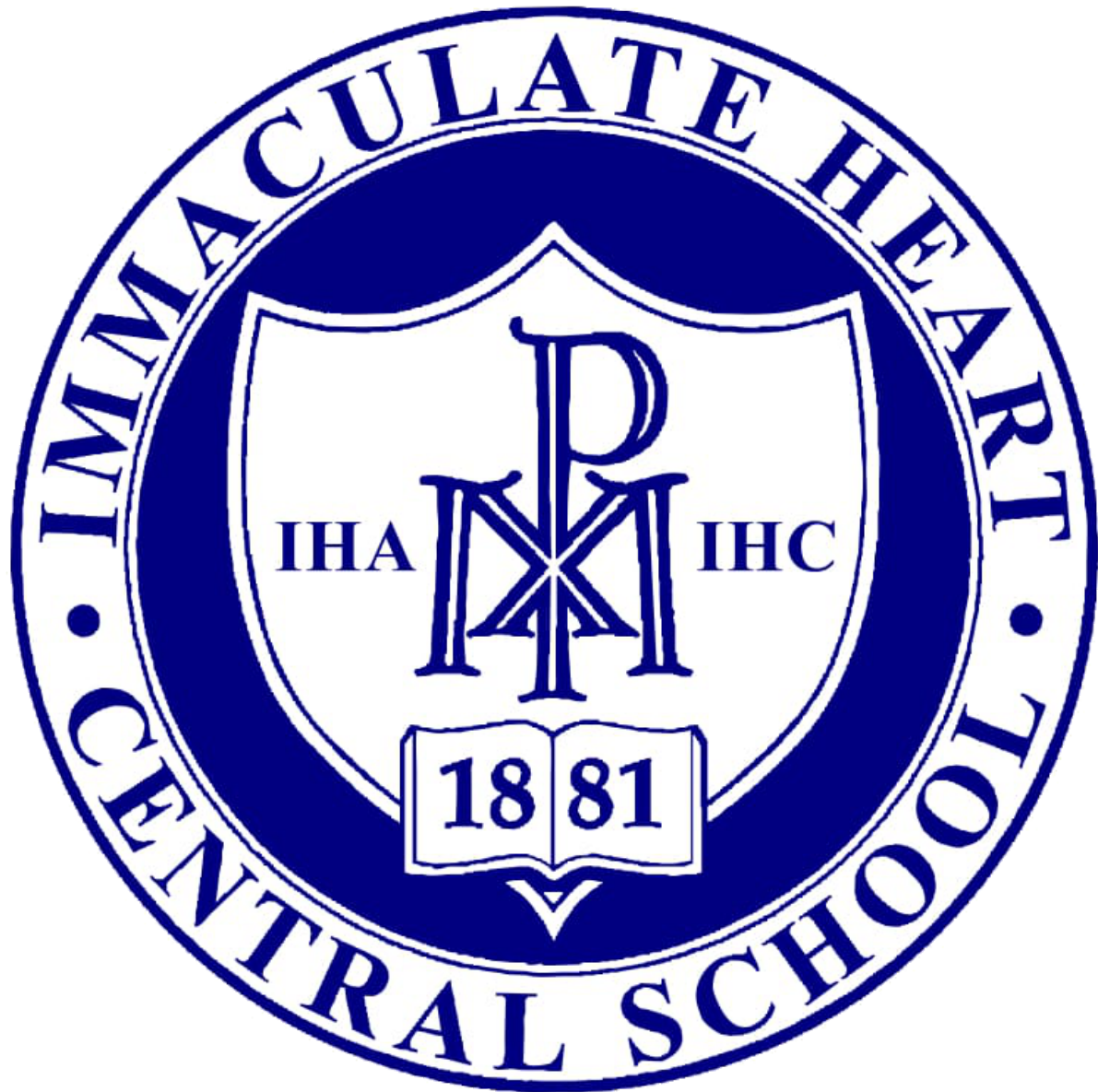


**IMMACULATE HEART CENTRAL SCHOOL
JUNIOR AND SENIOR HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2020-2021**



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.

**Immaculate Heart Central School
Junior and Senior High School
Parent/Student Handbook 2020-2021**

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

**Accredited by
Middle States Association of Colleges and Schools**

Member of:
The National Catholic Educational Association

Administration

Daniel Charlebois, Principal of the Junior/Senior High School

Amy Mitchell, Vice Principal of Pre-K-Elementary (K-6) and Building Administrator

John Montondo, Dean of Students of Junior/Senior High School

Casey Nicol, Director of Guidance

Thomas O'Brien, Director of Athletics

Amanda McIlroy, Director of Advancement

Teresa Lucas, Business Affairs Manager

www.ihcschool.org

Immaculate Heart Central School's Buildings and Information

Junior/Senior High School Grades 7-12 Building

1316 Ives Street
Watertown, New York 1601
(315) -788-4670
Fax: (315) - 788-4672

Main Office Hours: 7:00 a.m. - 3:30 p.m.

*Office locations of: Daniel Charlebois, Principal of Junior/Senior High School;
John Montondo, the Dean of Students of Junior/Senior High; Amanda McIlroy, the Director of
Advancement; Teresa Lucas, the Business Affairs Manager; Casey Nicol, the Director of Guidance;
Thomas O'Brien, Director of Athletics.*

Primary School Building Grades K-6 and St. John Bosco Pre-K

122 Winthrop Street
Watertown, New York 13601
(315)-788-3935
FAX: (315)-788-1716

Office Hours: 7:15 a.m. – 3:15 p.m.

Office location of Amy Mitchell, the Vice Principal of Pre-K-6 and Building Administrator

Hours of Operation IHC Buildings/Programs

School/Program		Drop-Off	Start	End/Pick-Up
St. John Bosco – Morning St.	122 Winthrop St.	7:40 a.m.	8:00 a.m.	10:40 or 10:50 a.m.
St. John Bosco – All-Day St.	122 Winthrop St.	7:40 a.m.	8:00 a.m.	1:50 p.m.
Primary School St.	122 Winthrop St.	7:30-7:55 a.m.	8:00 a.m.	1:55 p.m.
Primary School After-School Care St.	122 Winthrop St.	-	2:00 p.m.	5:30 p.m.
Junior/Senior High	1316 Ives St.	7:15-7:47 a.m.	7:47 a.m.	2:10 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.

The Immaculate Heart Central School – Junior and Senior HighParent/Student Handbook 2020-2021

A basic right of parents is the right to choose the type of education deemed best for their children. Every student is a special person endowed with dignity and enormous potential. Immaculate Heart Central School wishes to confirm that dignity, and awaken within our students their limitless- God given potential. Together with our parents, guardians, and families, our students will be inspired to share God’s love, and work to better the world, locally and globally. This handbook was designed in conjunction with district policy, State and Federal, and Canon law.

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Introduction

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.

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 to 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.

