of garbage in proper receptacles and be sure to pick up after yourself.

High School

Lunchroom Expectations:

- Clean up after lunch, making sure trash is placed in the proper wastebasket/recycling containers.
- Leave the table and floor area in a clean condition for others.
- Do not take food or drink from the cafeteria to any other part of the building.
- Be respectful of everyone, and maintain appropriate table manners.

- The cafeteria affords students an opportunity to enjoy a social time while eating lunch.
- It is expected that each student will respect the rights of others. Conversation should be kept at an appropriate level. Disruptive behavior or “horseplay” is not accepted. Students are to be seated during lunch period and they are expected to clean the table and floor of their seating area. When asked, students are expected to assist teachers/staff in maintaining a clean cafeteria. IHC is a community. In such an atmosphere, everyone is expected to respect and care for the school environment. To this end, a student may be asked to clean tables of debris even if they did not create the mess.

Conduct/ Discipline

The behavior regulations and procedures outlined in this handbook are not meant to be all-inclusive. IHC reserves the right to interpret and enforce rules as it sees fit and in the best interest of the student and school.

In disciplinary matters, Immaculate Heart Central School strives to instill and promote the spirit of Christian honesty, conflict resolution, and compassion. Students are expected to take responsibility for their actions and the possible ramifications of their behavior. While compassion is the hallmark of a faith-based community, so also is accountability. Disciplinary measures will be taken to protect the community as well as the health, safety, and educational function of the school. Our code of conduct is also intended to modify behavior, encourage maturity, and bring about a lasting and positive commitment to the school and its mission.

A student does not have to be at a school event on/off campus to be subject to school discipline. IHC reserves the right to take disciplinary action if the school believes that a student’s conduct off-campus has been: inappropriate, unlawful (and/or involves law enforcement), harmful to others, damaging to the school, or the school’s reputation.

Students are expected to represent IHC with respect, integrity, and honor, always safeguarding the reputation of themselves and the school. Violating the conduct policies, or engaging in improper behavior severely damages the fabric of our community life, and as such, constitutes breaking the student’s agreement with the school and could result in dismissal from IHC.

Elementary Code of Conduct

Our students are Immaculate Heart students at all times. Students who engage in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school administration.

Students are expected to behave in accordance with the stated philosophy and policies of the school, which are designed to foster mature development and personal responsibility, and emphasize deep respect for the human dignity and uniqueness of every individual. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and other practices which indicate to the students a sense of appropriateness.

Questionable books, pictures, knives, guns, matches, cigarettes, radios, laser lights, or anything that detracts from a learning situation are not allowed at school at any time. If any uncertainty arises, the principal and assistant principal reserve the right to determine the appropriateness of a student’s action as well as any disciplinary measures.

Gum	Students are not permitted to chew gum at any time while on the school campus. Disciplinary action for student's chewing gum will occur after a warning during the course of the school day.
Detention	Detention may be issued for a breach of classroom or school rules. Parents are provided with written notification of the detention. The date and time of the detention are at the discretion of the principal or teacher monitoring the detention. Detention takes precedence over other school activities. (Modified September 2014)
Suspension	Students who are given an in-school suspension will be required to report to school each day of the suspension by 7:20 A.M. He/she will not be permitted to attend classes, assemblies, lunch or other activities scheduled on that day. An isolated "study/work session" will be closely monitored by the principal, assistant principal or staff. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests missed during their absence.
Expulsion	Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Immaculate Heart Elementary School. A student will only be expelled if agreed upon by both the pastors and principal. A student who has been expelled will not be allowed to return to campus for any reason without prior permission from the principal.
Off Campus-Conduct	The principal and assistant principal of Immaculate Heart Elementary School reserve the right to discipline its students for off-campus behavior that is not consistent with expectations of its students during the course of the school day. This off-campus conduct includes, but is not limited to, behavior at games, dances, events, public places where a group of Immaculate Heart Elementary School students or families are gathered as well as through online social media. The principal has the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.
Harassment	All students, faculty, staff and parents at Immaculate Heart Elementary have a right to be treated with dignity. Harassment of any type is not tolerated. The staff investigates all complaints of harassment and students involved may face detention, suspension, or expulsion.
Confidentiality	Teachers will keep confidential all information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.
Dismissal	Students may not ride home with another student unless the office and/or teacher have been notified in writing. Changes to dismissal are to be given in writing to the student's teacher upon arriving in class. It is necessary for the office to be notified well in advance of dismissal. If the school is not notified in advance the student's original dismissal plan will be followed.

Junior/ Senior High School Code of Conduct

IHC students are held accountable for their actions, AND the possible ramifications of their misconduct at school, at all school sanctioned events, on school trips, while practicing or playing on/in a team/activity, or on buses. Students are also held accountable for the unintended consequences of their actions.

Some examples of such prohibited conduct are (this list is not all-inclusive and some infractions, depending on the severity, can result in immediate expulsion):

	Level 1	Level 2	Level 3
Violation	- Classroom disruption as defined by the teacher - Profanity/Obscenity - Teasing, name calling - Tardy to class - Failure to follow directions - Touching/taking other people's property - Dress code violation - Loitering - Being in unauthorized area of the the building - Knowingly being unsupervised - Disruption during Mass - Cell phone/electronic use	- Repeated level one violation - Internet Violation - Forgery - Cheating - Making threats - Bullying - Intentional use of racial, ethnic, religious slurs - Physical Altercation - Possession of inappropriate items - defined by administration - Defiance, insubordination, disrespecting school staff - Plagiarism - Truancy - Violation of Technology Use Policy	- Repeated level two violations/continued behavior - Possession of firearms/weapons - Acts of violence - Threats to school employees or other students - Leaving school without permission - Bomb threat - False fire alarm - Gang involvement - Not cooperating in school evacuation/lockdown - Use or possession of tobacco/vaping/ marijuana/alcohol products - Use or possession of illegal drugs - Unwanted sexual advancement, verbal, cyber, written, or physical conduct - Stealing - Harassment (sexual, physical, verbal, cyber) - Damage to school property
Discipline	Verbal Warning/Detention as determined by the teacher or administration	Detention, in-school suspension, out-of school suspension as determined by administration	Suspension at discretion of administration, possible expulsion
Teacher Assigned	Teacher's detentions are given by teachers or staff members to correct behaviors, without involving the administration. The action is taken to provide teachers and students with an		

Detention	opportunity to clarify expectations and work together. The teacher decides the time/date, length, and activity of their detentions. Teachers usually afford a student a day to plan, and hold detention after school, at lunch, or during a free period. Employment, athletic, activity obligations, or other issues do not excuse a student from serving a teacher's detention. Any teacher may issue a teacher's detention. The penalty may also be given for misconduct anywhere on campus/school activities. IHC believes junior/senior high students are old enough to begin navigating minor disciplinary issues. Teachers/staff members will inform parents/guardians/administrators of detentions at this level. Parents/guardians seeking an explanation of a detention must contact the teacher/staff member who gave the detention.
School Detention	School detentions are the result of behavioral/regulation referrals sent to, or issued by, the Principal or assistant principal. School detentions may be considered part of a student's disciplinary record (counted within the Disciplinary System). The detentions are scheduled by the Administration, and students must serve on the days/times as dictated. The detentions are held after school under teacher supervision. These detentions are served on Tuesdays and Thursdays and are 15 minutes for first offense, 30 minutes for the second offense, etc. This is not a study hall. This is a silent detention to ponder their situation. Ordinarily, the Administration does not excuse or overturn the disciplinary actions of teachers/staff, however, the administration will ultimately determine disciplinary consequences. Parents/guardians and students wishing to inquire about a detention or disciplinary action should contact the teacher/administrator who issued the referral within two days of receiving the email. Students will be given at least a 24-hour notice of the time and date of the detention. In some cases, a few days may pass before a student's name appears on the detention schedule. Skipping a school detention becomes a separate offense, and usually results in additional detention. However, it is possible for a student to be suspended for not attending as school detention. Sports, co-curricular, or employment schedules are not accepted as reasons for not serving a detention at the appointed time. If there are serious circumstances to prevent a student from serving a detention on a particular day or time, it is the responsibility of the student to make arrangements with the designated administrator to schedule the hours to be served. This should be done as soon as the student receives the referral, and not on the day that the detention is to be served. The option of school detentions may be limited. If school detentions do not change a student's behavior or compliance with regulations, the student may be suspended.
Bullying, Harassment, Hazing	Bullying, harassment, and hazing are all considered violations against our Mission as a Catholic school, as well as our conduct/discipline regulations. Such behaviors have no place at IHC, and should be reported immediately to a teacher/staff member/administrator.

	IHC expects students who witness bullying, hazing, and harassment to report the problem. In some cases, parents/guardians/students may report acts of harassment, bullying, or hazing and remain anonymous. Anonymity will be protected to the best of the school's ability. Reporting bullying/harassment/hazing is often difficult. To assist students, IHC maintains an open dialogue regarding these issues. In addition, students are provided with a form/guide to help make reports. The assistant principal and Principal will also assist parents, guardians, or students in navigating the complexities of this very important issue. One should not hesitate to report bullying or harassment. In most cases, the student may not be the only one who knows about the situation. Consult the Principal with any concerns. IHC is dedicated to eliminating bullying, hazing, and harassment. The penalties for this infraction vary. Sometimes, the school can intervene in the initial stages of a conflict, and find a successful resolution. A student who engages in hazing of others may be subject to probation, suspension, the involvement of law enforcement, and/or expulsion.
Cyberbullying	Students attending IHC represent the school at all times, in and outside the school, therefore, the school will hold the students accountable for any Internet communications/social media correspondence that is inappropriate, serve to bully/harass, taunt/disrespect, convey threatening messages, or communicate information/material that is contradictory to Catholic teaching. Internet/social media activity, which reflects negatively on IHC's students, staff or school community, will not be tolerated. Parents/guardians/students must understand that there are limits to IHC's ability to regulate our students' use/misuse of social media. In some cases, students are careless with personal information, "correspond" with hundreds of individuals (known and unknown), and/or communicate using a multitude of social networks/channels. In addition, it is often impossible to "trace," "track," or determine the origins/transformations/possible ramifications of unfortunate electronic activities. Therefore, IHC cannot always intervene in situations caused by a student: being unaware of the inherent dangers involved in simply using any social network, being careless, and/or being intentionally reckless. Parents/guardians should be aware of, and monitor, their student's interactions in all the realms of social networking and electronic communications. Due to the nature of Internet/social media vehicles, the material students have posted may be a permanent part of the "cyberworld." IHC cannot be responsible for the unfortunate "resurfacing" of a student's offensive materials. Parents/guardians must understand that their student's past communications could be redistributed (as originally sent, or in a modified form, or context). If a student's past online/social media misbehavior is revived, IHC will not be able to regulate, or make accommodations for, a student's past online/social media indiscretions.
Sexting	"Sexting" is the act of sending sexually explicit text messages, photographs, and/or videos to another person. "Sexting" is not only inappropriate and forbidden behavior; it also violates many state and local laws. Students engaging in cyber-bullying and or "sexting"

	that takes place in school and/or interferes with the teaching and learning process will be suspended.
Inappropriate Materials	Students need to understand that distribution, obtaining and/or possession of inappropriate, profane, lewd, drug-related and/or pornographic materials on an electronic device on school property is considered “being in possession”. This is a violation of the Code of Conduct and is subject to disciplinary action.
Confiscation of Materials	Any item that violates a school policy, causes a disruption to the learning environment, or is detrimental to the well being of teachers, staff or students may be confiscated by a teacher/staff member at any time. Such items are brought to the Main Office and must be retrieved by a parent. Possession of such items may result in disciplinary action.
Confiscation of Academic Work	When academic materials/assignments are confiscated, such as history work being done in English class, the teacher/staff member commandeering the materials will send them to the appropriate teacher/staff member. The teacher receiving such materials will decide if credit will be given or impose other penalties. In such cases, students should be prepared to receive consequences from both teachers.
Hallway Behavior	When classes are in session, no student should be in corridors without a pass. Being in the corridors or the restrooms during a class period without a pass can result in a detention. Students leaving a classroom, for any reason, must also sign out. Upon return, they must sign in. The time and destination must also be noted. When students are going to the bathroom, they must go to the bathroom closest to their classroom. Whatever the identified destination, students must not deviate from the logical route. Visiting classrooms, offices, or being in an illogical or inappropriate place will be considered “out of bounds” and the student will be subject to disciplinary action. Students may not leave any classroom, office, or common area without permission. Passes are available from teachers or proctors. At the start of each class period, students who are free must be in the cafeteria, the library/media center or study hall. Students must plan ahead. They must get whatever materials they need from their lockers between classes. Only students who have written permission from a faculty member will be allowed to go to their lockers while classes are being held. At no time does the term “free” indicate permission to go wherever a student wishes. Faculty or staff must know the whereabouts of all students during the school day.
Free Period Guidelines	Free periods are a privilege. All students are expected to sign-in, and be present for recording attendance. • Students may not leave free to go to their locker. • Food and drink are allowed during free periods. However, students are expected to clean up after themselves. • Students missing school may be placed in study hall from free to allow structured time to catch up with missed work. • Students in seventh period free will help put the chairs up after lunch. • Students going to free when not scheduled to be in there, will lose their own free period privileges, and/or receive detention, and/or, will not be able to make up work missed while skipping class in the free. This infraction is considered to be skipping class. • Students must be in good standing and maintain the academic requirements in order to retain the privilege of free periods.