Insignia of IHA and IHC

- The Greek letters Chi-X and Rho-P represent Jesus Christ; He is the center of all we do.
- The symbol M represents Mary, the Mother of God; patroness of our school.
- The Book represents the Holy Bible, and our status as an educational institution. According, we impart the Truth, and knowledge.
- To the left we see the initials IHA, or the school's original name: Immaculate Heart Academy. To the right, are the initials IHC, denoting that the school's name evolved into: Immaculate Heart Central (High School). Today, Immaculate Heart Central School is comprised of pre-school, and classes from Kindergarten to the twelfth grade.
- The date 1881 commemorates the year the Sisters of Saint Joseph founded the Academy.
- The shield, inside the circle, is a traditional heraldic emblem, which signifies our allegiance to Jesus Christ.
- Blue and White are the school's colors, which are also commonly associated with Mary, the Mother of God.

Alma Mater of IHA and IHC

Just above Black River's waters with her banks so green;

Proudly stands our Alma Mater glorious to be seen.

Thou has the key, O Alma Mater, to chasten and refine.

O mount of Science and of Art, which elevate the mind.

Tho' we may roam through foreign lands, thro' orange groves and bowers.

Where songbirds sing their sweetest notes and fragrance fills the flowers.

We'll not forget our Alma Mater, nor her maple groves.

That ole sequestered hallowed spot, where we so often roamed.

We hail, we hail thee, Alma Mater! Loyal ever be.

Where e're we go, what e'er may come, with love we'll turn to thee.

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.

Philosophy and Goals of Immaculate Heart Central

Immaculate Heart Central School in Watertown, New York is a Pre-K-12 Catholic coeducational system. Sharing the Catholic Church's primary mission of calling forth holiness in each of its members, Immaculate Heart Central strives to develop the whole person – body, mind, and soul – by integrating religious formation and secular knowledge. The spirit of Immaculate Heart Central is influenced and fortified by the Gospel message, by the teachings of the Catholic Church, and by prayer and the Sacraments. Students are encouraged to develop their unique gifts and talents for their personal growth and for the service of others. Immaculate Heart Central School's purpose is to provide a quality Catholic and secular education, to cultivate holiness, and to develop world citizens who will transform society.

The school seeks to maintain a supportive environment, which is conducive to the pursuit of knowledge, to an attitude of respect and reverence for self and others, and to the practice of Christian virtues.

The school seeks to encourage students to recognize and develop their unique intellectual abilities, creative potential, and physical talents.

The school seeks to provide an atmosphere that presents religion as a way of life, as a relationship with Christ that permeates all aspects of life.

The school seeks to provide an educational program, which promotes the development of students': faith, intelligence, physical growth, and social/emotional wellness. The school seeks to nourish the souls' of young people; always recognizing the soul- as that part of us all, "...which is most like God's image (Catechism of the Catholic Church, se, 363, 1703,1994)."

The school seeks to assist students in forming habits of moral judgment and of critical thought, thus providing them with a sound basis for evaluating academic disciplines, current events, and ethical issues.

The school seeks to provide systematic instruction in the Catholic faith according to the mind of the Church, and to offer opportunity for the school community to reflect, pray, and worship together.

The school seeks to encourage students to practice great love for and fidelity toward their respective faiths, including an active participation in their particular congregation's life of prayer and service.

The school seeks to form patriotic citizens who are mindful of their American heritage, conscientious about their civic duties, and selfless in service to the community and the nation.

The school seeks to cultivate a sense of responsibility for making the world a better place, for furthering peace and justice at home and abroad, and for promoting the equality of all peoples.

The school seeks to provide an administration, faculty, and staff whose members possess professional competence, dedication, honorable character, and respect for the Catholic faith.

History of Immaculate Heart Central

Immaculate Heart Central, popularly known as IHC, traces its beginnings to January 1881 and a small frame house at 114 Main Street. Three sisters of St. Joseph came to teach the children of Our Lady of the Sacred Heart Parish. The Sisters of St. Joseph continued the school as a private academy known as Immaculate Heart Academy at 362 West Main Street. From the beginning, the school was coeducational. In October of 1904, the first charter as an academic school was received. In 1908, the school was fully accredited by the University of the State of New York.

In 1923, increasing registration made it necessary to expand. By 1954, because of overcrowded conditions, the need for a new building was evident.

Bishop James J. Navagh visited the school and held a meeting with Mother M. Immaculata, then Superior General of the Sisters of St. Joseph, and Sister M. Consuella, Principal of IHA. A financial campaign was undertaken throughout the city by four parishes. The groundbreaking ceremonies took place in December of 1963. On August 22, 1965, on the Feast of the Immaculate Heart of Mary, Thomas A. Donnellan, then Bishop of the Diocese, dedicated Immaculate Heart Central High School.

The new school opened for classes in September 1965. The faculty consisted of 12 Sisters of St. Joseph, four Religious Teachers Filippini, as well as Missionaries of the Sacred Heart, Diocesan priests, and lay teachers.

The new campus had fifty acres of land on Ives Street. The building contained a chapel, twenty-seven classrooms, a library, a cafeteria, a gymnasium, weight rooms, and an auditorium with a seating capacity of 900.

In 1988, a new athletic field complex was constructed. This endeavor provided new playing fields for: baseball, softball, football, soccer, and lacrosse. Field lights, a press box, and concession stand were also added to the main field area.

In 2003, Immaculate Heart Central expanded its educational mission by adding a Junior High School for seventh and eighth graders.

In 2009, a new field house, bleachers, locker rooms, bathrooms, and concession amenities were added to the athletic complex.

In 2017, the Immaculate Heart elementary school joined the Junior/Senior High; creating one Pre-K-12 school. At this time, the school's leadership was also consolidated under one Principal.

Academics: High School 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 “Required” subject is a subject which must be taken by all students. The New York Education Department and the school prescribe the required subjects.
- A “Sequence” 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 “Elective” is a subject which a student may select according to his/her interests and future goals.

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).

Course Offerings for High School

Academic Support	Living Environment
Accounting	Marketing
Advanced Art	Mathematics 1,2
Algebra / Algebra 2 & Trig	Mathematics 12

Anatomy	Media Literacy
Band	Participation in Government
Computer Applications	Physical Science
Chorus	Physical Setting/Chemistry
Creative Writing	Physical Setting/Earth Science
Economics	Physical Setting/Physics
English 9,10,11,12, Advanced Placement English	Intro to Psychology
English 11, Advanced Placement English	Advanced Placement Psychology
Environmental Geology	EDGE Psychology
French 1,2,3,4	Religion 9,10,11,12
EDGE French	
Geometry	Senior High Chorus
Graphic Design and/or Computer Applications	Social Studies 9,10,11,12, Advanced Placement Social Studies Courses
Health	Spanish 1,2,3,4
Independent Art	Statistics
Intro to Music A	Studio Art I,II

Transfer Credit

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 Psychology.

-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*

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.

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.

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:

- Earn 22 unit credits
 - English-4 units of credit
 - Social Studies-4 units of credit
 - Religion-4 units of credit
 - Mathematics-3 units of credit
 - Science-3 units of credit
 - The Arts-1 unit of credit
 - Health-1/2 unit of credit
 - Languages other than English- 1 unit of credit
 - Physical Education- 2 units of credit
- 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.

Exams

School Exams (Quarter, Midterm, and Final)

Teachers give in-class exams at the end of each quarter, and for final exams. When midterm examinations are administered, the daily schedule is modified to accommodate testing.

Regents Exams

New York Regents Examinations are administered in the following subjects:

- 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

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 sons/daughters.

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

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.

Regents Exams / Class Failure

If a student fails a class, but “passes” the course’s Regents exam, the student will receive a passing grade of 65 for the course grade. The student will not have to retake a failed class.

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.

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.

National Honor Society

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.

The National Honor Society is open to students in the junior and senior year. To be eligible:

- 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

Membership is also based upon service, leadership, and character as determined by the Leadership Group. Membership is a privilege. It is not a right.

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.

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.

Academics Junior High School Grades 7 & 8

Class Scheduling

Course selection and class schedules are done by 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.
- A "Sequence" is normally composed of three years work in a single subject matter. This only applies to foreign languages in the Junior High.

Course Offerings for Junior High School

In addition to the students' content area classes, students are scheduled for enrichment courses in Art, Computer Literacy, Health, and Music. Enrichment classes are scheduled two days a week (for one semester). Physical education classes are taken twice a week (for the entire year).

- Religion
- English
- Band
- Mathematics
- Chorus
- Science
- Computer Literacy
- Social Studies
- Health
- French
- Music
- Physical Education
- Spanish
- Art

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 – 75%.
- 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.

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.

Testing- New York State Assessments

Assessment Tests for Junior High

- English Language Arts (ELA) – 7th and 8th grades in the Spring
- Mathematics – 7th and 8th grades in the Spring
- Science performance and written – 8th grade in May/June

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.

Accreditation

Immaculate Heart Central School is accredited by the prestigious Middle States Association of Colleges and Schools, Commissions on Elementary and Secondary Schools. The most recent renewal was completed in 2019.

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.

Activities, Clubs, Organizations, and Events

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

Campus Ministry, National Honor Society (see “Academics”), Dances, Whiz Quiz Team, Student Life, Band, Chorus, Foreign Language Club, Performing Arts Club /Variety Show, Faith Community Service Program, Yearbook, Student Newspaper, Class Officers, Student Government/Council, Peer Ministers, Leadership Team, and Mystery Players.

Student Council/Government

To qualify for membership in Student Council/Government, interested students submit applications to the appropriate moderator. Class officers are elected by their peers.

School Attendance and Participation:

In order to participate in afterschool and evening events, a student must attend school for at least four hours. This policy applies to: clubs, organizations, events, performances, and athletics (including games/practices). For example, if a student is out ill for more than four hours, the student cannot return in the afternoon/evening to participate in a school activity.

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.

Behavior at Activities

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.

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. Once a student arrives at a dance, she/he will have to depart at the time established by the moderator.

Behavior at Dances for IHC Students and Guests

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.

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.

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 notify moderators/chaperones.

Guest Permission Forms

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.

All dances require Guest Permission Forms. Safety is the main concern. 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.

As Guest Permission Forms are required, only IHC students will be able to buy tickets at the door.

Guest Exceptions

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.

Conduct/Discipline

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.

Dress Code for Dances

Students and guests attending dances are required to follow the designated attire. Some dances are more formal than others and moderators will announce dress code regulations. It is important that students are very clear what attire is acceptable. To receive approval, students may want to show clothing items to the moderator prior to the dance. For dances, which have a specific theme, students may be allowed to dress consistent with the theme. All attire must be modest.

Parents/guardians of a student whose attire is deemed inappropriate may be contacted and the student may be required to leave the dance. Parents/guardians should know that students will be approached if their clothing is inappropriate. Efforts may be made to keep the student at the dance, such as wearing a jacket or sweater over the dance attire. If there is any concern about whether attire is acceptable that was not pre-approved, the student should bring additional clothing. Likewise, students may also be required to take off certain unacceptable clothing or accessories.

Shoes

Students should wear shoes befitting their attire. Sneakers, tennis, and athletic shoes are not usually appropriate for dances. Students should wear their shoes. IHC is not responsible for any injury acquired by a student not wearing shoes.

Junior High Dances/Socials

When dances/socials are held for the Junior High School, only IHC Junior High students may attend.

Senior Prom

Senior Prom is limited to seniors and their dates. An appropriate formal dress code must be worn. The senior class and class moderator plan the Prom and in spring, details and policies are announced.

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. In the 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 the initial planning, 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.

The Dean of Students and class moderators are available to discuss potential activities and assist students with the approval process.

Announcements/Message Alerts

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

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.

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.

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 both young women and men.

Boys Sports (Varsity, JV, Modified)	Girls Sports (Varsity, JV, Modified)
Soccer (V, M)	Soccer (V, JV, M)
Tennis (V)	Tennis (V)
Basketball (V,M)	Basketball (V,JV,M)
Lacrosse (V, M)	Lacrosse (V,M)
Ice Hockey (V)	Ice Hockey (V)

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.

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 of 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.

Attendance

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.

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.

Entering the Building

Regardless of where a person is dropped off or parks all students or visitors must enter through the main entrance/front door. 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 must be in Homeroom prior to 7:50. Time management is important therefore planning arrival should include time for going to lockers and preparing for classes.

Entering Late/Tardy

Students are considered tardy to school if they cannot be in Homeroom on time.

Students arriving too late to make Homeroom on time will ordinarily be detained at the front door. The Attendance Manager/Dean of Students will often be present at the door. The Main Office may also permit a student via the electronic door. At the front door, or in the Main office, a student must obtain an official tardy slip issued by the Attendance Manager, or Vice Principal.

A student cannot be admitted to Homeroom, or first period, without a timed late slip. When the Main Office allows a student entry, he/she must go directly to the Main Office. Students should remember that the main entrance is an electronic door with camera surveillance and realize the Main Office staff is expecting the student to immediately check in.

The official tardy slip will indicate the time of arrival, and if the lateness is excused, or unexcused. Students arriving without a parent's/guardian's excuse will have two school days to get a parent/guardian excuse.

Habitual Tardiness Regulations:

Students who are illegally late more than five times in one quarter will be assigned a detention for each subsequent tardy (6th, 7th, 8th, etc.). The student will also be restricted from participating in any extracurricular activities until they have served the detention for each late they have accrued after the fifth. The late count will reset at the beginning of each quarter. Extenuating circumstances will be closely examined by administration on an individual basis.

If a student is coming in late from a medical appointment, they are expected to bring in a doctor's note to the office indicating they had an appointment.

Arriving After School has Started

(Partial Absence - Arriving Anytime After First Period is in Progress)

Arriving after school has started is considered a "partial" absence. Too much time has passed for a student to be considered tardy. The Main Office will permit a student to enter via the electronic door. The student reports immediately to the Main office and must obtain an official late arrival slip (issued by the Attendance Manager, or Dean of Students).

A Parent/guardian Excuse is required for arrivals during and after first period. Ordinarily, partial absences must be verified by parents/guardians by the end of the school day.

Departing During School Day

During school hours, all students must be accounted for. Students do not enter the building, or leave the building, without following proper procedures.