Academic Honor Code	As a Catholic School, Immaculate Heart Central’s mission includes forming “responsible citizens whose Christian values will transform the world.” To accomplish this goal, our faith community is consciously committed to developing conduct that espouses the essential values of justice, integrity, honesty and fairness. These virtues are modeled on the life and teachings of Jesus Christ. They embody the truth about the way a community functions justly and honorably. ● Avoid plagiarism by using the Modern Language Association rules for correct citations. ● Do not copy another student’s homework, even if no credit is given for the assignment. ● Inform the teacher, in a timely and forthright manner, about any problems meeting course requirements or preparations. Proceed, following the teacher’s instructions. ● Refuse to help another student gain information dishonestly. ● Take examinations in a totally honest and self-reliant manner. ● Remember, plagiarism, intentional or unintentional, includes failure to cite direct quotes and/or parenthetical citations, and/or failure to provide a complete list of sources cited. ● Do not turn in work that is, in whole or in part, the work of any other person or persons. ● In some cases, working on homework with another student, regardless of whether or not it is turned in, can be considered cheating. In such cases, the teacher who assigned the work will determine if cheating has occurred. ● Take examinations in a totally honest and self-reliant manner. Do not be looking at another student’s paper during an assignment/test/exam. ● Do not use unauthorized electronic devices during assignments/assessments. ● Providing another student with answers, a completed assignment, or any other academic information that could enable another student to cheat/plagiarize.
Cheating, Plagiarism, Academic Dishonesty	Cheating is considered a very serious infraction. Any of the following may be classified as cheating (this is not a comprehensive list of cheating/plagiarism offenses). ● Providing a student with any kind of information that could be copied/paraphrased or used in any manner can be considered academic dishonesty/cheating. “Showing” another student an assignment may also be considered cheating. ● Students should consider all assigned work to be an independent endeavor. If teachers choose to allow groups, they will clearly indicate their intentions. Without such expressed permission, work assigned is to be done individually and not shared with others. Teachers are available to help students. Students do not offer “help,” unless the teacher has given approval. ● Students and parents must remember that “intentions”, however good or misguided, are not usually considered viable excuses in cases of cheating/plagiarism/academic dishonesty. Students are expected to know what constitutes cheating/plagiarism (in a school-wide context, and in compliance with individual classes), and understand that teachers cannot grade or give credit for work that does not belong to the student, or is not properly cited as the work of others. ● Parents/guardians/students should also remember that taking a test or doing an assignment in possession of, or having access to, the answers might be considered

	cheating. In most cases, no distinction will be made regarding the student's use or nonuse of the answers. • Having a cell phone/electronic device/or smart watch during a quiz/test may be considered cheating. Teachers cannot tell how such devices might be used. Remember, "having possession of," or "access to" an item, may be considered cheating/conspiracy to cheat. • As a general rule, students do not receive credit on assignments that involve cheating/plagiarism. • In extreme cases, such as cheating/plagiarism on final exams or major projects, the student may fail a course.
General Disciplinary Guidelines for Cheating /Academic Dishonesty	<u>First Infraction:</u> The teacher notifies the student's parents/guardians. The teacher issues a referral to the Principal or assistant principal (the incident becomes part of the student's discipline record). The student receives no credit for the assignment (grade average may be affected). <u>Second Infraction:</u> The teacher notifies the student's parents/guardians. The teacher issues a referral to the principal(the incident becomes part of the student's disciplinary record). No credit is given for the assignment/assessment. The parents/guardians/student meet with the Principal. The student may be suspended. The student will be placed on probation. <u>Third Infraction:</u> A third academic dishonesty offense would occur while a student was on probation for cheating. Probationary stipulations always include options for suspension and expulsion. Special Circumstances Cheating/Academic Dishonesty • All students must take test/quizzes under the "same conditions". If a student does, or has, anything different from her/his peers during an assessment/assignment, he/she did not take the exam/assignment under the "same conditions" as the rest of the class. Teachers may consider deviations in the "conditions" as cheating. The incident may also be considered "a deviation that invalidates" the assessment. In situations with or have a student retake a test under the proper conditions. • Planning, attempting, and conspiring to cheat will usually carry a three-hour detention. However the consequence for this offense may vary depending on the circumstances. • Cheating on a standardized test, or any other academic assessment on/off campus, will also be subject to disciplinary actions.
Backpacks	Students are welcome to bring their books and learning materials to and from school in a backpack/bag. However, the students will not be allowed to carry the bags from class to class. The backpacks have presented safety and health concerns that outweigh the need for students to have them for every class. Teachers will work with students to help them develop organizational skills and time management that will allow them to get to classes on time and prepared. Students may not use briefcases, gym bags, or any other items the Administration deems inappropriate.
Probations	<u>Administrative Probation</u> In some situations, the administration will implement probationary stipulations that deal with specific infractions, issues, or any other behaviors that are deemed to be detrimental

	or disruptive to the school environment. In such cases, the Principal will determine the conditions of the probation, and the penalties for violating the agreement. Depending on the circumstances, a student breaching such an agreement may be subject to automatic removal or non-readmittance. <u>Disciplinary Probation</u> At times, it is necessary for the administration to place certain students on disciplinary probation. The purpose of probation is to help students overcome certain problems, which they are having in regard to following the rules and regulations of the school. Any student who is placed on disciplinary probation will be required to sign a contract drawn up by the administration. Such an agreement will state the requirements by which a student may remain at IHC. Violation of the provisions of the contract may lead to suspension, expulsion, non-re-admittance, and/or removal from athletic participation. Students may, at the discretion of the administration, be removed from disciplinary probation. <u>Social Probation</u> A student given social probation has lost the privilege to participate in all non-academic activities, which includes the privilege to participate on athletic teams, to be a spectator at athletic events; to participate in activities, or grade level events, and to be on campus before/after school. Students on Social Probation are required to leave campus by 2:15 PM each day. Should a student need to deviate from the probation, the Principal must grant permission (this includes getting academic help). The duration of the social probation will be determined by the administration. Violation of the provisions of the contract may lead to suspension, expulsion, or non-re-admittance for the next school year.
Internet/ Social Media Representation of IHC	The school's name, image, insignia, documents, etc. cannot accompany or be attributed to any communication that may overtly or covertly suggest or promote behavior that is illegal, immoral, threatening, or be offensive in any way to: the school, the administration/faculty/staff, the Roman Catholic Church, or any other individual or entity related to the IHC community. Because of the constant circulation and ubiquitous nature of material shared on-line/in social media, posted information can be altered, resurfaced, and be printed. If a student wishes to attach IHC to their Internet/electronic communications/social media activities, she/he will be held accountable for their actions and the possible ramifications of their behavior. Students cannot use the name (coded, or representing the name), picture, likeness (drawings/visual images of any kind), voice recordings, or post any material about a student, staff/faculty/administrator (Roman Catholic Church) without the expressed permission of the individual/Church official.
Removal from Class for School Business	Students may also be removed from class for disciplinary reasons, or to rectify dress code problems. There are also times when it is necessary to call a student from class to investigate a situation. On other occasions, students may be asked if they are a witness to an event, or may be able to provide needed information. Parents/guardians must understand that removing students from class is necessary in order to operate a well-functioning school. Moreover, parents/guardians should not expect to be notified every time their son/daughter is called upon. It is not the prerogative of parents/guardians to decide if/when their son/daughter may report to offices/teachers/staff.

Harassment	Immaculate Heart Central shall maintain a work and educational environment free from all forms of harassment and shall insist that all persons are treated with dignity and respect. In keeping with this commitment, Immaculate Heart Central will not tolerate harassment of employees, students or workers by anyone, including any supervisor, co-worker, volunteer, student, vendor, or parent. Harassment consists of the unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status or other protected group status. It is unacceptable conduct that is severe, pervasive, and deliberate.
Suspensions	<u>Suspension In-School (ISS)</u> In-school suspension is assigned depending on the circumstances related to a particular offense, or it is deemed appropriate considering the student's existing disciplinary record. The administration may choose to require a student to serve an in-school suspension for all or part of a school day. Such action is taken when it is felt that the student will benefit by being separated from the school mainstream for a period of time. In-school suspension may include a loss of cafeteria privileges, Free periods, or participation in academic classes. In the event that a student is not allowed to attend class, it is the student's responsibility to make arrangements with their teachers to make up any work missed in a timely fashion and at the convenience of the teacher. Students will also be unable to attend all extra-curricular activities on any day they are serving any type of suspension. <u>Out-of-school Suspension (OSS)</u> Suspension is a temporary removal from school and all of its activities. It is intended to provide time for reflection and contemplation of one's actions. Upon returning from suspension, it is expected that the student will re-commit to the mission of IHC and become a positive contributor to the school community. Suspended students are not to report to school for any activity or be on school grounds before or after school. This includes practicing, playing in, or attending any athletic event or school activity. Parents/guardians and students must realize that IHC is a school that does utilize out-of-school-suspension. Parents/guardians should be prepared to make appropriate arrangements in the event of an out-of-school suspension. When the student returns to school from an out-school suspension, it is the student's responsibility to make arrangements with their teachers to make up any work missed; at the convenience of the teacher. Students will have a number of days to make up work equal to the number of days out of school.
Public Display of Affection	Students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any district sponsored event, on campus or elsewhere. Unacceptable public displays of affection include, but are not limited to, any prolonged embracing and/or kissing, inappropriate touching, and touching of a sexual nature. Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention.

Unusual Behaviors	When a student exhibits behaviors, or physical characteristics that may be indicative of drugs, alcohol, substances (of any kind) that causes altered behavior, or the characteristics of a possible health issue, or a safety concern, the faculty/staff/administration may intervene. In such cases, students will be questioned regarding their use of drugs or alcohol, or any other possible cause for unusual behavior or physical characteristics. The school may also take actions that would normally be utilized to address drug/alcohol situations (regardless of whether or not the student is under the influence). Parents/guardians must understand that students are questioned based on safety concerns.
Withdrawal With-Cause for Discipline/ Expulsion	When the IHC Administration decides that a student's actions warrant expulsion/withdrawal, he/she will be suspended immediately. The student is suspended out of school until the parents/guardian/student are requested to attend a meeting with the Principal and Assistant Principal. Disciplinary meetings of this magnitude are held with parents/guardians to discuss the procedures/conditions for the student's departure from IHC. There are infractions that require a student to be expelled. Expulsion is an official attendance status, thereby "expulsion" appears on a student's transcripts. Parents/guardians have a right to appeal an expulsion. The Principal will outline the procedures for the appeal at the appropriate time. Parents/guardians and the student usually have a hearing with a council comprised of faculty members.
Damage of School Property	The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs or replacement including labor. Writing in textbooks is not permitted. Students will pay a fine or replacement fee of damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Cell Phones and Smart Wearables (watches)		
Elementary (K-6)	Junior High(7-8)	Senior High (9-12)
We understand that there are times when a student needs a cell phone/smart wearable. At school however, ALL students should have their phone/ smart wearable turned OFF and kept in their backpacks or lockers during the day. * Cell phones are NOT to be used to contact parents during the school day. * If students are holding or using cell phones on school campus	ALL students (grades 6-8) should have their phone turned OFF and kept in their lockers during the day. * Cell phones are NOT to be used to contact parents during the school day. * If students are holding or using cell phones on school campus between the hours of 7:20 A.M. and 2:10 P.M their phones will be collected by a school official and held for the remainder of the day.	Students in grades 9-12 are allowed to have their cellphones/smart wearables in their possession. * Students are allowed to use their personal devices during passing times (between class bells), during lunch, and FREE. * Students are not permitted to use their devices during: classes, including study hall, mass/ faith development engagements,

between the hours of 7:20 a.m.. and 2:10 P.M their phones will be turned into the school office. Parents will be contacted to pick up the student's cell phone from the office. The phones in the office and clinic are available for student use throughout the day, if necessary, with the permission of the teacher only.	Multiple infractions may result in a cell phone being confiscated and held in the main office. The phones in the office and clinic are available for student use throughout the day, if necessary, with the permission of the teacher only.	assemblies, the bathroom, and locker rooms. * If students are caught using their cell phones/ smart wearables during non-permitted times /or places, a student's device will be collected by a school official and held for the remainder of the day. Multiple infractions may result in a cell phone being confiscated and held in the main office. The phones in the office and clinic are available for student use throughout the day, if necessary, with the permission of the teacher only.
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Jr/Sr High General Guidelines for Cell Phone Infractions

- **First Cell Phone Infraction:** The phone is confiscated and sent to the Main Office. After school, the student may pick up the phone in the Main Office. The student's parents/guardians are notified of the infraction.
- **Second Cell Phone Infraction:** The phone is confiscated and sent to the Main Office. The student is given detention. The parents/guardians are informed of the infraction.
- **Third Cell Phone Infraction:** The cell phone is confiscated and sent to the Main Office. The student is given two periods of detention. The parent must come to school to retrieve the phone. The third, and any subsequent cell phone violations, will be considered as Major infractions. Defiance at this level becomes part of the Disciplinary System.
- Arguing or failing to immediately surrender the phone /device will be considered defiance/ disrespect and will be subject to additional disciplinary action. While turning over a cell phone, camera, or any electronic device, students are not permitted to dismantle, remove operating or memory components, or render the device inoperable in any way.
- A cell/phone/smart watch/device violation during a test/quiz/assignment may be considered cheating. Depending on a teacher's rules, simply having access to the device may nullify the assessment.
- In emergency situations, parents/guardians may give phone messages to the Main Office. Messages are delivered to the student only in the event of an emergency.
- Portable music devices and handheld video games are not to be used during the school day.
- Using a cell phone's camera/video functions, or using photographic/video recording devices, is always strictly prohibited in bathrooms, locker rooms, or any other location where a person expects privacy.

School Wide Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. They serve in a variety of capacities, which include, but are not limited to: Home and School Association officers and committee chairs, Library Assistants, cafeteria monitors, Room Parents, field trip drivers and assistants, and other activities relating to the talents and gifts of the volunteer population.