A student leaving the building early cannot leave without documented permission, and must sign-out with the attendance manager or Main Office staff member in the Main Office. Students should have their parent/guardian verify the need for an early dismissal at the beginning of the school day. Students need an office-issued pass to show teachers they have permission to leave early, or may be summoned from class by the Main Office.

Attendance Policy

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

Regular Attendance is one of the most important ways in which students demonstrate their interest in schoolwork and is essential for proper achievement in school. It is IHC's responsibility to know the whereabouts of the students during school hours. Before and after school, IHC does not accept responsibility for the whereabouts of students who are not with their teacher for a scheduled appointment, appointed coach, moderator, or activity sponsor. After school hours, students are not to be in the school buildings/campus grounds, unless they are participating in school-supervised activities.

Reporting an Absence

If a student is absent, the parent/guardian should call the school (315-788-4670) by 7:45 am, and inform the Main Office. The parent/guardian must also provide a reason for the absence. If the parent/guardian does not contact the school on the day of an absence, parents/guardians must provide an excuse by the following school day (the excuse must be signed, list date(s) appropriately, and provide a reason for the absence). Parents/guardians have only one school day before their son/daughter qualifies for detention/loss of privileges for noncompliance with attendance regulations.

Excessive Absences

IHC believes that student attendance in classes is imperative for increasing student success. In order for our students to pursue academic quality and to foster responsibility we expect parental support in their child's attendance.

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 teachers will be held after 15 days of absences are recorded. An educational plan for rectifying the excessive absences will be established.

Excessive absences from school will adversely affect a student's grades and may result in the loss of course credit. Students with excessive absences will not be allowed to miss classes to

participate in extracurricular activities. Ten percent of the elapsed number of school days will be used as a guide in making this determination.

Attendance in the Building

Students are to arrive to classes on time. Ordinarily, teachers enforce their own “late to class” policies. Habitually late students who have not responded to the teacher’s interventions will be referred for school detention/consequences. However, if a student arrives after class has started, he/she must have a pass/note.

Teachers do not admit students if they cannot account for the student’s whereabouts during the time missed. If a student’s location/arrival does not match/respond with the time indicated on a pass (or the student arrives without a pass), the student’s whereabouts are “unverified.” In such cases, students may be sent to the office for further investigation (this may result in disciplinary action).

Going to Car During School Day

If a high school student needs to go to their car, the student must seek permission from the Main Office, or school administration. If permission is granted, the student should expect to be accompanied by a teacher/staff member.

Leaving for Illness

If a student becomes ill during the course of the school day, the student reports to the Health Office. At that time, the nurse evaluates the symptoms. If necessary, the nurse will notify parents or guardians, and arrange for transportation home. Students should not call parents or guardians to excuse them for illness; rather they must go through the Health Office/School’s Main Office.

This policy is not intended to suggest that an ill student is not allowed to call their parents/guardians. This procedure is in place to ensure that the nurse sees, and coordinates, the departure of ill students. For safety and attendance regulations, the school must be aware when a student is not feeling well. Students may call parents/guardians from the nurse’s office.

Leaving and then Returning During the School Day

If a student leaves during the school day, and plans to return while school is still in session, parents/guardians must inform the school. It is the parent’s/guardian’s responsibility to inform the school, and verify that their son/daughter returned/signed in with the Attendance Manager. If parents/guardians do not inform the school of their son’s/daughter’s return, IHC will assume the student is not returning to school.

Participation in Extracurricular Activities

In order to participate in athletic practices/games, performances, clubs, organizations, or any after school/evening activity, students must attend school for a minimum of four hours. Only the school’s Administrators can grant exceptions to this attendance policy.

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 exam(s). Before and after Regents exams, parents/guardians are responsible for the whereabouts of their sons/daughters.

Required Attendance Information

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.

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.

Recording Attendance Daily and by Individual Class Period

- Each student's 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).

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 Reports, Report Cards, and Individual Contact for excessive absences or tardiness

Maintenance Records

The Register of Attendance data will be recorded in an electronic format.

Vacations/Trips (Parents/Guardians and/or Student)

Vacations when school is normally in session are discouraged. Vacations, except those outside the school calendar, are considered illegal absences according to New York State Law. Such absences from school may have a negative effect on a student's grades. Parents/guardians are asked to please check the school calendar and plan vacations accordingly. Teachers are not required 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 parents/guardians, cannot release a student from the school without prior parent/guardian approval.

Bill of 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.

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.

Detentions

There are two types of detention: Teacher Detentions and School Detentions:

Teacher Detentions

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 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 do not always inform parents/guardians/administrators of detentions at this level. Again, this is a process whereby teacher and student work together to build a positive relationship. Parents/guardians seeking an explanation of a detention must contact the teacher/staff member who gave the detention.

When a Teacher's Detention Becomes a School Detention

Teacher detentions can be exhausted. If a student fails to respond to a teacher's interventions, the teacher will summarize her/his efforts on a referral, and turn the information over to the Dean of Students. Ordinarily, the Dean of Students will issue a school detention thus making the offence a "major infraction".

Not attending/skipping a teacher's detention may be viewed as defiance, disrespect, and as a student's unwillingness to cooperate with the teacher. If a student does not attend a teacher's detention, the teacher will issue a referral for "Skipping a Teacher's Detention." The Dean of Students will schedule a detention, and record the incident as a major infraction. Avoiding a teacher's detention is weighted as a major infraction, because the teacher/staff member is giving his or her own time, and is willing to work WITH a student to solve a problem.

School Detentions

School detentions are the result of behavioral/regulation referrals sent to, or issued by, the Dean of Students. 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 15:00 for first offense, 30:00 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.

Internet/Social Media and 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.

Law: Compliance with Local, State and Federal Law

IHC is not simply an institution; we are a community working to nurture the atmosphere of trust and support. Students may be subject to local, state, and federal laws on school property, during school hours, or while engaging in any school activity.

Misconduct Policies (Serious)

Examples of Serious Misconduct

A student may be suspended or expelled for conduct which endangers persons or property or, which is seriously disruptive to the educational process. These standards of conduct are in effect: on school grounds, on buses, at school sponsored activities, away games/activities, as well as non-school related activities, which occur off-campus. 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):

- Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse, use of obscene or profane language or gestures.

- Physical assault on another person on school premises, or buses or while participating in a school sponsored activity.
- Conduct causing threat of danger to the student's own physical well-being or the physical well-being of others.
- Taking, or attempting to take, school property, personal property or money from another person.
- Willfully causing, or attempting to cause damage to school property, or the property of staff members or other students.
- Being in an unauthorized area of school property.
- Knowingly being unsupervised (if a teacher/staff/coach is missing, students must inform nearest teacher/staff/Main Office).
- Failure to leave school premises promptly after having been directed to do so by teachers/staff/administrators.
- Disruption/disrespect during Mass.
- Possession, use, transmission or being under the influence of any illegal substance (or legal substance that is misused and/or that alters behavior), or alcohol. Knowingly being in the presence of anyone using such substances both on and off-campus. All medications, over-the-counter, or prescribed drugs, must be monitored and stored with the school nurse.
- Possession or transmission of any firearm, knife, explosive, weapon, or other dangerous object/or facsimile of a weapon.
- Using any alcohol, drugs, tobacco, (or any substance that alters behavior), at school, on school trips, while practicing or playing on/in a team/activity, or on buses.
- Violation of any federal or state law, which would indicate that the violator presents a danger to any person in the school community or to school property.
- Intentional and/or successful incitement of truancy by another student.
- Intentional use of racial, religious, or ethnic slurs.
- Hazing/Initiation Rituals.
- Sexual harassment, harassment, bullying.
- Blackmailing, or intimidating school staff or another student.
- Threatening another student or staff/member. Threatening is considered a serious infraction, especially when it involves bodily harm, or destruction of property.
Parents/guardians/students must understand that people are threatened in many different ways. Threats may be: overt, covert, "veiled," or have meaning only to the recipient. Parents/guardians, who have safety concerns, should take action "outside" of IHC, as they deem appropriate. When dealing with threats reported to IHC, parents/guardians/students should understand that IHC can not oversee a student's safety off school grounds.
- Interfering in any way with the appropriate educational functioning of school computers and/or the computer files.
- Fighting either on or off-campus: all students involved are usually suspended/expelled-regardless of which party initiated the altercation or, which party believes they were "defending" themselves (mutual combat). Being aware of a fight, or potential altercation, and not informing the school. Attending a fight as a spectator. Engaging in behavior that may encourage others to fight, or attending a fight (on/off campus). Using/having/making any electronic communications/social media documentation related to fighting.

- Cheating (Academic Dishonesty).
- Skipping/cutting classes.
- Forgery of a school document or parent or guardian signature .”
- Carrying or use of laser/pointer lights.
- Water guns, water balloons, or any related water or liquid spilling/throwing.
- Gambling/Games of Chance. Students organizing unauthorized contests/ “games,” social or otherwise, that involves IHC students’ participation on or off campus. Any student devised activity that involves winning monies gathered by IHC students on or off campus.
- Any activity involving projectiles.
- Being on campus without official business.
- Misrepresenting the school on/off-campus.
- Cell phone/electronic devices/ cameras/video recording-use of any functions video/photo in: bathrooms, locker rooms, or offices.
- Photographing /videoing a person(s) without consent. Bullying using electronic devices.
- Giving false information to the faculty/staff/administration.
- Habitual Out of Bounds infractions.
- Habitually breaking school rules.
- Improper use of Internet, electronic devices, cameras, audio recorders, cell phones.
- Poor judgment and possible ramifications of.
- Truancy (inside or outside of school). Truancy Inside School: a student’s location in the building/grounds cannot be verified. Coming to school, but not attending class.
- Truancy Out of School: a student is out of school without the consent/knowledge of their parents/guardians. Leaving school grounds without permission. Coming to school, leaving, and then returning without proper permission. Leaving school grounds without proper documentation filed with the Main Office. NY State Laws may also apply. Having a note to leave campus does not authorize a student to leave unless the Main Office has confirmed parent/guardian permission. A student with the proper verification must still sign-out at the Main Office Attendance Manager.
- Behavior in the parking lot (school grounds).
- Defacing school/personal property.
- Violations of the Technology Use Policy.
- Engaging in any behavior that includes, but is not limited to: yelling at another student, using antagonistic language, posturing with aggressive physical movements, stances, or proximity to another person, or any other behavior that can be interpreted as a prelude to a physical altercation, any negative interaction between students that provokes other students to gather in defense of one “side” or another. Once both parties have interacted in such behaviors, no distinction will be made as to which student “started it.”

IHC students are held accountable for their actions, AND the possible ramifications of their misconduct. Students are also held accountable for the unintended consequences of their actions.

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 Dean of Students 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 with the Dean of Students or 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.

Plagiarism/Academic Dishonesty/Cheating

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.

Important Information Regarding 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

First Infraction: The teacher notifies the student's parents/guardians. The teacher issues a referral to the Dean of Students (the incident becomes part of the student's discipline record). The student receives no credit for the assignment (grade average may be affected).

Second Infraction: The teacher notifies the student's parents/guardians. The teacher issues a referral to the Dean of Students (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 Dean of Students. The student may be suspended. The student will be placed on probation.

Third Infraction: A third academic dishonesty offence 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 re-take 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.

Probations

Administrative Probation

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/Dean of Students 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.

Disciplinary Probation

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.

Social Probation

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/Dean of Students 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.

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.

Suspensions

Suspension In-School (ISS)

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.

Out-of-school Suspension (OSS)

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.

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 Dean of Students.

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.

Conduct/Discipline and Annual Enrollment

All students must register and be accepted on an annual basis. Re-acceptance for successive school years is based entirely on the decision of the school. Re-admittance may depend on a student's: attitude, behavior, attendance, and academic success. Such decisions will be made in the best interest of IHC and the student.

Education Council

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 Immaculate Heart Central School Education Council is a Council of limited jurisdiction and is a joint venture of the Watertown parishes of St. Anthony's Church, Church of the Holy Family, St. Patrick's Church and Our Lady of the Sacred Heart Church. 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.

Enrollment/Admissions

Parents/guardians and students interested in attending IHC may contact the Office of Enrollment (located at the Junior/Senior High School Building, 1316 Ives Street). The Director of Enrollment provides information, guidance, tours, manages, and monitors the enrollment process. During the school year, students who are interested in attending IHC may schedule a time to shadow a current student.

Either of the two school offices will provide enrollment information and direct parents/guardians/students to the Office of Enrollment. The school website is also a resource for procedures and application forms.

Annual Enrollment

All students must register and be accepted on an annual basis. Re-acceptance for successive school years is based entirely on the decision of the school. Re-admittance may depend on a student's: attitude, behavior, attendance, and academic success. Such decisions will be made in the best interest of IHC and the student.

Probationary Admittance

In some cases, students may be 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.

Non-Discrimination Statement

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.

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. The acceptance of any fee, or prepaid tuition, does not guarantee acceptance/enrollment for an upcoming school year.

Spiritual Development/Faith-Based Education

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.

Faith Community Service Program

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.

General Policies and Information

Backpack Policy (methods used to carry materials to class)

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.

Cafeteria

Students should:

- 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.
- 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.

Campus Use

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.

Cell Phone/Electronic Devices

This handbook section refers to cell phones and all electronic devices and the possible features and capabilities of all such devices. Also covered, is the use of electronic communications, and the content shared, posted, or transmitted on/by the devices. See also: “Technology and Appropriate Use Policy.”

Cell phone use at IHC is prohibited during class time, the hallways, and in detention. Cell phones, which are visible or audible to a faculty or staff member in the classroom, may be confiscated. Cell phones are permitted in free period and during lunchtime. Confiscated cell phones will be turned into the Main Office. Junior High students cannot use cell phones during the school day or in detention.

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.

Surrendering a Cell Phone or Electronic Device When Requested

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.

Cell Phone Infraction During a Test/Class Assignment

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.

Parents/Guardians Phone Calls During the School Day

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.