- All individuals who volunteer must complete the Volunteer Agreement.
- ALL VOLUNTEERS MUST BE VIRTUS trained.
- All volunteers are expected to dress appropriately. Clothing should be modest and neat.
- When a parent or adult volunteer is functioning in a supervisory role, i.e., cafeteria monitor, field trips, chaperone, etc siblings are not to accompany parent or adult volunteers as they perform the supervisory duty.

School Visitors

- The doors to all buildings remain locked. Visitors may only enter the buildings with permission granted by staff, or after intercom communication.
- For safety and security reasons, all visitors must go directly to the school's Main Office.
- All visitors must sign in by recording their name and time of arrival (ID may be required). All visitors are required to wear a designated badge that may be picked up in the office. After visitors conclude their stay, they must return to the Main Office to sign out and return their badge to the office.
- Parents who visit the school during the day are not permitted to drop into a classroom to see their child. This is an interruption to the teacher and to the educational process.
- Some "visitors" will be denied access to the buildings. In some cases, a staff member may greet a visitor at the doorway.
- Students should never allow anyone into buildings. Students are expected not to address or interact with groups or individuals wishing to gain access. Students should seek out a staff member to handle the situation.
- Signage already directs "visitors" to enter through doors that can be unlocked by the Main Office. Parents or guardians should not view this student behavior as disrespectful.

IHC buildings/campuses are private property.

Elementary Academic Information

The Diocesan Curriculum Guidelines, consistent with New York State guidelines, are followed for the teaching of all secular subject areas. In addition, a recent focus on the Next Generation Standards will allow for a national approach to education. Immaculate Heart Central Elementary will continue to work in collaboration with the Diocese of Ogdensburg to understand, adopt and implement these core standards for growth in education.

The Next Gen Standards initiative is a state-led effort. The standards were developed in collaboration with teachers, school administrators, and other professionals, to provide a clear and consistent framework to prepare our children for college and the workforce.

The standards are recommended by the highest, most effective models from states across the country and countries around the world, to provide teachers and parents with a common understanding of what students are expected to learn. Consistent standards will provide appropriate benchmarks for all students, regardless of where they live.

These standards define the knowledge and skills students should have within their PreK-12 education careers. Upon graduation from high school these benchmarks should enable students to succeed in entry-level, credit-bearing college courses and workforce training programs.

The standards:

- Are evidence-based;
- Are clear, understandable and consistent;
- Are aligned with college and work expectations;
- Built upon strengths and lessons of current state standards;
- Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society;
- Include rigorous content and application of knowledge through higher-order skills;

In all core areas of the curriculum, Immaculate Heart Central Elementary School staff implements the curriculum that is established and approved by the Diocese of Ogdensburg.

Immaculate Heart Central Elementary School offers students opportunities for growth in the following subject areas:

- Religion
- Integrated Technology (grades PreK-6)
- Art
- Music

Gr. 4-6 Chorus & Instrumental Lessons

- Physical Education
- Writing (formal writing assessment)
- Language Arts
- Mathematics
- Social Studies
- Science/Hands on lab opportunities
- Religious studies is taught as part of the curriculum and integrated within content areas. Religion, itself, however, is a “Way of Life” at Immaculate Heart Elementary School.
- Computers

GRADING SCALE	
● 4 ● 3 ● 2 ● 1 ● X	Meeting standards with distinction Meeting standards Progressing toward meeting standards Not meeting standards at this time Not assessed this quarter
Academic Intervention Services (AIS)	
IHC students may benefit from receiving Curriculum Assistance. This program is organized by an AIS Teacher. The teachers work full time and are available each day. The teacher works in collaboration with faculty members to provide a number of services to students in need. ● Remedial tutoring to assist with concept mastery ● Enrichment opportunities ● Organizational Skills ● Confidence ● Social Skills The teacher may work with students individually or as part of a small group. Students are recommended by teachers in the core content areas. Parents may contact the school administration if they feel their child could benefit from this resource. Classroom teachers will provide individual and small group AIS assistance twice a week from 2:15 to 3:00 p.m beginning the <u>first Monday of October</u>. These tutoring sessions, as they will be called, are skill based targeting individuals and small groups of students. Teachers will determine student participation based on academic need. The tutoring sessions will be established by individuals or groups of teachers. There will be communication between teachers and parents when students have been identified to participate in the after-school tutoring sessions. <u>Response to Intervention</u> The Elementary building has a Response to Intervention (RTI) team that will meet periodically during the school year to discuss students who have been referred to the team for academic or behavioral concerns. <u>The purpose of RTI is to identify intervening strategies to help close the achievement gap for students, including students at risk, students with disabilities and English language learners, by preventing smaller learning problems from becoming insurmountable gaps.</u> All teachers are invited and encouraged to be part of the RTI process. Any teacher may participate in a scheduled meeting when he/she believes it is appropriate to do so. A list of students to be discussed will be published prior to each scheduled meeting. With RTI, schools use data to identify students at risk for poor learning outcomes, to monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and to identify students with potential learning disabilities.	

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it can be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework can be assigned to students Monday through Friday.

Student Responsibilities

Homework is designed and given to students to reinforce learning that takes place at school. Students are to assume responsibility for completing their assignments in a timely manner that fosters good study skills.

Below are additional points for students in terms of homework:

- Write and organize assignments in the daily agenda.
- Take the necessary materials home.
- Complete assignments in a location that promotes and fosters learning and good study habits.
- Request that parents review and sign daily agendas.
- Students are responsible for returning homework to school when due.
- Homework teaches students how to persevere.

Parent Responsibilities

Homework provides an opportunity for parental understanding of the school's educational goals. Teachers should provide parents with appropriate guidelines for helping their child with homework. Parents are expected to support, encourage, and monitor homework assignments and to provide conditions that are conducive to their successful completion. If parents feel that their child is having difficulty with the content or quantity of homework, parents should discuss the matter with the child's teacher. Parents of students who are absent or going to be absent from school for any extended period of time are to make arrangements well in advance to complete and make-up loss instruction and missed assignments with the classroom teacher upon the student's return. Below are additional points for parents to consider in terms of homework:

- To provide a quiet, distraction free work environment.
- Provide encouragement and positive reinforcement for their child's effort. Allow the child to work on assignments independently.
- Parents are to monitor to make sure assignments are completed neatly and correctly.
- Parents are responsible for signing reading logs, take home folders, etc.
- Monitor and assist with preparing and organizing your child's backpack for the following day.
- To sign and monitor agendas daily.
- Ensure that the child is well rested and gets a good night's sleep.
- Take time as often as possible to read to or with your child.

Homework due to Vacations/Planned Absences

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

In situations when families know that they will be on vacation or absent from school for an extended period of time, it is recommended that parents contact their child's teacher well in advance to come up with a reasonable plan of what is expected during the child's absence.

- If assignments are given, it is the student's responsibility to do the work and return it to the teacher after his/her absence.
- Some assignments will not be able to be given in anticipation of the vacation or extended absence. It may be necessary upon the child's return to make arrangements for the student to remain after school to make up instruction and/or assignments missed during his/her absence.

Missed Homework Due to Illness

Students who are absent due to illness have one day for each day they are absent to make up for the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

- When a student is absent, a parent may call the school office before 9:00 A.M. to arrange for the pick-up of homework assignments.
- Pick-up arrangement should be made clear when requesting the homework assignments. Homework assignments may be picked up after 2:15 P.M.

PARENT-TEACHER –STUDENT CONFERENCE

Formal Parent-Teacher-Student conferences are scheduled after the completion of the first marking period. The dates for the conferences are listed on the school calendar. Teachers may call additional conferences as necessary.

Parents are encouraged to request a parent teacher conference when they feel that extra conferences are necessary for the child's advancement. Parents wishing to arrange for a conference are advised to call the office to make the request or to make the request via the teacher's school email.

PROMOTION AND RETENTION POLICY

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

Promotion to the next grade depends on successful completion of all subject areas. The principal or assistant principal, in consultation with teachers may recommend grade level retention, outside tutoring, or additional academic intervention. It is believed that such action will better prepare the student academically or emotionally for success in succeeding grades.

If a student is transferred to the next grade over the advice of the professional staff, parents are required to sign a statement that they realize that the transfer is against the professional advice of the staff.

Student Records

Immaculate Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

- Student records contain: academic transcripts, academic testing, and an emergency card.
- Parents requesting records, transcripts, or recommendations must make a five school-day request to the office. All requests should be submitted to Immaculate Heart School.
- Permanent records are those maintained by the school for use by professional members of the school staff.
 - *All student records are sent upon request to the transferring school if the tuition contract has been fulfilled.*

Transfer of Students

Notice to withdraw a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

- No student records will be forwarded to another school until Business Office accounts have been settled.
- (See section on Student Records for transcript information.)

Junior High School Academic Information (Grades 7-8)

Class Scheduling	Class schedules are done by the Principal in collaboration with the Guidance Department. In the spring, students already enrolled at IHC begin selecting classes for the upcoming school year. In August, the students receive their individual class schedules. If it is determined that classes need to be added/dropped, parents/guardians/students must contact/visit the Guidance Department. • A “Required” subject is a subject, which must be taken by all students. The New York Education Department and the school prescribe the required subjects.
Changing or Withdrawing from Courses (Add/Drop)	In addition to the students’ content area classes, students are scheduled for enrichment courses in Art, Computer Literacy, Health, and Music. Physical education classes are taken three times a cycle (for the entire year). • Religion • English • Band • Mathematics • Chorus • Science • Computer Literacy • Social Studies • Health • Music • Physical Education • Spanish • Art
Accelerated Students	If a student advances from middle school(8th grade) into a high school class, the student will be <u>required to maintain at least a 90 average at the end of each quarter</u>. Failure to do so, could result in the student returning to the middle school course.
Grades/ Report Cards	Calculating Grades for Report Cards • Quarter grades are given every ten weeks. The grades are calculated based on exams, quizzes, class performance and participation. A passing grade for junior high school – 70%. • The final average is equal to the average of the quarters. Five-week progress reports can be accessed on FACTS for all students and courses.

	Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every ten (10) weeks. With the implementation of the FACTS, grades may be accessed throughout the quarter for grades 7-12 through the parent portal beginning with the 5th week of the 1st marking period. <i>* A student will not be given a final report card if tuition, library fines, or After School Care Program fees are not paid.</i>
Honor Roll	Honor Roll is determined at the end of each quarter. The honor roll categories are: “High Honors” 95% or above, “Honors” 90% - 94%, and “Achievement” 85% -89%. To qualify for Honor Roll, a student cannot have a failing grade or an incomplete, in any subject.
Academic Probation	Some students may be admitted under Academic Probation. This Probation may be enacted by the Administration or the Guidance Department, and academic probation may also be a condition of enrollment/admission.

Senior High Academic Information (Grades 9-12) Immaculate Heart Central’s objectives are to provide a general and Catholic education, and preparation for higher education. In addition, students may also decide to pursue opportunities in a vocational program.	
Class Scheduling	Course selection and class schedules are done by the Guidance Department. In the spring, students enrolled at IHC begin selecting classes for the upcoming school year. In August, the students receive their individual class schedules. • A “<u>Required</u>” subject is a subject which must be taken by all students. The New York Education Department and the school prescribe the required subjects. • A “<u>Sequence</u>” is normally composed of three years of work in a single subject matter. Immaculate Heart Central offers sequences in the humanities, including English, social studies, art, and music, foreign languages, science, mathematics, health and physical education. • An “<u>Elective</u>” is a subject which a student may select according to his/her interests and future goals.
Free Periods	During non-scheduled time, students from grades 10, 11 and 12 report to the cafeteria, or the library, for quiet study. Students should arrive at the cafeteria and library on time, just as with any class. In both locations, students must make certain their attendance is recorded. Students are not actually “free” to do as they please during “non-scheduled” time. The cafeteria and library are required locations. Students wishing to go elsewhere must have permission to do so. Usually, students need to acquire this permission prior to reporting to the cafeteria or library. If a student has made arrangements to see a teacher or staff member, the student must sign into the cafeteria prior to heading to their destination.

	During free periods, students may be required to make up work, or see teachers. If a student has accumulated attendance infractions, or any conduct violations, any free period may also be rescheduled in an assigned study hall. A student who fails any subject in a 5 or 10-week interim will lose non-scheduled time privileges, and will be placed in a supervised study hall (for the next quarter or semester). A student failing any courses repeatedly and/or at the end of the first semester will lose FREE privileges for the remainder of the year. They may with significant improvement in academic performance appeal to regain some non-scheduled time. Junior High students and freshmen are assigned to study halls during their non-scheduled time. • see Code of Conduct for Free Period Guidelines
Study Hall	• Students are expected to arrive to study hall on time. • Students are expected to bring work to study hall with them that will keep them engaged all period. If a student does not have a written assignment due for a teacher, they are expected to bring a book to read, a textbook that they can use to “study” with, and/or notes they can use to study. • Students are expected to work quietly during study halls. At the preference of the study hall teacher, students may be allowed to work quietly together providing they are on task and not disruptive. • A student is not allowed to leave a study hall to see a teacher unless they have procured a “pre-signed pass” from that teacher. Students may be given a pass to the library or computer lab at the study hall teacher’s discretion. No student is allowed to go to the cafeteria at any time, for any reason, during study hall. • No food or drink, other than water, is to be consumed during study halls.
Changing or Withdrawing from Courses (Add/Drop)	If it is determined that a class needs to be added/dropped, parents/guardians/students must contact/visit the Guidance Department. While deciding on changes, the Guidance Director may need to consult with the appropriate teachers. If the decision is made to drop a class during the school year, it may not be possible to “replace” the class. If this is the situation, the student will have the period scheduled with a supervised study hall (usually for the remainder of the year). <u>Transfer Credit</u> Note: Transcripts from accredited institutions are considered. If transfer credits are accepted, the course grades are converted to the numerical score format we use at IHC.
Advanced Placement Courses (AP)	The Educational Testing Services publishes the curriculum and examinations for AP courses. AP tests are administered in the month of May. Achieving a predetermined score on the exam may provide a student with college credit or advanced placement in a particular college curriculum. AP course offerings are subject to change. Not all classes are offered every year. At present, IHC intends to offer: Calculus, English Language and Literature, United States History, and Government, Statistics, AP Seminar. -Note: Students must qualify, and be approved, to take an Advanced Placement class. If a student wishes to take an AP class, the Guidance Director will review a student’s grades, and consult the course’s teacher and/or the department chair.