Misuse of Cell Phone Functions/Electronic Devices and/or the Content Sent

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.

Profane /Illegal Content

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.

Other prohibited behaviors using cell phones and electronic devices include cyber-bullying and "sexting". Cyber bullying is defined as, "using the Internet, interactive and digital technology to harass, humiliate or embarrass another student or adult." Typically, schools will not be involved in the resolution of cyber bullying which occurs outside of school unless it creates a reasonable threat of material and substantial disruption at school.

Parent/guardian to parent/guardian communication often resolves conflicts. However, IHC does not mediate parent/guardian to parent/guardian meetings. If parents/guardians are in a conflict, IHC will/may meet with one family at a time.

"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.

Students and their parents need to be aware of the possible criminal consequences and penalties for possessing, producing and disseminating pornographic and/or sexually explicit material. Students discovered to be displaying, distributing or in possession of sexually explicit materials in school, on school property, or at a school function will be suspended.

Immaculate Heart Central High School does not assume responsibility for the loss, damage, or theft of any device brought to school.

Confiscation Policy

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.

Confiscating 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.

Corridors/Hallway Procedures

In the corridors or hallways, students should:

- Keep to the right in corridors and around corners.
- Take the most direct route between classes. There are three minutes between classes.
- Not be running at any time in corridors or classrooms.
- Not engage in boisterous, rowdy conduct.
- Not be in the corridors during class or free time without a signed pass from a teacher.

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 will 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.

Custody

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.

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.

Food/Drink/Water Bottles

Food/drink, with the exception of water, are to be consumed in the cafeteria.

Students may have/carry water in closed water bottles ONLY. Teachers/staff/administrators may check/inspect any student's water bottle/contents at any time for any reason. Using/having water bottles should never be disruptive or destructive. Teachers may have certain rules regarding water bottle storage/use. Misusing the bottle (empty or full), or the water, will result in disciplinary action (that may include the loss of water bottle privileges).

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.

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.
- First period free students will help with putting chairs down, if they were not put down prior to first period.
- 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.

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.

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

Failure to remain in good standing may jeopardize a student's ability to run for or participate as a leader.

Lockers

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.

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.

Lockers Physical Education/Athletics

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.

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.

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.

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 double 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.

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.

Study Halls

- 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.

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.

Student Services/College Counseling

The Guidance Department at IHC provides students with academic, career, and personal counseling. Parents/guardians with academic concerns may schedule appointments with the Guidance Director.

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. Anyone having technical problems should contact the Guidance Office.

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.

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.

Health Services and Requirements

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.

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.

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

Illness at School

If a student becomes ill during the course of the school day, the student reports to the health office. At this time, the nurse evaluates the symptoms. If necessary, the nurse will notify parents/guardians, and arrange for transportation home. Students should not call parents/guardians to excuse them for illness; rather they must go through the Health Office/School's Main Office. This policy is not intended to suggest that an ill student is not allowed to call their parents/guardians. This procedure is in place to ensure that the nurse sees, and coordinates, the departure of ill students. For safety and attendance regulations, the school

must be aware when a student is not feeling well. Students may call parents/guardians from the nurse's office.

It is imperative that parents/guardians provide up-to-date emergency contacts (requested on health information form). Parents/Guardians/students and the "emergency contact(s)" must be aware of the agreement/responsibilities. Emergency contacts must be able to present the school with a valid driving license that matches the school's information by confirming identity and suitability to provide proper care.

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.

Library – Learning Center

Students have access to libraries at both the Elementary and the Junior/Senior High buildings. 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.

Checking Out/Use of Resources

- Books may be borrowed for a period of two weeks, and may be renewed, unless there is a hold in place.
- 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.

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.

Parent/Guardian Involvement and Expectations

Involvement

At IHC, we understand that parents/guardians have chosen our school because they share in our spiritual and educational vision. The involvement of parents is vital to the success of the school and community. We welcome parents/guardians to give of their time and talents. Whether you are new to IHC, or are already invested in the community, we offer numerous opportunities for involvement. If you are interested in helping in a particular area, please contact the appropriate administrator, director, moderator, or staff member. Parents are also notified of potential volunteer and committee efforts in email bulletins and other correspondence methods.

To be able to participate in activities where volunteers directly interact with students, parents/guardians are required to have a background check and participate in the VIRTUS training program. Please contact the office to arrange for these requirements.

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.

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.

Compliance with 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.

Decorum (Parents/Guardians)

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).

Communication is an important part of the home and school relationship. Ordinarily, parents/guardians wishing to meet with members of the faculty/staff /administrator must make proper arrangements before visiting in-person. It is not reasonable to arrive at the school and

expect to immediately see a faculty/staff member. For safety reasons it is not acceptable for parents/guardians to visit teachers in their classrooms without prior notice/arrangements.

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.

Email Correspondence Requirement

Parents/guardians are expected to keep all contact information up-to-date. This includes all phone numbers, addresses, custody/legal arrangements, e-mail addresses, and emergency contact information. The primary form of school to parent communication is email. Therefore, the school expects parents to be checking email daily.

Students are expected to check their IHC email account on a daily basis.

Monitoring Student Progress

Technology has transformed and enhanced the educational landscape. While these advancements are not a replacement for teacher correspondence (grades/comments), it is suggested that parents/guardians will login 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. Access codes and instructions are provided during the first week of school. Please contact the appropriate school offices for technical assistance (Guidance Office for Junior/Senior High)

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.

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.

Safe Environment

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 Plan

IHC has implemented a Crisis Management Plan in case of an emergency. All staff are aware of the procedures to follow in order to keep students safe. In the event of an emergency, circumstances permitting, students will be evacuated from the building or be moved to a secure designated location. IHC will continue to work with the local law enforcement agency 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.

Fire Drills

Fire and evacuation information is posted in each room. During fire drills, students must exit the building in silence, and in an orderly manner. Students are to assemble with teachers and staff in designated areas, a minimum of 50 feet away from the building. Students are to be cooperative while attendance is taken, and follow all directives. After the all clear signal is given, students return to the building in an orderly manner, and go immediately back to their classes or appropriate locations. The Watertown Fire Service inspects the building on a yearly basis, in accordance with New York State Law.

Safety Drills

Safety drills occur at various times during the school year. Watertown Police Department supervises lockdown and lockout drills twice a year. IHC regularly consults the police officer assigned to advise our school.

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.

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.

<u>Daily and Alternate Schedules</u>

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

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	
40 Minute Periods		

SCHEDULE B

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	
31 Minute Periods		

SCHEDULE C

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	
29 Minute Periods		

SCHEDULE D

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	
32 Minute Periods		

SCHEDULE E

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	
35 Minute Periods		

SCHEDULE F

Warning Bell	9:47 - 9:50	26 Minute Periods
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	
26 Minute Periods		

SCHEDULE P

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	
34 Minute Periods		

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/Acceptable Use

The uses 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 Acceptable Use

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 Acceptable Use

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 harass 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/Acceptable Use Policy

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/Acceptable Use Policy

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 Acceptable Use Policy

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 Technology Acceptable Use Policy

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, or posting or 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 Technology Acceptable Use

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 Technology Acceptable Use

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 Technology Acceptable Use Policy

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.

Telephone Use

Students may request to use the phone in the Main Office (in any school building). Parents/guardians calling the Main Office may leave a message for their student. Students will only be taken out of class for emergency phone calls.

Textbooks and Religion Books

Textbooks are loaned to IHC students by the public school district in which the student resides, under the New York State Textbook Law of 1965.

Each book issued is numbered, and the classroom teacher maintains a record of its condition. When courses are changed or when a student leaves school, all books must be returned to the teacher. It is a requirement to cover all books issued by IHC to students. A fee is charged for lost, missing, or damaged books loaned to the student.

Religion books are provided to the students as part of the tuition payment.

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 IHC are eligible for transportation. Students are expected to comply with the rules and regulations of the transportation department of their respective school districts. Continuous violation of these rules may result in the loss of transportation privileges.

The school districts conduct emergency bus drills on a regular basis. During these drills, students are to be serious and attentive.

Parents/guardians must keep apprised of the latest bus information at the appropriate school building's Main Office, and at your district's transportation office. Parents/guardians must understand that IHC and the public school districts operate together, and as individual entities. IHC cannot control the buses of public school districts.

- 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.
- Getting to the bus afterschool: In order to not miss the bus afterschool, students should plan their time wisely. The buses will leave at the designated time; drivers do not usually wait for individual students.
- When buses are late to IHC for drop off/pick up :

Public school districts usually inform IHC when buses will be late. IHC will excuse students for late arrival. After school, it may be difficult for IHC to tell students their bus is delayed. The district, or the bus driver, may tell passengers what to do in a late pick-up situation.

- Snow Days: See Weather Related School Closure
- Discipline on buses: As noted above, IHC and the public school districts operate together, and as individual entities. Misconduct on a bus may be dealt with by a student's home district. In some cases, the district informs IHC. If IHC is aware of an infraction on a school bus, the student will also be subject to our disciplinary consequences. If the behavior warrants, a district and/or IHC, may suspend a student's bus privileges.

Bus Misconduct

Bus referrals are sent to IHC. Students are subject to the consequences set by the school district, and IHC. Disciplinary action is taken, which could include suspension of bus privileges, or permanent removal from riding the bus.

Tuition

The IHC website has the most up-to-date enrollment and tuition information.

The IHC Business Affairs Manager handles tuition payments. Parents or guardians seeking information need only call or visit the school's Main Office at 1316 Ives Street. The Main Office will also be able to schedule appointments for families that would like to arrange a meeting to discuss tuition.

Parents/guardians/students interested in attending IHC should contact the Director of Enrollment Management (315-788-4670).

Dress Code and Appearance: Young Women

The Administration interprets and makes decisions regarding the appearance of young women. Parents/guardians/students may consult the Dean of Students with any questions.

Appearance

The policies for appearance apply everyday, even if there is a special "dress down," "theme," or athletic dress day.

Clothing

All dress code or dress down clothing worn must be neat, clean, and in good repair. Modesty should prevail when selecting any clothing to be worn to school. Clothing should not be ripped, torn, have holes, or jagged edges, even if this is part of the design.

Fingernails

Fingernails must be conservative in length, color, and style, and cannot inhibit any school activity. Fingernails cannot pose a danger of any kind to anyone. Check with the administration with any questions regarding fingernails.

Hairstyles

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.

Young women should consult an administrator prior to making any questionable hairstyle decisions. Students have one week to comply with dress or appearance violations. It is unacceptable to suggest that compliance is not possible, or that a procedure is “irreversible.” Time will NOT be given for “growing hair out”.

Head Bands/Coverings

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 contrasting, will have to be removed. Head coverings, ribbons, flowers, scarfs, or anything distracting, should not be worn. See an administrator for any questions.

Makeup

Makeup, in moderation, is permitted. Modesty should be considered at all times. Bizarre makeup, as defined by the administration, and heavy makeup are not permitted.

Jewelry

Young women are permitted to wear a set of earrings that are conducive to the academic environment. Oversized, bizarre, or distracting earrings must not be worn. In general, jewelry may be worn in moderation, and should not inhibit daily activities. Jewelry cannot represent or depict anything deemed inappropriate. Accessories, buttons, pins, or decorations should not be worn on the dress code clothing.

Piercings

With the exception of ears, young ladies 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.

Miscellaneous

Visible tattoos are not permitted. Hats must be removed in the building. Outerwear 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 Dean of Students. The school administration defines and interprets the dress code and all related terminology.

Noncompliance with appearance regulations will have disciplinary consequences.

Young Women's Dress Code 2020-2021

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.

Skirt

- The blue plaid uniform skirt hemmed at mid-knee. The skirt cannot be rolled at the waist to- alter the length.
- The blue plaid skirts are the expected skirt option and are ordered through Tommy Hilfiger. The grey skirt is no longer an option.

Pants

- Pants are to be tailored to proper length.
- The pants must be tan or khaki. No other color is allowed.
- 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 and shoes

- Socks must be a solid navy blue, black, or white in color. Ankle socks, or tights in the same colors of the sock regulation, must be worn. 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 must be flat, with no mid or high heels. Shoes must be “closed toe” and sandals and ballet slippers are not permitted. Shoes may be a casual dress shoe such as a loafer or boat shoe in neutral colors. Shoes should not be colorful, or have noticeable patterns. The actual shoe type may not feature a rubber-sided (“sneaker look”) sole.

Optional Items

The following items may be worn, but must have the IHC emblem embroidered:

- Navy Blue Fleece Pull-over Zip
- Navy Blue Cardigan
- Navy Blue Crew Sweater

These items must be worn over the blouse with the collar exposed.

Physical Education Classes

Young women do not have to purchase uniforms for PE Class. The physical education teacher will provide guidelines.

Dress Code Violations

There may also be times when a student will be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found, or brought to school, the student may have to wait/remain in the Main Office.

Young Women's – Dress-Up Day Dress Code (May be revised at any time).

Modesty is a virtue implicit in a Catholic school dedicated to our Blessed Mother, and should be the measure of the appropriateness for dress-up events.

- Dress or skirt should be mid-knee length or longer.
- Dress blouses must not have midriff exposure. Sundresses, spaghetti straps, strapless dresses, see through etc. are not permitted.
- Shoes must be dress shoes or loafer style shoes. No sneakers, slipper type shoes, boots or flip-flops are allowed/.
- No denim or denim-look fabric

All violations of the Dress Code policies are subject to disciplinary action. Only the administration interprets the dress code.

Dress Code and Appearance: YOUNG MEN

The Administration interprets and makes decisions regarding the appearance of young men. Parents, guardians, and students may consult the Dean of Students with any questions.

Appearance

The policies for appearance apply everyday, even if there is a special “dress down,” “theme,” or athletic dress day.

Appearance of Clothing

All dress code or dress down clothing worn must be neat, clean, and in good repair. Clothing should not be wrinkled, ripped, torn, have holes, or contain jagged edges, even if this is part of the design.