Community College Courses/Credit * <i>EDGE</i>	Students enrolled in Jefferson Community College’s EDGE program have the opportunity to earn college and high school credits. In this program, students take classes from IHC teachers who are also qualified to teach on any JCC campus. As an added benefit, the classes are taught at IHC, however, they are still the same type of college classes they would take on any other college campus. *IHC’s participation in the EDGE program varies. Check with the Guidance Department to see if IHC is offering credits through JCC. If the school is in collaboration with the college, check the updated list of course offerings.
Vocational Opportunities	Bohlen Technical Center (BOCES) of Jefferson County The Board of Cooperative Educational Services (BOCES) of Jefferson County provides vocational education to the students of Jefferson County. Interested students must have completed the 9th grade. The Bohlen Technical School makes it possible for a student to be trained in an occupation and while completing his/her high school education. Students enrolled in the program attend IHC for half of the day, and travel to the vocational training center for the rest of the day. Transportation is provided to and from the center (located on Arsenal Road, in Watertown). For more information, students may visit the Guidance Department. Parents/guardians/students may also consult the center’s handbook for current offerings. <i>Note: Students participating in the vocational program are still considered “full-time” IHC students. Therefore, IHC tuition obligations are not altered for students enrolled at the center.</i>
Grades/Report Card	Calculating Grades for Report Cards • Quarter grades are given every ten weeks. The grades are calculated based on exams, quizzes, class performance, and participation. A passing grade in high school is 65%. • The final average is equal to the average of the quarters. If a final exam is given, it is counted as 10% of the overall class grade. Five-week progress reports can be accessed on FACTS.
Honor Roll	An Honor Roll is issued at the end of each quarter. The honor roll categories are: • “High Honors” – 95% or above • “Honors” – 90% - 94% • “Achievement” – 85% -89% A student cannot have a failing mark or an incomplete in any subject to qualify for the honor roll.
	*This entry is not intended to be a comprehensive summary of the National Honor Society at IHC, and is not a substitute for NHS materials/application procedures. Parents, guardians, and students seeking official information should consult with the NHS Moderator. <u>The National Honor Society is open to students in the junior and senior year. To be eligible:</u>

National Honor Society	● Students must have a cumulative average of 90.000% or above. ● Students must be pursuing a Regents Diploma with Advanced Designation when possible. ● Senior students must choose three (3) electives from the following list, when possible: ○ Any AP Course ○ Math 12 ○ 4th Level Language ○ Second Level Language in Pursuit of a Second Language Sequence ○ Physical Setting/Physics <u>Membership is also based upon service, leadership, and character as determined by the Leadership Group. Membership is a privilege. It is not a right.</u>
Valedictorian / Salutatorian	A student's cumulative Grade Point Average (GPA) begins once they have completed a high school course, regardless of what grade they are in. The practice at IHC is to determine the Valedictorian and Salutatorian at the end of the first semester of the senior year. However, given the fact that seniors rarely take half-year courses, essentially, the cumulative GPA at the end of the Junior year is a strong predictor of who will be the class leaders for graduation. Transcripts from accredited institutions are considered and if necessary converted to the numerical score format we use at IHC. GPA calculation methods vary by country, state, and by institutions. It is a fair and reasonable protocol for determining the class valedictorian and salutatorian to establish the requirement that a student will have entered IHC at least as a first semester sophomore. This requirement firmly and consistently followed will equitably consider and justify the final determination.
Failing Classes	If a student is failing a class at the end of the final marking period (June), the class must be repeated in summer school. IHC does not offer summer classes. In the event of a failure, parents/guardians would have to make summer school arrangements with their home/public school district. Loss of Free Periods A student who fails any subject in a 5 or 10-week interim will lose non-scheduled time privileges, and will be placed in a supervised study hall (for the next quarter or semester). A student failing any courses repeatedly and/or at the end of the first semester will lose FREE privileges for the remainder of the year. They may with significant improvement in academic performance appeal to regain some non-scheduled time.
Academic Probation	Some students may be admitted under Academic Probation. This probation may be enacted by the Administration or the Guidance Department, and academic probation may also be a condition of enrollment/admission.
Parent-Teacher-Student Conferences	For academic, behavioral, or personal reasons, parent conferences are at times necessary. Through the cooperative efforts of the parents and school, it is hoped that student's problems and difficulties may be resolved.

Progress Reports/Student Monitoring	Ongoing student progress is available to parents/guardians/students online through the parent portal in the Facts online system (link on IHC website). ● Access is available using a password that will be given to parents at the beginning of the school year, or at the time of enrollment. ● The FACTS system allows parents/guardians to see their student's grades, assignments, and teacher comments. ● Students are to track their performance on FACTS as well. IHC requests parents/guardians to login into FACTS at least every five days (Fridays are the recommended day to check progress). ● Teachers/Administrators will assume parents are following the posted assignments/comments/grades. ● Parents/guardians/students should never be "caught off guard" by their student's progress. ● <i>Anyone having technical problems should contact the Guidance Office.</i>
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High School Diplomas
IHC School Diploma This diploma certifies that a student demonstrated evidence of growth in the love of Jesus Christ as experienced in the Immaculate Heart Central School community of faith. The IHC diploma also confirms that the student has completed the requirements for graduation as dictated by the State of New York and the Diocese of Ogdensburg. Regents Diploma and Regents Diploma with Advanced Designation If the student has earned an average of at least 90% on the Regents examinations, the words "With Honor" will be stated on the Regents Diploma. "With Honor" will also appear on Regents Diplomas with Advanced Designation. To earn a Regents diploma at IHC, a student must complete the following requirements:

Credit Requirements

(Apply to all diploma types: local, Regents,
Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies <i>Distributed as follows:</i> U.S. History (1) Global History and Geography (2) Participation in Government (½) Economics (½)	4
Science <i>Distributed as follows:</i> Life Science (1) Physical Science (1) Life Science or Physical Science (1)	3
Mathematics	3
World Languages	1 ^(**)
Visual Art, Music, Dance, and/or Theater	1
Physical Education (participation each semester)	2
Health	½
Electives	3 ½
Total	22

^(**)Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

- In addition to the above requirements, IHC also requires 4 Credits of Religion (or in the instance of a student transferring in a student must take 1 credit per year of attendance)
- Image Resource: nysed.gov/curriculum-instruction/diploma-and-graduation-resources
- Pass five New York State Regents Exams:
- Common Core English
- Global Studies and Geography
- US History and Government
- 1 Mathematics Exam
- 1 Science Exam

Regents Diploma with Advanced Designation:

In order to earn a Regents diploma with the status of “Advanced Designation,” a student must first meet the requirements of a standard Regents diploma. The advanced distinction is awarded after the student completes additional course work (listed below).

- Language other than English – 2 additional units of credit and pass the comprehensive Regents exam in the chosen language.
- Mathematics – 1 or 2 additional regent’s exams depending upon year of graduation. Science – 1 additional regents exam with one in life science.

Diploma Hold for Outstanding Tuition/Fees

Note: Parents/guardians should make certain all tuition, book replacement, and fees are paid prior to the graduation ceremony. If a student’s parents/guardians have an outstanding debt, their daughter’s/son’s diploma will be withheld. He/she will be able to “walk” in the ceremony, however the diploma is not released until all debts are cleared.

College/Career Counseling

The Director of Guidance is the IHC career/college counselor. Students will be scheduled to meet with the counselor to prepare for college admissions and receive career information. Seniors visiting colleges should seek prior permission from the Guidance Director and Dean of Students. This absence will be marked as a legal absence. If seniors do not seek prior permission for a college visit, the absence will be recorded as an illegal absence.

Transcripts and Records (Student Records)

Transcripts should be requested at least two weeks before the expected mailing date. There is a fee charged for each official transcript. Final transcripts will not be issued for any student with outstanding bills.

Student records are maintained by the school for professional use. Transcripts/copies of records may be obtained by request. Record requests should be made at the Guidance Office. Original records do not leave the school. If tuition is paid, and all school property is collected/replaced, official transcripts will be forwarded to institutions at the parent’s/guardian’s request. If release conditions are met, there is no charge for unofficial transcripts. However, fees do apply when issuing, and/or sending official transcripts.

Testing

Elementary

Junior High

STAR Assessment 3-5

STAR Assessment 6-8

New York State Testing Program

Immaculate Heart Central School administers the following New York State Assessments:

Grade 3 ELA, Math
Grade 4 ELA, Math
Grade 5 ELA, Math, Science

Notification of testing dates is noted on the yearly calendar and on the monthly calendar. Results of the

New York State Testing Program

Immaculate Heart Central School administers the following New York State Assessments:

Grade 6 ELA, Math
Grade 7 ELA, Math
Grade 8 ELA, Math, Science

Notification of testing dates is noted on the yearly calendar and on the monthly calendar. Results of the

tests are sent home as soon as the school has received the results. There is an expectation that all students will participate in all local and state assessments.

tests are sent home as soon as the school has received the results. There is an expectation that all students will participate in all local and state assessments.

High School

Immaculate Heart Central School administers the following New York Regents Examinations:

- English – 3rd year comprehensive
- Social Studies – Global History & Geography, United States History and Government
- Science – Physical Setting/Earth Science, Living Environment, Physical Setting /Chemistry, Physical Setting/Physics
- Mathematics – Integrated Algebra, Integrated Geometry, Algebra 2/Trigonometry

<https://www.nysed.gov/state-assessment/news/2024-regents-examination-schedules>

Regents Exam Day Schedules

The normal daily schedule is not in place on the days students take their Regents exams. Students are only required to be in school to take exams. Before and after Regents exams, parents/guardians are responsible for the whereabouts of their child(ren).

**Students taking a Regents class are required to take the practice exam and official Regents exam.*

Elementary School: Field Trip Policy

- A field trip is a privilege, not a right.
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine compatibility with curricular goals.
- Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- Grade levels may not always have the same number of field trips.
- Individual teachers, in consultation with the principal and assistant principal, reserve the right to restrict or deny student participation in any field trip due to, but not limited to, failure to meet academic and/or behavioral requirements.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission will only be accepted in case of an emergency.
- A field trip permission slip is included in the appendix section of this book. **This is the only format that may be used to allow a student to leave school during school hours.** If your child fails to bring his/her permission slip home, you may use the form provided. Contact the school if information is needed to complete the form.

- If a parent does not permit his or her child to participate in a field trip this must be indicated on the field trip form and returned to school. The student must report to the school office in their school uniform.
- Students who are participating in the field trip must ride the car/bus to and from the field trip with their class unless other arrangements have been made with the teacher and administration.
- **Cell phones are not allowed** on field trips unless otherwise directed by the teacher or principal.
- Parents who chaperone a field trip may not bring siblings on the field trip.
- All monies collected for field trips are non-refundable unless the field trip is canceled.
- Parents who chaperone a field trip are asked to focus on the students they are in charge of and not be distracted by cell phones, other devices and conversations.
- All parents who volunteer to drive for our field trips, assist in the library, monitor lunch periods etc. must be VIRTUS trained.

Elementary School General Health Policy

An LPN staffs both the Primary and High School Health Offices. A registered nurse is available if needed. Both professionals are assigned to the school by the Watertown City School District.

A cumulative health record is maintained for each pupil during his/her school years. It includes: health history, immunizations, medical examinations, screening procedures, medical recommendations, referrals, teacher observations, and school nurse notes. At the beginning of the school year, the school nurse will establish visual and hearing test schedules for all students. Parents are notified if their child needs further attention and a referral letter is sent home.

If a student becomes ill during the course of the school day, the student reports to the clinic. At this time, the nurse evaluates the symptoms and, if necessary, notifies the parent. If the parent/guardian cannot be reached, the person listed on the Student Information Card for Emergency Situations will be contacted. Please notify the school if this contact person is changed. No student will be released unless the parent or parent substitute comes for the student.

Mandated Screenings:

All students K-6	Hearing and vision
Hearing screening	K – 5 and new students JK, 1st, 3rd, 5th, 7th and 11th
Color perception	New students JK, 1st, 3rd, 5th, 7th and 11th
Scoliosis screening	Boys Grade 9 Girls Grades 5&7
Student Athletes	NYSED Interval Health History Form signed by district Doctor

Mandated Physical Exam:

Pupils at grade levels New students and JK, Kindergarten, 1st, 3rd, 5th, 7th, 9th & 11th
 All new entrants into Immaculate Heart Central School
 Sport workups for 6th grade -12th grade- yearly
 Physicals may be done by your family physician - Please ask your doctor to complete an exam form and return this form to school by October 1.

Head Lice Policy:

Requests for a head check/head lice exam should be made to the school nurse. Children found to have live lice or nits may be excluded from school. Consultation will be given to parents regarding treatment and

re-entry to school. Students may not return to school following treatment until all live lice and nits are removed. The school nurse will examine students before returning to class.

Administration of Medicine:

It is contrary to provisions of the State Education Law to dispense internal medication (aspirin, etc) to students. However, if it is necessary for a student to take internal medication during school hours, the following guidelines are to be used by school personnel in the administration of medications to students:

- A written order is on file with the school nurse from the prescribing physician stating the drug to be given, the time it is to be given and dosage to be given. Each medication must be placed in its original.
- Each medication must be placed in its original individual container, labeled with the student's name, the name of the medication, and the time it is to be given to the students at school.
- A written statement is also on file from the parent requesting that school personnel administer the medication and stating the reason why the parent cannot take the responsibility for administering the medications.
- The medication must be delivered directly by the parent to the school nurse or professional staff member designated by the principal.
- The medication must be kept at the school in a locked drawer or file, completely separated from any supplies for emergency care.
- The nurse will instruct the professional staff member administering the medication concerning the recording of the date and time the medication was administered.

Immunizations:

In compliance with the requirements of the public Health law, every child entering and attending IHC Elementary must have proof of immunization against:

- | | |
|-----------------------------------|---------------|
| • Poliomyelitis- IPV/ OPV | Varicella |
| • Mumps | Meningococcal |
| • Measles | Pneumococcal |
| • Diphtheria | |
| • Rubella | |
| • Haemophilus Influenza ("Type B) | |
| • Hepatitis B | |
| • Dtap/DTP/Tdap/Td | |

Water Bottles:

Water bottles, with water only, are allowed in classrooms. Those individuals who have a prescription to have a liquid other than water are to keep their water bottles in the nurse's office. Prescriptions brought into school are monitored by the school nurse. It is at the teacher's discretion where the water bottles are kept within the classroom. There is brain research that supports that students will perform better in school when they are hydrated...get enough liquids, especially water.

Asthma Medication:

Immaculate Heart Elementary School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

- Immediate access to inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare inhaler. *All inhalers must be labeled with the child's name.*
- At the beginning of each school year, or when a school, we will require a written order form the provider from the provider, medication in its original packaging with students name on the label along with medication instructions. The parent or guardian must deliver the medication to the clinic and sign

for it. All inhalers are to stay in the clinic unless the order specifies the student is allowed to self carry. From this information the school keeps an asthma register which is available for all school staff. If medication changes, parents are asked to inform the school.

The School Environment:

The school does all that it can to ensure the environment is favorable to children with asthma or allergies. As much as possible the school does not use chemicals that are potential triggers for children with asthma.

Emergency Medical Action Plans:

Immaculate Heart Central Elementary School's Health Offices have Emergency Medical Action Plans for all allergies, asthma, diet restrictions, and seizure action plans.

Food Allergy Policy:

Immaculate Heart Elementary School recognizes that life threatening food allergies are an important condition affecting many children and positively welcomes all pupils with food allergies. In order to minimize the incidence of allergic reactions, Immaculate Heart Elementary School maintains a system-wide procedure and an Emergency Action Plan for any student whose parent or guardian, and physician have informed the school in writing that the student has a potentially life threatening allergy.

Training:

Immaculate Heart Elementary School provides training and education for ALL staff in order to minimize the incidence of allergic reactions.

The training includes (but is not limited to):

- A description of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Completion of an "Evaluation Form" by each employee after training.

Policy and procedure will be reviewed at the beginning of every school year.

Notifications:

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms:

Staff must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the Emergency Action Plan activated. The emergency medical services will be called immediately.

- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by staff, substitutes, or other responsible adults.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate location.

Proper hand cleaning techniques will be taught and encouraged before and after the handling and consumption of food. Tables will be washed with soap and water following any food related events held in the classroom.

School Field Trips:

Field trips will include timely notification of the nurse for medical obligations.

- Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls. The teacher or nurse carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Junior/ Senior High School General Health Policy

The Watertown School District provides each IHC building with a registered nurse. It is the Health Office that maintains cumulative health records for each pupil. A complete health file should contain a student's immunizations, medical examinations, screening results, medical recommendations, referrals, and the nurse's reports/notes.

At the beginning of the school year, the nurses will schedule visual and hearing tests for all students. Parents are notified if their student needs further attention.

Immunizations (Required):

In order to attend IHC, a student must have certain immunizations. Carefully review the chart below, and make certain your daughter/son has received the age appropriate immunizations. Parents/guardians will need official documentation for this information, which must be obtained from a healthcare provider. If it is determined that your son/daughter does not have all the proper immunizations, then enrollment will be delayed, or the student may have to stop attending school until the issue is rectified.

Vaccines	Pre-Kindergarten	Kindergarten and Grades 1-5	Grades 6-12
Diphtheria and Tetanus Toxoid-Containing Vaccine and Pertussis vaccine (DTaP, DTP, Tdap, Td)	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older 3 doses if 7 years or older and the series was started at 1 year or older	3 doses
Tetanus and Diphtheria toxoid=containing vaccine and Pertussis vaccine adolescent booster (Tdap)	N/A	N/A	1 dose

Polio vaccine (IPV/OPV)	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	4 doses or 3 doses if the 3rd dose was received at 4 years or older
Measles, Mumps and Rubella vaccine (MMR)	1 dose	2 doses	2 doses
Hepatitis B vaccine	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years
Varicella (Chickenpox) vaccine	1 dose	2 doses	2 doses
Meningococcal conjugate vaccine (MenACWY)	N/A	N/A	Grades 7-11: 1 dose Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type B Conjugate Vaccine (Hib)	1 to 4 doses	N/A	N/A
Pneumococcal Conjugate Vaccine (PCV)	1 to 4 doses	N/A	N/A

Concussions:

Head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. A concussion is a mild traumatic brain injury that occurs when normal brain functioning is disrupted by a blow or jolt to the head. The recovery time for this condition varies. IHC will assume every situation that involves a “blow/jolt to the head” (or, any similar situation) as a potentially serious injury/concussion. Parents/guardians may have to comply with the school’s insistence for a professional evaluation- even if the parents/guardians do not agree.

A student exhibiting the signs, or symptoms consistent with a concussion, will be removed from class, and all school activities. As soon as possible, the parents/guardians must take the student to a healthcare professional. If the diagnosis is a concussion, the school nurse must be notified. To assist the student, and determine the conditions for the student’s return to classes/activities, the nurse must have a physician sign a release. If a student continues to exhibit symptoms, participation in classes/activities will cease, and reevaluation will be required. Upon receiving a release from a physician, the nurse will permit the student to return to classes/activities. This will happen after a medical provider has released the student to return to normal activity. A note is required. The school nurse must complete the “return to play” documentation with the student and have it signed by the district doctor before the student is completely released.

Insurance for Students:

The Diocese of Ogdensburg holds an insurance policy for student accidents. The policy covers medical expenses for students injured at school, or while participating in IHC sponsored activities on/off school

grounds. This coverage is in excess over the family's own medical insurance coverage. However, if the family has no coverage, the IHC policy is considered the primary insurance.

Depending on the sport a student plays, parents/guardians may have to assume greater insurance responsibilities/costs.

Medications:

State Education Law prohibits students from carrying/consuming any medication while at school. To be clear, students cannot self-medicate at school. This is the law, and an important safety measure. However, if the prescription dosage requires the medication be taken during the school day, the school nurse must store and dispense the medication. If a student needs medication during the school day, parents/guardians must bring the medication to the school's nurse. The nurse will require parents/guardians to complete forms and provide appropriate information. Each medication must be delivered in the container from the pharmacy, and be prescribed for the student. Over-the-counter medications must also be in the manufacturer's packaging. A doctor's note may have to accompany over-the-counter medications. When medication is needed, students must report to the Health Office. The nurse will schedule regular meetings as necessary.

Medication during field trips or other off campus activities: There may be times when a student does not have access to the nurse. When such events occur, parents/guardians must always make arrangements with the school nurse. Ordinarily, the nurse will designate medication responsibilities to the event supervisor.

Life-threatening conditions:-If your son/daughter has a life-threatening or potentially dangerous condition, please contact the school nurse before the student attends school. An individual safety plan will be devised. Please understand, that if such a condition exists, administrators, teachers, and staff/coaches must be made aware.

Physical Examinations:

At the end of summer vacation, prior to the start of school, parents/guardians should arrange for their student to have a physical exam. Students playing sports must deliver their physical exam information to the Health Office at the Ives Street Building. Students cannot participate in athletics, in any capacity, until the Health Office receives the physical exam report. Physicals should be scheduled, and the documentation delivered, prior to the student participating in athletics.

Water Bottles:

Water bottles, with water only, are allowed in classrooms. It is at the teacher's discretion where the water bottles are kept within the classroom.

Safe Environment	
Fire Drills	Fire and evacuation information is posted in each room. During the fire drills, students should follow these regulations: ● Rise in silence when the alarm sounds. ● Walk silently to the assigned place, in single file at all times. ● Return to the building when a signal is given. ● The Watertown Fire Service inspects the building on a yearly basis, in accordance with the New York State Law it requires 8 evacuation drills.

Lockdown/ Shelter in Place Drills	Lockdown drills are held periodically. Watertown Police Department supervises lockdown/shelter in place and lockout drills that are held 4 times a year. IHC regularly consults the police officer assigned to advise our school. The procedures are: • Rise in silence when the alert is sounded. • Move silently to the assigned place . • Sit quietly in designated areas. • Ordinarily, parents or guardians are informed of emergency actions using the school’s message alert system. IHC is informed and advised by the Watertown Police Department. In any safety related event, the school’s actions are in compliance with the directives of law enforcement. Please note, a safety issue, or response to a threat at another school or district, does not dictate how IHC will respond. • While there are detailed safety plans and procedures in place for situations that involve irrational intruders and other safety issues, it is impossible to predict how a situation will unfold. At present, it is important for parents/guardians to know that if IHC is in any danger, law enforcement will decide what actions are taken. Orders to stay “in place,” evacuate, and where to assemble when the danger has passed, are determined by law enforcement. • Equally significant, are the information channels by which, parents/guardians are informed of safety emergencies. Law enforcement will inform the community via official correspondence with media, or by other avenues the agencies involved deem appropriate. As for IHC, only the Principal and/or officials of the Diocese of Ogdensburg can speak to the media on behalf of the school. • IHC may communicate safety issues/concerns with parents/guardians in advance. When prior notice is not necessary, or not possible, parents/guardians may learn about preparations, or situations, after the events occur. Parents/guardians should be aware that safety measures and discussions are now part of the daily operations of American schools. IHC is aware of the concern and sensitivity that parents/guardians have regarding such issues. However, unfortunately, the school is also endeavoring to acclimate students to the new realities of safety in school. We want our students to feel safe, while still being aware and prepared for dangerous situations. To this end, IHC makes every effort to alleviate panic, by incorporating safety into our overall education. This approach may explain why parents/guardians are not always informed of every drill, or precaution. We request that parents/guardians discuss school safety with their students, and help them understand that drills and other safeguards should not be a source of panic, or discomfort. Thoughtful preparedness, at home and at school, will cultivate attentiveness- without preventing the IHC community from achieving its goals and mission.
Asbestos Notification	In compliance with the Asbestos Hazard Emergency Response Act (AHERA) under the Environmental Protection Agency (EPA) Immaculate Heart Central School has conducted the triennial review as required. The inspection has been completed and was conducted in accordance with the Environmental Protection Agency's guidelines.
Crisis Management	Immaculate Heart Elementary has implemented a Crisis Management Plan in case of an emergency. All staff are aware of the procedure to follow in order to keep your children safe. In the event of an emergency, circumstances permitting, students will be evacuated

	from the building or be moved to a secure designated location. The administration of Immaculate Heart Central School will continue to work with the local law enforcement agency and IHC Crisis Management Committee to assure that the proper procedures are in place and followed in case of a crisis.
Medical	The school Nurse, or Administrators, are usually the first contacted in medical emergency situations. Every effort is made to contact parents/guardians/emergency contacts. It is imperative the school receives the most up-to-date contact and medical information, in order to make sure that teachers/staff/administrators/coaches are aware of your son's/daughter's possible medical needs. If necessary, see the school nurse to develop an individual safety plan. Parents/guardians must understand that teachers/staff/coaches are trained to call 911 in an emergency. Onsite assessments/inquiries and contacting parents/guardians may occur after paramedics are already dispatched. If the paramedics decide to transport a student to a hospital, parents/guardians/emergency contacts will be directed to meet their daughter/son at the appropriate emergency room. A school administrator, or their designee, will accompany the student to the hospital by car, or in the ambulance, and wait for the arrival of parents/guardians/emergency contacts.
Pesticide Notification	New York State Education Law Section 409-H, requires all public and non-public elementary or secondary schools to provide periodic written notification regarding the potential use of pesticides throughout the school year. Parents/guardians who would like to receive notification prior to the use of pesticides should contact the Main Office. IHC maintains a list of parents/guardians who wish to receive notification of pesticide use. The school will notify parents/guardians, in writing, 48-hours prior to the application of pesticides (as required by law). In the event of an emergency application (needed to protect against an imminent threat to human health), it may be difficult to provide written notice within the 48-hour window. However, a good faith effort will be made to supply written notification to those on the list. IHC does not always use pesticides, nor does the school have a schedule for such activities. However, if/when the school does plan to use pesticides from September-June, while school is in session, IHC will inform parents/guardians who have chosen to be on the "48-hour Prior Notification List." When visiting the Main Office to sign-up, parents/guardians need only provide name, address, and phone number.
Search and Seizure Policy	IHC Administrators, or their designees, can search student lockers, desks, or any physical area where a student's belongings may be, including cars parked on campus. As a proactive and preventative measure, the Principal may invite law enforcement officials to search the school buildings campus. Administrators, or their designees, can search a student's personal belongings. To this end, items such as hand/gym bags, purses, backpacks, and clothing are subject to search. Moreover, any item in a student's possession may also be searched. Failure to comply with the Search and Seizure Policy dissolves the agreement/contract between IHC and parents/guardians. Any issues with noncompliance may be met with expulsion and possible involvement of law enforcement. Safety will not be compromised. The policy does not apply to any one threat/situation. The examples given above are not all-inclusive, and do not constitute a comprehensive list of all locations, items, or scenarios.