Hair Styles

Gentlemen must have hairstyles that are neat and of a reasonable length. Hairstyles with “shaven designs,” spiking, or any style that requires heavy or large amounts of hair gel or hair styling products, are not permitted. Having one’s head shaven bald is not permitted, unless there is a medical reason. Hair colors must be natural. Natural hair colors are those created by God. Highlights must complement the existing color. Bold or high contrast coloring is not permitted. Bizarre or distracting hairstyles, as defined by the administration, are not allowed.

The Administration will interpret the guidelines regarding hair length. The shirt collar is usually a marking point. The face should not be obstructed. Students have one week to comply with dress/appearance violations. It is unacceptable to suggest that compliance is not possible, or that a procedure is “irreversible.” Time will NOT be given for “growing hair out.” The Dean of Students deals with hair cut issues and infractions.

Jewelry

Young men cannot wear earrings, or studs, or any facial adornments. Male jewelry, in moderation, is permitted. Accessories, buttons, pins, or decorations should not be worn on the dress code clothing.

Piercings

Gentlemen are not permitted to have piercings in the ear, lip, nose, eyebrow, tongue, etc. 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.

Shaving

Young men are to be “clean cut.” Young men must shave their face and neck. Sideburns must be shaven short, small, and cannot have designs or patterns. Eyebrows cannot be shaven, or have shaven “split cuts”.

Miscellaneous

Visible tattoos are not permitted. Hats must be removed in the building. Outerwear 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 Dean of Students. The school administration defines and interprets the dress code and all related terminology.

Noncompliance with appearance regulations will have disciplinary consequences.

Young Men’s Dress Code 2020-2021

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.
- Pants must not be too tight, and free from holes or stains.

Belts

- A belt must be worn and be a basic web or leather style. No writing, patterns, or studding is allowed.
- Belt colors are black, brown, dark gray or dark blue.

Tie

- A school tie is required, and must be worn at the collar. The school tie is the striped one that is available through Tommy Hilfiger and may be purchased at the Main Office.

Shirts

- All young men are required to wear solid white or solid light blue oxford-style shirts. No other style shirt and no other colors are allowed.
- Shirts must be long enough to be tucked in and stay tucked in.
- All undershirts must be solid white, and no designs should be visible through the dress shirt.

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

- Shoes may be a leather deck/boat shoe (no canvas).
- The actual shoe type may not feature a rubber-sided (“sneaker look”) sole.
- Shoe colors are limited to black, brown, or neutral colors. No multi-colored, bright colored, plaid, or patterned shoes are allowed.
- Boots and sandals are not allowed.

Optional Items

- Khaki shorts may be worn during the months of September, May, and June only. Cargo shorts are not allowed, and the shorts must not be not “jean style”. This means no outside or “patch” pockets, no rivets, and no denim material.
 - Shorts must be worn with a light blue or white button down Oxford style shirt and the IHC striped tie.
 - The following items may be worn, but must have the IHC emblem embroidered:
 - Navy Blue Fleece Pull-over Zip
 - Navy Blue Cardigan
 - Navy Blue Crew Sweater
- These items must be worn over the dress shirt and school tie with the collar exposed.

Hats must be removed in the building. Outerwear is not worn during the school day.

Physical Education Classes

Young men do not have to purchase uniforms for PE Class. The physical education teacher will provide guidelines.

Dress Code Violations

There may also be times when a student will be removed from class until the proper clothing is obtained. If appropriate clothing cannot be found, or brought to school, the student may have to wait/remain in the Main Office.

Young Men - Dress Up Day Dress Code

- Dress pants, belt, dress shirt, tie, dress shoes and ankle socks, and a sport coat.

All violations of the Dress Code policies are subject to disciplinary action. Only the administration interprets the dress code.

<h2><u>Visitors</u></h2>

The doors to all buildings remain locked. Visitors may only enter the buildings with permission granted by staff, or after intercom communication. Upon entering the building, 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). After visitors conclude their stay, they must return to the Main Office to sign out

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.

Weather Related School Closure

Weather related school closures are also reported to local television/media, with announcements beginning around 6:00 a.m. The school will also issue a school messenger phone message, as well as a text message. Remember, if the Watertown School District closes due to weather, IHC will also be closed. IHC follows Watertown and this often causes a delay, and media outlets may not broadcast for IHC until after Watertown is reported. Knowing that Watertown Schools have cancelled is sufficient notification for IHC parents/guardians/students.

Delays

In some cases, the start of school is delayed. Usually, the delay is two hours. School buildings dismiss students at the regularly scheduled times. On occasion, delays are updated and changed to closures. Continue to monitor television, radio, and media on delay days.

District Closures (not including Watertown School District)

If a student resides in a district that closes its schools, parents and guardians may decide if they want to bring their student to school. IHC recognizes the decisions of the school districts, and excuses the students.

Mid-day Cancelations

Weather conditions can impact the region with varying severity. At times, the towns around Watertown have mid-day cancellations. If a district, other than Watertown, calls off school at mid-day, the district notifies IHC, and sends transportation for their district’s IHC students. If the Watertown School District does not call for a mid-day dismissal, IHC will stay open.

After School Activities: Weather Closings

If IHC is closed due to weather, school activities or events are typically also cancelled. On rare occasions, evening activities or events may be held.

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.

The safety of our students is a paramount concern, and IHC shares this responsibility with the Watertown School District. Sometimes, parents or guardians are confused by, or unaware of, this relationship, and are distressed when IHC does not close. Remember, IHC must follow the decisions made by the Watertown District. Therefore, we trust decisions made by parents/guardians, and will excuse students accordingly.

<u>Website</u>

www.ihcschool.org

The IHC website provides the most up-to-date school information and news. Parents, guardians, and students should visit the website weekly for various calendars, upcoming events, and to reference policies in the Parent/Student Handbook.

The IHC website will also provide parents and guardians with the appropriate links to student progress monitoring systems.

For questions/concerns regarding the website, please contact the Development Office.

**IMMACULATE HEART CENTRAL JUNIOR SENIOR HIGH SCHOOL
REQUIRED HANDBOOK ACKNOWLEDGMENT/RECEIPT FORM**

PRINT STUDENT'S NAME

GRADE

In order for a student to attend IHC, this form must be completed and returned to the school's Main Office by September 21, 2020. This form is mandatory. If a student does not have this form, she/he may be removed from classes until the form is received.

I, the legal, custodial parent, guardian, and student, have read, acknowledged, and will comply with the policies and directives set forth by the Immaculate Heart Junior/Senior High School Parent/Student Handbook 2020-2021.

Legal/Custodial Parent/Guardian Signature:

Whenever IHC requires a parent's/guardian's signature, the student's legal, custodial parent, or guardian must sign. No other signatures are acceptable. Parents or guardians cannot permit anyone to sign on their behalf, or give permission to their sons, daughters, or anyone else, to sign as the parent or guardian with a replicated signature.

PRINT NAME Legal/Custodial Parent/Guardian

Signature/Date

PRINT NAME Legal/Custodial Parent/Guardian

Signature/Date

PRINT NAME Student

Signature/Date