Junior/ Senior High Student Activities

Immaculate Heart Central offers students a variety of extracurricular programs. The primary goal of our activities is to provide opportunities for students to discover and explore their God given talents and interests. Our activities are also intended to instill and enhance Christian character traits.

Changes to the activities list do occur, however, the list below does provide the mainstays of the extracurricular offerings.

Activities, Clubs, Organizations and Events	☐ Campus Ministry ☐ National Honor Society (see “Academics”) ☐ School Dances ☐ Whiz Quiz Team ☐ Band/ Chorus ☐ Performing Arts Club /Variety Show ☐ Faith Community Service Program ☐ Yearbook, ☐ Student Government/Council ☐ Mystery Players
Student Council/ Government	To qualify for membership in Student Council/Government: interested students should submit applications to the appropriate moderator. ● Class officers are elected by their peers.
Leadership Positions	Positions of student leadership at IHC are considered a privilege. A student must also be in good standing to seek and accept leadership roles. ● Leadership positions include, but are not limited to: team captains, student ambassadors, presidents of clubs, members of Student Government, and peer ministers. <i>*Failure to remain in good standing may jeopardize a student’s ability to run for or participate as a leader.</i>
Proposing /Chartering New Activities, Events, Organizations, or Clubs	IHC encourages students to pursue their interests, and welcomes proposals for new activities. To formally begin this process, students need to organize and clarify their ideas. ● Initial stages of development: students may have to determine if their “activity” is a sport. If this is a concern, students may want to consult with the Athletic Department. However, not all “sports,” or team activities belong under the supervision of Athletics. ● After, students should find a teacher/staff member willing to be their moderator. ● At this time, students can “advertise” their club/organization, and hold a meeting for interested students. ● Once a moderator is selected, and a potential “membership” list is made, students should fill out a charter form with the Vice Principal. ○ If the club or organization is approved, a charter will be granted. ● Joining state, national, and international organizations requires the same procedures as a school-based club/organization. However, the

	organization must be thoroughly investigated. There are often fees involved in joining certain groups. And, most importantly, the organization must not be in conflict with the Catholic Church, or Church teachings. <i>*The Dean of Students and class moderators are available to discuss potential activities and assist students with the approval process.</i>
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Junior/ Senior High Dance Guidelines	
Any person, for any reason, may be denied permission to attend a dance. IHC holds two high school dances a year, Homecoming and Winter Ball. Attendance is limited to IHC students in grades 9-12 and their dates. Depending on the event, school dances may be limited to IHC students. Ordinarily, dances are usually held from 7:00 PM to 10:00 PM. and students are not admitted after 8 pm. Dances may be scheduled for different times, and parents/guardians/students should be aware when a dance starts and ends. <i>*Once a student arrives at a dance, she/he will have to depart at the time established by the moderator.</i>	
Dancing	Students are expected to dance in a respectable manner. Dancing that is inappropriate, overtly sexual in nature, or creates unsafe conditions is not allowed. ● No: ○ slam dancing, grinding, or sexually provocative dancing is allowed. When dancing, couples should be face-to-face. Prolonged or unusual physical contact is not permitted. School officials reserve the right to make decisions on suitable dancing and individuals who engage in the above-mentioned behaviors will be removed from the dance and parents/guardians will be notified. Students who experience anything unsettling, or offensive, at a dance must immediately notify moderators/chaperones.
Guests	When applicable, guests will be permitted only with an approved Guest Permission Form. ● The permission form is distributed by IHC, and must be completed by the IHC student's parent/guardian, the guest's parent/guardian, and be signed/stamped by the guest's high school. ● IHC students must submit their completed guest forms (24) hours in advance of the dance. All guests must be attending high school (grades 9-12). ● When the guest arrives (accompanied by his/her IHC host), he/she will have an approved guest form waiting at check-in. ● The guest will also be required to present a photo ID. Safety is the main concern. All dances require Guest Permission Forms. IHC may want to confirm that a student's parents/guardians approve of their son's/daughter's guest. Likewise, IHC may want to confirm the identity of the guest. In addition, having a guest student's high

	school approve the permission form confirms that the student is in attendance, and is in good standing. Also, in an emergency situation, IHC should be able to determine the identity of everyone attending the dance. <i>*As Guest Permission Forms are required, <u>only IHC students will be able to buy tickets at the door.</u></i> On occasion, exceptions are made for guests who otherwise would not be permitted to attend a dance. Parents/guardians making a request for a special guest, should contact school administration. IHC may deny anyone the privilege of attending a dance.
Behavior/ Conduct	IHC wants students to experience a drug and alcohol-free dance. No alcohol, drugs (legal prescription/illegal), tobacco, or substances that alter behavior are allowed. Possession, use, selling, furnishing, or being under the influence- are all forbidden and violate school rules and the law. IHC students are responsible for their guest's behavior at school dances. If the guest is in violation of school rules, so is the IHC student. Students assume the IHC penalty for the behavior of their guests. Not permitting a student to attend a dance is a common disciplinary consequence. • Students who have been requested to leave IHC for disciplinary reasons are not allowed to attend as guests. • Parents and guardians should arrange to have transportation for your student promptly at the end of the dance.

Announcements/ Message Alerts/ Social Media	
Announcements are made daily on each school building's public address system. A wide-range of information is conveyed in this manner. Parents/guardians should reinforce the importance of listening to all announcements. Also, remind your son/daughter that if they cannot hear/understand an announcement, they should tell/ask teachers/staff for the information.	
Communication with home (Elementary)	In order to ensure that all communication from school reaches home in a timely manner, Immaculate Heart Elementary uses a Thursday/Friday folder system. • Folders containing all correspondence are sent home on each Thursday/Friday and should be returned the following school day. • Your child is responsible for emptying the contents of his/her folder before it is returned to their teacher. ○ Information cannot be sent home if the Thursday/Friday folder is not returned. Official school wide communications are sent using the FACTS system. The school makes every effort to use electronic communication rather than hard copies.

Communication with home (JR/ Sr High)	IHC frequently sends information home with students. At the Junior/Senior High School, students are expected to exercise the responsibility to give their parents/guardians notices, letters, and any other correspondence/information provided at school. Likewise, if requested, students are accountable for returning forms and materials to the school.
Communication with Teachers	IHC School System encourages and promotes ongoing communication between home and school. We encourage parents to communicate with their child's teacher to discuss issues or concerns that may arise during the school year. If parents/guardians have concerns/problems, it is important to address issues "at the source." For example, a concern with a teacher should start with the teacher. Skipping the most knowledgeable/informed individuals will greatly delay any inquiry. Depending on the concern, parents/guardians must understand that immediate responses are not always possible nor in the best interest of the parties involved. Parents are asked to schedule an appointment to meet with their child's teacher. An appointment can be made using the teacher's school e-mail address (first name .last name@ihcschool.org), through the FACTS management system, or by leaving a message with the office secretary for the teacher. <u>*Parents are not allowed to walk into a classroom unannounced to meet with a teacher.</u>
Messenger Alerts	To share time-sensitive information/alerts, IHC uses the phone and email through the FACTS system. Parents/guardians should make certain the school has up-to-date cell phone and email information. For questions regarding this system, or to address a problem, please contact the school's Main Office.
Weather Cancellations/ Delays	When severe weather creates hazardous conditions, the regular school schedule may be altered. ● Announcements are normally broadcasted beginning at 6 A.M. or during the day in the event of a sudden change in the weather. ● We follow the directive of the Watertown City School District. When they close due to inclement weather then we close as well. ● You will be notified by our "FACTS System" when we are delayed or closed. Please make sure we have your current phone numbers so that you may be reached by FACTS. You may also want to listen to the local television and radio stations. ● If it states that Watertown Public Schools are closed or delayed that would apply to us as well. It usually states Watertown Public and Parochial Schools. ○ In the event of a delay, usually two hours, related to weather you must listen to see if the delay eventually turns into a closure. If the delay remains, then it is implied that the day will start two hours later. Again, you will be notified by our FACTS. If there is a two-hour delay the morning Pre-K is canceled. ● If your child lives in an outlying school district and they close due to weather but our school remains in session, then it will be your decision as to whether you will transport your student safely to and from school on that day.

	• Absences when your school district closes are legal weather absences. If your district closes during the day, you will have an option of sending your child home on the bus, leaving your child in school and picking them up at the close of school or from our After School Care Program. • If you place your child in the After School Care Program, you must pick up by 5:00 P.M. If Immaculate Heart dismisses early there is no After School Care or 4H that day. If afterschool activities are cancelled, there will be no 4H or afterschool care.
Snow, Inclement Weather, and Parent or Guardian Choice	IHC does not always close when the weather is unpleasant. However, the dangers associated with some weather conditions are very real. If a parent or guardian decides the weather is too dangerous, the student may stay home. When the weather changes during the school day, the parent or guardian may decide to have their student be dismissed early. The parent or guardian need only inform the school's Main Office. Students staying home, or leaving early, because of weather, will be excused.
Office Alerts	Parents or Guardians are required to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses or phone numbers of emergency contacts. This will guarantee that office records are accurate, and up-to-date.
Blogs, Online, Social Media	We work together at Immaculate Heart Central Elementary School to demonstrate a strong sense of RESPECT toward others and our school. Involvement with online blogs, online social media such as, but not limited to Facebook, Twitter, Instagram, Snapchat, may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments about the school, the faculty, other students, the parish or those associated with the parish. Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students or staff in a defamatory light may face detention, suspension, or expulsion.
Bullying, Cyberbullying, Sexting, Disrespect	Immaculate Heart Central Elementary School attempts to provide a safe environment for all individuals. The use of social media among students has to be closely monitored. It is our advice as a school that young children not be allowed to use social media sites of any kind. Immaculate Heart Central Elementary School does not condone or tolerate cyber bullying of any form. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats face disciplinary action. Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face disciplinary action which may include suspension or expulsion.

	If the administrator determines that the presence of a student in school poses a safety threat for others in the school, the student will be removed from the school setting. (Modified September 2014)
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Athletic Policies This section of the Handbook is not intended to be a comprehensive summary of athletic regulations, and is not a substitute for athletic policies, or materials/guidelines. Parents/guardians should attend all seasonal sports meetings, and refer to the handout entitled “Athletic Policies and Training Regulations.” At IHC, participating in any athletic program is considered a privilege. Student athletes are representing their team, family, and Catholic School. Student athletes are required to set a proper example for their peers and teammates. Unsportsmanlike conduct will not be tolerated, and will be dealt with according to school policy, the coach’s expectations, and the rulebook for the sport.		
Athletic Programs IHC offers several interscholastic sports for our K-12 families.		
<i>Elementary K-6</i>	Immaculate Heart Elementary School sponsors many boys and girls sports, provided a sufficient number of coaches are able to volunteer their time and talent to teach the necessary basic skills. The opportunity to participate in other sports is offered through many Youth Sports Organizations such as: ● Lacrosse ● Basketball ● Soccer Sports can teach values and life lessons such as: discipline, hard work, sacrifice, teamwork, dealing with success and failure, setting and striving for goals, value of practice and preparation, and overcoming adversity.	
<i>Grades 7-12</i>	Boys Sports (Varsity, JV, Modified)	Girls Sports (Varsity, JV, Modified)
	Soccer (V, M)	Soccer (V, M)
	Basketball (V ,M)	Basketball (V, JV, M)
	Lacrosse (V, M)	Lacrosse (V, M)
	Ice Hockey (V)	Ice Hockey (V)
		Tennis (V)
<i>Note: The sports listed are subject to change, as are the teams levels (V, JV, M). Sports may also be added to the list of programs.</i>		

Junior-Senior High School Athletic Policies

Attendance Qualifications for School and Athletic Participation

Student athletes are required to attend all scheduled practices and games. Missing practices and games without an adequate excuse will be addressed according to the guidelines established by the coach in compliance with league/school rules.

In order to participate in practice/games, students must attend school (on the day of practice/game) for a minimum of four hours. Only the school's Administrators can grant exceptions to this attendance policy.

Coach's Leadership

Parents/guardians/students must understand that the coach reserves the right to make decisions relevant to that sport. The player accepts responsibility to follow all rules. The athletic department will not discuss playing time or a coach's decisions relevant to a particular sport. Any questions concerning a particular sport should be first addressed with the coach of that sport.

Parents/guardians/players may contact the Athletic Director with any other concerns.

Detentions/Suspensions/Discipline

Athletes assigned a detention must serve it as scheduled. If a student is suspended from school, he/she cannot participate in practice, or play in a game, on that day(s). A school administrator must grant any exceptions to this policy.

If a student is in serious violation of the school's conduct regulations, removal from an athletic team/captainship could be a disciplinary consequence. Only students in good standing have the privilege to be considered for team leadership.

Eligibility

During a student's sports season, their academic achievement will be evaluated on a weekly basis. Eligibility is determined by Quarter grades.

- A student is considered ineligible if they fail two subjects on a quarter grade report.
 - In the High School, a class grade below 65% is considered failing.
 - For the Junior High, a class grade below 75% is considered failing.
- A student with two failing Quarter grades will be suspended from athletic competitions for one week.
- During the week of suspension, the student is still expected to attend team practices (suspensions start on a Monday, and end on the morning of the following Monday).
 - If a student "drops" a class he/she is failing, the suspension will still remain in effect.
- A student struggling in a class at the end of a Quarter will also be reported on the eligibility list. However, in this situation, the student is marked as having unsatisfactory performance.
- Reporting a student in danger of failing helps alert parents/guardians of potential academic problems. Receiving an unsatisfactory for a class grade is intended to be a warning, and does not carry any athletic penalties.

Hazing

IHC does not permit hazing as an initiation rite for activities, clubs or athletics. Involvement in hazing is cruel and has no place in school life. A student who engages in hazing others may be subject to suspension or expulsion.

Illegal Activities

The use of tobacco, alcohol, vaping products, anabolic steroids, and/or illegal drugs will not be tolerated. The misuse and abuse of legal drugs will also not be tolerated. Violation of these rules will cause the athlete to be dismissed from the team.

Medical

In order to participate in athletics, students must have a physical examination. The Athletic Department will provide information regarding the required documentation.

Respectful Attendance at Athletic Events

The athletic program at IHC serves as a vehicle for fulfilling our Mission as a Catholic school. We are committed to discovering and celebrating the God given talents and aspirations of our students. IHC invites the community to share in this endeavor. The school expects that our players, and the teams we compete with, will be respected. Students, parents/guardians, and guests attending athletic events are also expected to behave in a manner and attitude of true sportsmanship. The Administration insists that all parties affiliated with IHC be respectful of everyone at athletic contests on/off campus.

Students who do not comply with rules at athletic events, or misbehave in any way, will be asked to leave school grounds/events and there may also be disciplinary consequences.

Attending Athletic Events/Activities: Students are not allowed to loiter on school property before, during, or after athletic tournaments/practices (on school grounds/at school sponsored activities). Students are expected to participate, or be spectators at school events. It is unacceptable to be in the parking lots, or on campus, or anywhere that is not related to an activity. IHC is not responsible for students who leave before the conclusion of an activity. Parents/guardians should not assume their son/daughter has attended an event in its entirety.

Supervision of Students

Athletes are not allowed in the: gym, locker rooms, or fields, until the coach is present.

Students are not permitted to be in locker rooms, gym, or weight room at any time without supervision.

Failure to follow these directives may result in disciplinary action.

Spiritual Development/Faith-Based Education

Immaculate Heart Central shares in the educational mission of the Church through its Faith Community Service Program. This program exists both within the school as well as in the local community. In the school, the program sponsors projects among the student body to create a better spirit of Christian caring. Outside the school, the FCSP directs student volunteer work in worthwhile community projects. Various projects are established each year.

Elementary

The goal of the Immaculate Heart Central Elementary Service Program is to impress on each student the importance of giving back to their community. Through service, our students will gain a sense of empathy for others, leading to a desire to contribute to our community through acts of service.

The purpose of this program is to provide students in Pre -Kindergarten through 5 with the opportunity to make a difference in our Church, school and surrounding communities through various service and support programs.

- *All grades will select a service project each year.*

	The sacramental life of the children at Immaculate Heart Elementary is an important component of the religion program in the Catholic tradition. • Preparations for two sacraments, Reconciliation and First Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist through their assigned parish. • Parents are required to be active partners in their children's preparation for these sacraments. Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic faith.
Junior - Senior High School	Every student at IHC is required to take religion classes. Throughout the year, students must also attend: Mass, special liturgies, retreats, and other religious/prayer activities. All who work and teach at IHC are duty-bound to be the spiritual caretakers for each student at IHC. Unified in this devotion, each member of the administration/faculty/staff contributes to the development of the community's Christian faith life by sharing, witnessing, and exemplifying the teachings of Jesus Christ. IHC has a priest designated as a Spiritual Director. Along with the Spiritual Director, the school also has a Campus Minister. During the school year, the chapel is always available for class services, student prayer, and for adoration with the Blessed Sacrament. IHC expects non-Catholic students to be respectful, and reverently accept the faith-based life of the school. While we have inspired many families and students to join the Catholic Church, we do not proselytize. It is not our aim to convert students/families to Catholicism. Students from many different backgrounds and experiences attend, enjoy, and succeed at IHC.

Library	
IHC Library Learning Centers reflect the philosophy of the school and support our educational programs. The libraries provide various resource materials, computers, and audiovisual equipment.	
Elementary Checking out Information	The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed: • Borrowed books are to be returned on time and in good condition. • For Grades 4-5, a twenty-five cent fine will be assessed for each day a book is overdue, after an initial three day grace period. Upon reaching the maximum fine of five dollars, a student's borrowing privileges will be revoked.
Junior- Senior High Checking Out/ Use of	• Books may be borrowed for a period of two weeks, and may be renewed, unless there is a hold in place.

Resources	Periodicals, pamphlets, and AV materials are ordinarily used within the learning center thus assuring their availability at all times. This policy is subject to change at the Library director's discretion.
Junior- Senior High Decorum/ Visiting	The Library-Learning center is intended to be a place for serious study and research. Students are expected to follow rules that are unique to this setting. - In order to visit the Library during a class/study hall, students must have permission from their teacher. - If the student uses the Library during a free period, there are procedures for signing in and accounting for attendance in the free period.

Lockers	
Hallway	Each student is furnished with a locker. Students are required to keep their locker clean and closed at all times. Students may not use lockers that are not assigned to them and may not share any lockers. Failure to follow these policies will result in disciplinary action. Keeping valuables in lockers is ill advised. IHC assumes no responsibility for any items lost or stolen from lockers. Valuables should not be brought to school. All lockers are the property of IHC. The school reserves the right to inspect lockers at any time. IHC takes no responsibility for any lost or stolen items from lockers.
Locker Room Use	Students are not permitted to be in locker rooms during the school day without permission. Students are not permitted to be in locker rooms before or after school without the supervision of a coach or staff member. Failure to follow these directives may result in disciplinary action which may include action taken by the athletic department, detention, suspension, or expulsion.
Assistance with Lockers	Students often need help opening their lockers, or have lost/forgotten the combination. If a student cannot open their locker, for whatever reason, she/he should notify the Main Office or Dean of Students. There are no penalties for not being able to open a locker. Students should realize that the school understands this problem. Students may miss/ be late for class, and/or be temporarily unable to access books/school work. All issues will be excused and remedied. If a locker does not function properly, arrangements will be made while the locker is repaired, or a new one is assigned. If combinations are being utilized, they are often lost or forgotten. Homeroom teachers, the Guidance Office, the Main Office, and the Dean of Students all have access to locker combinations.
PE/Athletic Lockers	The PE teacher will provide instructions regarding the use of locks, and other locker room/lock procedures. IHC will remove any unauthorized lock from any locker. Coaches will explain the locker/lock policies for each sport. Students should also follow supervision requirements for access to locker rooms before, during, and after school. Parents/guardians/students must understand that any number of outside organizations may use the IHC locker rooms at night and on weekends. The school is not responsible for belongings removed from lockers at the end of a sports season, the school year, or any other time students are instructed to remove belongings.

Use of Facilities

Students are not to be on campus unless they are attending or participating in an official school-sanctioned function. Students must be under the direct supervision of staff/moderators at all times.

- If students wish to use school grounds, for any reason, they must be granted permission by the administration and be supervised by a staff member. This rule includes the use of school playing fields.
- Only the administration can authorize a “tailgate”/parking lot party. In addition, students are never allowed to cook items on grills, stoves, or any other equipment that generates heat, involves fire, or could cause a fire (rule also applies to off-campus school activities).
- Students are not permitted to use IHC as a meeting place for their own social activities.

**Depending on the circumstances, failure to follow these directives will result in suspension or expulsion.*

Field Trips

Field Trips are of educational and cultural value. It is a privilege to attend field trip activities.

IHC permission slips are required for field trips.

- Students may be denied participation in a field trip for attendance, academic, or disciplinary reasons.
- A student may also be prevented from attending an excursion if they have not turned in a completed permission slip twenty-four hours prior to departure.
- If a student fails to return a permission slip in the allotted amount of time, he/she may have to remain in school.
- Written notes do not contain the required/exact language of a permission slip and cannot be accepted.
- *Forms must be signed by the student's legal/custodial parent/guardian.*

Junior-Senior High Daily and Alternate Schedules

IHC normally operates each day using Schedule A. The normal school day is from 7:50 a.m. to 2:10 p.m. Students are permitted in the building after regular school hours (evenings, weekends, or during vacation periods) only under the supervision of a faculty member. The following schedules cover a myriad of situations, however there are other times that the schedule may need to be amended.

The schedules primarily cover as follows:

Schedule A - Regular school day	Schedule E - Morning meeting
Schedule B - Morning assembly	Schedule F - Two-hour delay
Schedule C - Mid-morning assembly	Schedule P - Pep-rally assembly
Schedule D - Afternoon assembly	

SCHEDULE A (40 Minute Periods)

Warning Bell	7:47 – 7:50	
Homeroom	7:50 – 8:00	
1 st	8:03 – 8:46	
2 nd	8:49 – 9:29	
3 rd	9:32 – 10:12	
4 th	10:15 – 10:55	

5 th	10:58 – 11:38	
6 th	11:41 – 12:01	Lunch A
	12:04 – 12:44	Class A
6 th	11:41 – 12:21	Class B
	12:24 – 12:44	Lunch B
7 th	12:47 – 1:27	
8 th	1:30 – 2:10	

SCHEDULE B (31 Minute Periods)

Warning Bell	7:47 – 7:50	
Homeroom	7:50 – 8:00	
	Assembly	
1 st	9:18 – 9:49	
2 nd	9:52 – 10:23	
3 rd	10:26 – 10:57	
4 th	11:00 – 11:31	
5 th	11:34 – 12:05	
6 th	12:08 – 12:28	Lunch A
	12:31 – 1:02	Class A
6 th	12:08 – 12:39	Class B
	12:42 – 1:02	Lunch B
7 th	1:05 – 1:36	
8 th	1:39 – 2:10	

SCHEDULE C (29 Minute Periods)

Warning Bell	7:47 – 7:50	
Homeroom	7:50 – 8:00	
1 st	8:03 – 8:35	
2 nd	8:38 – 9:07	
3 rd	9:10 – 9:39	
	Assembly	
4 th	11:10 – 11:39	
5 th	11:42 – 12:11	
6 th	12:14 – 12:34	Lunch A
	12:37 – 1:06	Class B
6 th	12:14 – 12:43	Class A
	12:46 – 1:06	Lunch B
7 th	1:09 – 1:38	
8 th	1:41 – 2:10	

SCHEDULE D (32 Minute Periods)

Warning Bell	7:47 – 7:50	
Homeroom	7:50 – 8:00	
1 st	8:03 – 8:36	
2 nd	8:39 – 9:12	
3 rd	9:15 – 9:48	
4 th	9:51 – 10:24	

5 th	10:27 – 10:59	
6 th	11:02 -11:22	Lunch A
	11:25 – 11:57	Class A
6 th	11:02 – 11:34	Class B
	11:37 – 11:57	Lunch B
7 th	12:00 – 12:32	
8 th	12:36 – 1:07	
	Assembly	

SCHEDULE E (35 Minute Periods)

Warning Bell	7:47 – 7:50	
Homeroom	7:50 – 8:00	
	Assembly	
1 st	8:38 – 9:14	
2 nd	9:17 – 9:53	
3 rd	9:56 – 10:32	
4 th	10:35 – 11:10	
5 th	11:13 – 11:50	
6 th	11:53 – 12:13	Lunch A
	12:16 – 12:52	Class A
6 th	11:53 – 12:29	Class B
	12:32 – 12:52	Lunch B
7 th	12:55 – 1:31	
8 th	1:34 – 2:10	

SCHEDULE F (26 Minute Periods)

Warning Bell	9:47 - 9:50	
Homeroom	9:50 – 10:00	
1 st	10:03 – 10:29	
2 nd	10:32 – 10:58	
3 rd	11:01 – 11:27	
4 th	11:30 – 11:55	
5 th	11:58 – 12:23	
6 th	12:26 – 12:47	Lunch A
	12:49 – 1:14	Class A
6 th	12:26 – 12:51	Class B
	12:54 – 1:14	Lunch B
7 th	1:17 – 1:42	
8 th	1:45 – 2:10	

SCHEDULE P (34 Minute Periods)

Warning Bell	7:47 – 7:50	
Homeroom	7:50 – 8:00	
1 st	8:03 – 8:37	
2 nd	8:40 – 9:14	
3 rd	9:17 – 9:51	
4 th	9:54 – 10:28	

5 th	10:31 – 11:05	
6 th	11:08 – 11:28	Lunch A
	11:31 – 12:05	Class A
6 th	11:08 – 11:42	Class B
	11:45 – 12:05	Lunch B
7 th	12:08 – 12:42	
8 th	12:45 – 1:19	
Assembly	1:20 – 2:10	

Elementary Miscellaneous	
Lost and Found	Any items found on school campus should be placed in the Lost and Found area, located by the office. • Items placed in the Lost and Found remain there for 30 days. <u>After 30 days, items are donated to charity.</u> • <u>Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.</u>
Parent Teacher Organization (Home and School Club)	Immaculate Heart Home and School Club through the works of fund-raising, parent education, and building community, supports and enhances the educational ministry of the school. • The Home and School functions with parent volunteers as officers. • Parents are also needed to chair, organize and conduct the various events for the Immaculate Heart Elementary families and students. ◦ <i>Please help us by volunteering.</i>
Parties	Classroom parties are designed to build community among students and center around special feast days or holidays. • At the beginning of each school year, classrooms will be assigned a room parent to work closely with each classroom teacher to plan and organize classroom parties. • It is the responsibility of the room parent, working with the classroom teacher, to establish the structure and format of class parties during the school year. ◦ Below are guidelines for teachers to use planning class parties. • The room parent will communicate with parents of students in the classroom to identify the parents responsible for bringing in specific treats and snacks for each event. • The room parent will also communicate with parents the number and names of parents who plan to assist in the classroom during each class party. • The room parent in collaboration with the teacher will identify specific games, activities, etc to take place during the class party. • Classroom parties will be kept to the last hour of the school day.
Photos/ Artwork	Periodically we have opportunities to provide photos of our students in newsworthy events. Photos may be used in the local newspaper, the North Country Catholic, our

	school brochure/flyer or in school promotions. If you do not wish us to use your child's photo or artwork in any promotions, please notify the school office in writing.
Recess	Teachers are expected to provide some form of recess every day: inside or outside. Teachers are to work with their grade level colleagues to be sure that teachers within a grade level are consistent with practices for offering recess. Expectations for teachers in providing recess: • Communicate appropriate dress for going outside to students and parents. • Classes will remain inside when the temperature is 20 degrees or lower. • Recess can be removed from individual students for not meeting certain classroom expectations, i.e., appropriate behavior, class work, homework, etc.
Birthday Observations	Students and teachers in Pre-K through Grade 5 will be recognized as part of morning prayer and announcements on their special day. A special day will be selected for members of our Immaculate Heart family who celebrate birthdays during the summer months. In addition, birthday treats may be brought to school for students in Pre-Kindergarten to Gr. 5. It is preferable that the treats be store bought due to the number of allergies the students have. Out of concern for the students who have peanut allergies, please provide treats that are free of peanuts and peanut products. Please bring birthday treats to the office and we will deliver them to the classroom. Teachers must be notified if the student is bringing in a birthday treat.
Gifts/ Invitations	Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. <u>Invitations for parties or other out of school events should be sent to the students via the U.S. Mail or E-mail unless an invitation is given to every student in the class.</u> If Valentine cards are given out in the classroom, all students are to be included.

Jr./Sr. High School Miscellaneous	
Lost and Found	Any item of value a student finds in the building or on the school grounds should be brought to the Main Office or Dean of Students. Students who have lost anything should report that loss to the Main Office. IHC is not responsible for lost, damaged, or stolen items.
Posters, Signs, Flyers, Petitions, and Surveys	Posters and Signs Parents/guardians/students may not hang any signs or posters without the permission of the administration. This policy includes signs or posters placed inside or outside buildings, and on all school grounds. In addition, IHC will also decide where signs and posters may be placed. Approval depends on the appearance of the item, and the content. Unauthorized posters and signs will be removed. The individuals/groups responsible for illegitimate postings may not be notified of the removal. Depending on the content/circumstances, the school may also take disciplinary action. Ordinarily, the items removed are discarded. IHC also accepts no responsibility for the cost, or replacement of the signs/posters taken down. Flyers (Items to Picked Up, or Pass Out)

	The term “flyers” will extend to any handout, or “pick up” materials, placed, or distributed, inside/outside of IHC’s buildings/grounds. The Administration must grant permission for all such items (based on content and appearance). Authorization also includes how/where the materials/items will be placed, and/or, how/where the materials are intended to be distributed. The school will remove, or confiscate up approved materials, and accept no responsibility for replacement of the items. Depending on the circumstances, disciplinary action may be taken. Surveys/Petitions The Administration must approve all surveys, which includes the material’s content, appearance, and the methods for gathering information. Surveys for academic purposes are included in this policy. If such an endeavor is intended for a class, team, or club/organization, students need Administrative permission and the approval of the appropriate teacher/sponsor/coach. Depending on the circumstance, disciplinary actions may be taken. The school may grant permission for undertakings that seek to determine the level of interest in a particular activity/topic. While the school may give authorization for such an endeavor, it is not obligated to respond, or take action, based on results. As a general rule, petitions are not acceptable. Parents/guardians/students have sufficient avenues for making their ideas, concerns, and desires known. The policies and decisions of the school are not subject to debate, protest, or defiance.
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IHC School Technology Acceptable Use Policy	
	Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. Making users aware of the parameters of acceptable use is an essential part of assuring that the information technology resources are used only for intended purposes and will help mitigate the potential that inappropriate uses will expose the Immaculate Heart Central School System to unnecessary risks. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy. Immaculate Heart Central School makes available computing and network resources, which may be used by students, faculty, and staff. These resources are intended for educational and administrative purposes. The privilege of using computer and network resources may be extended by the school to specific individuals and organizations and is not transferable. This privilege may be permanently revoked by the school if this policy, and any amendments, which may be added from time to time, is violated. Student use of computing and networking resources located at Immaculate Heart Schools is normally intended to be a supervised activity. If a student has a question about the appropriateness of an action, he or she should ask the supervisor/teacher before proceeding. All users are to be aware that any information, files,

or software which they store or transfer on the school's computers or networks remain subject to the school's control and can therefore be examined, confiscated, or deleted in the same manner as any school property. Students who make use of the network and computing resources must comply at all times to this Policy Statement and to the policies, regulations, and guidelines as specified in the Parent/Student Handbook.

Immaculate Heart Central School utilizes internet filtering software to monitor, restrict and protect users from exposure to controversial online content by intercepting and blocking attempts to view particular web pages, with controls usually unable to be disabled except by an administrator. In addition to filtering content, Internet filters can also help manage with whom computer users can communicate and how long a computer may be used. Knowingly tampering or bypassing the filtering system while using Immaculate Heart technology is a violation of this Acceptable Use Policy.

Acts and Material Contrary with the School's Mission Technology	The use of school resources to access, save, or transfer information, which is contrary to the school's mission and philosophy, is inappropriate. If the appropriateness of either information or its source is questionable to a student, he or she should check with the supervisor/teacher before proceeding.
Unlawful Use Technology	School resources are not to be used in a manner which violates Canon Law and when applicable local, state, or federal constitutional law. There are currently many levels of law which govern certain aspects of computer use. The school may be bound to report any violations of such laws if they occur.
Harassment Technology	The school's technological resources must not be used in a manner, which is harassing to others. includes posting images or electronic mail messages intentionally to harass others. Displaying images, sounds, or messages on a computer in a public area, which harasses others who share that area is also prohibited. Users should presume that their electronic correspondence is the legal equivalent of publicly spoken or written words.
System Security Technology	Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper, and secure password. Passwords should be changed often and never shared. A forgotten password or unauthorized use of a password should be reported immediately to a system administrator. Attempts to access information, files, or systems areas, which are beyond the level of security, which a user has been granted will be considered a forfeit of system privileges. If you encounter or observe a gap in network security, report that fact immediately to a system supervisor.
Privacy Technology	No one must intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other data unless specifically authorized to do so by those individuals. Users should be aware that the absolute privacy of electronic information cannot be guaranteed and depends largely on the security measures the users themselves follow. A system administrator may, to the extent permitted by law, assume access rights to a user's private files when required for the maintenance of the school's data resources, in emergencies, or in the course of investigating possible wrongdoing.
Misuse Technology	Use of the school's computing resources for activities, which interfere with their primary educational and administrative use, shall be considered misuse. This includes game playing, the use of the school's computer resources for personal work, and mailing or printing excessive messages or documents. All users must be sensitive to

	the special need for software and services available in only one location, and they must be willing to cede access to those whose work requires these special items. All users must refrain from any action which interferes with the supervisory or accounting functions of the systems or is likely to have such effects.
Posting Information on the Internet	The Internet is a public forum with unrestricted access. For this reason, Immaculate Heart Central School restricts permission for posting of information related to the school, the staff and the students on the Internet. No person is permitted to use images of the school, the school insignia or seal, school staff or students in any form without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, email, or any other messaging system without permission transmission of images or information in any forms related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school which may include referral to law enforcement agencies.
Personal Use of Social Media	This section of the policy refers to the personal use of social media sites such as, but not limited to: Google®, Facebook®, Twitter®, YouTube®, Instagram®, LinkedIn®, or any other technologically based/related communication vehicle that presently exists, or will exist in the future. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. Students cannot record video of teachers, staff, coaches, students, or community members without their consent. Remember, if permission is granted, it does not always include how the recording or video might be used. The person giving the permission, rightfully assumes, that the voice recording or video will not be altered, posted, or disseminated using any electronic methods. Students cannot “friend” faculty, staff, or coaches on social media. Likewise, faculty, staff, or coaches cannot “friend” students on social media. Communicating on social media must be done in the spirit of professional, honest, ethical, and moral behavior. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Parents, guardians, and students do not automatically have permission to use “technology” in a manner that “transmits” unauthorized “information” about teachers, staff, coaches, students, or community members. Make certain you have permission before sending, posting, distributing, transmitting: a person’s name (coded, or a representation of the name), photographs, likenesses (drawings/visual images of any kind), or video or voice recordings (this is not an all inclusive list). Individuals “using” and “sending” unauthorized “information/content,” will be held accountable for their actions (and any possible ramifications), which will include the subject’s interpretation of the event.

School Responsibility	Immaculate Heart Central Schools will not be responsible for any data which may be lost or for any interruption in computer services or any other inconveniences the user may experience. Immaculate Heart Central School will not be responsible for any willful damages incurred by a user to a computer, the operating system, or the network.
Viruses and Malware	Viruses are unauthorized computer programs, which may damage or destroy computer files on an infected computer, server, or other hardware. Users should be aware of the possibility that a virus may be located in any file or flash drive obtained from any source. If there are any doubts or concerns about the source of any file or flash drive, which is to be placed in a school computer, seek assistance from a supervisor immediately. Any other use, even if not specifically prohibited, which falls within these broad categories, can be considered to be inappropriate. If there is any confusion about the propriety of an action, please consult a system administrator. If a violation of these guidelines is observed or reported, the school will respond by investigating through a system administrator and, if appropriate, the Administrator. During such an investigation, a user's privileges may be suspended. If a user is found to violate this policy, that user's privileges may be permanently revoked. Other disciplinary action is also possible under this circumstance. Finally, users may be held responsible for any liability, damages, or expenses resulting from any use of the school's computer resources in violation of this policy.

Parent/Guardian Involvement and Expectations	
As a reminder, this Parent/Student Handbook is not intended to be all-inclusive (not all policies and procedures are contained in this handbook). IHC reserves the right to interpret and enforce rules as it sees fit. Parents/guardians and students must understand that by freely choosing IHC, they also freely choose to be in compliance with its policies, regulations, and decisions. Being entrusted with a part of your student's formation and education is an honor; we trust that you share our mission. Acting in accordance with our vision as a Catholic school, IHC strives to make decisions that are in the best interests of the student and the school. Parents/Guardians are expected to abide by the decisions, policies, and regulations of Immaculate Heart Central School and the Diocese of Ogdensburg. Failure to comply with regulations/policies, or refusing to follow the decisions/directives of the school, the parents/guardians may be asked to withdraw their student(s). IHC does not wish to deprive a student of an education based on the actions of their parents/guardians. However, if the parents'/guardians' actions/behaviors interfere with the educational environment, are not in the best interest of the student, and demonstrate an unwillingness to comply with rules/decisions/regulations/discipline, the Principal will have the parents/guardians withdraw their student or students, if more than one.	
Expectations	Parents/guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are encouraged to participate actively in the life of their parish or faith community. We believe our school mission and the education of young men and women are truly fulfilled when families, students and the school are working together in the best interest of the student. To ensure the success of this partnership, it is important that parents/guardians review and adhere to mutually agreed upon expectations.

Signatures of Parents and Guardians	All official forms, permission slips, notes, and correspondence with the school must be signed by parents or guardians with legal custody. Parents or guardians cannot have another person sign on their behalf. In addition, parents or guardians cannot give anyone permission to sign documents using “their” name(s) as this is considered forgery. Deceiving the school is unacceptable, and the Administration will take action, as it deems appropriate. If unaware of a deception, the school does not take responsibility for any ramifications that might occur.
Parents as Partners	As partners in the educational process at Immaculate Heart Elementary, we ask parents : To set rules, times, and limits so your child: ● Gets to bed early on school nights ● Arrives at and is picked up from school on time each day ● Is dressed according to the school dress code ● Completes assignments on time ● Brings or is registered for lunch each day ● To actively participate in school activities such as Parent-Teacher Conferences ● To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student ● To notify the school when the student has been absent or tardy ● To notify the school office of any changes of address or important phone numbers ● To meet all financial obligations to the school ● To inform the school of situations regarding the student’s well-being, safety, and health ● To complete and return any requested information promptly ● To read school notes and newsletters and to show interest in the student’s total education ● To support the religious and educational goals of the school ● To attend Mass and teach the Catholic faith by word and example ● To attend the Church of your faith ● To support and cooperate with the discipline policy of the school ● To treat staff with respect and courtesy regarding student problems
Age of Students / Age of Majority Policy	IHC shall continue to recognize its moral responsibility to the parents/guardians regardless of the age of the students in its charge. Therefore, if a student is 18 years old/older, the school shall continue to contact and report to parents as before. This policy governs all aspects of the school-parent-student relationship. All attendance, discipline, applications for admission and/or transfer, requests for necessary permissions, and responsibility for payment of tuition, etc., shall rest with the parent.
Parent’s Role in Education	We, at IHC, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators. Therefore, it is your right and your duty to become the primary role model for the development of your child’s life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of IHC exhibits a commitment and concern for helping your child to recognize God as the greatest good in his/her life.

	The best teacher leads by good example. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with IHC, we trust you will be loyal to this commitment. During these formative years (Pre-K to 6), your child needs constant support from parents and staff in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor staff can afford to doubt the sincere efforts of their educational partner in the quest of challenging, yet nurturing, the student to reach his/her potential. It is vital that parents and staff remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigating the complete story your first step. Evidence of mutual respect between parents and staff will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Together, let us commit to a partnership as we support one another in helping your child to become the best person he/she is capable of becoming.
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