



**IMMACULATE HEART CENTRAL
PARENT/STUDENT HANDBOOK**

2018-2019

Head of School: Lynise Lassiter

Vice Principal: Kari Conklin

Table of Contents

PARENT AND STUDENT HANDBOOK 2018-2019	6
GENERAL INFORMATION	6
INTRODUCTION.....	6
MISSION STATEMENT.....	6
BELIEFS	6
VISION	6
School Website.....	7
School Hours	7
Primary Building	7
Intermediate Building.....	8
After School Care.....	8
ADMISSIONS	8
Nondiscriminatory Policy	8
ATTENDANCE POLICY.....	8
Absences.....	8
Attendance Objectives.....	9
Excused Absences	10
Unexcused Absences.....	10
Absence:	11
Tardiness	11
Extended Vacations.....	11
Student Release from School	11
Appointments	11
Assignments	12
During the School Day	12
ACADEMIC INFORMATION.....	12
Curriculum	12
Academic Intervention Services (AIS)	13
Response to Intervention.....	14
ENROLLMENT/ADMISSION	14
Tuition Regulations	15
St. John Bosco PreSchool Programs	15
Kindergarten.....	15
Student Placement.....	16
ASSESSMENT PROGRAMS	16
Standardized Testing.....	16

New York State Testing Program	16
BIRTHDAY OBSERVATIONS	16
BLOGS, ONLINE SOCIAL MEDIA	16
BULLYING, CYBERBULLYING, SEXTING, DISRESPECT	17
BUS TRANSPORTATION	17
CELL PHONES	18
COMMUNICATION With Parents	18
CONDUCT	18
Detention	18
Suspension.....	19
Expulsion.....	19
Off-Campus Conduct	19
Harassment	19
CONFIDENTIALITY	19
DISMISSAL.....	19
FIELD TRIPS	19
GENERAL HEALTH POLICY	20
Mandated Screenings:	20
Mandated Physical Exam:	20
Head Lice Policy	21
Administration of Medicine	21
Immunizations:	21
Water Bottles.....	21
Asthma Medication	21
The School Environment	22
Emergency Medical Action Plans	22
Food Allergy Policy	22
Training	22
Notifications	22
Classrooms	22
School Field Trips	23
GIFTS / INVITATIONS	23
GRADING SCALE	23
GUM	23
HOME-SCHOOL COMMUNICATION	23
HOMEWORK	23
HONOR ROLL	24

LIBRARY	24
LOST AND FOUND	24
LUNCH PROGRAM	24
OFFICE RECORDS	25
UNIFORM GUIDE APPEARANCE	25
(Dress Down Day)	25
PARENT-TEACHER –STUDENT CONFERENCE	26
PARENTS AS PARTNERS	26
PARENT’S ROLE IN EDUCATION	27
PARENT TEACHER ORGANIZATION (HOME AND SCHOOL ASSOCIATION)	27
PARKING LOT SAFETY	27
PARTIES	27
PHOTOS / ARTWORK	28
PROMOTION AND RETENTION POLICY	28
RECESS	28
REPORT CARDS	28
RETURNING TO SCHOOL AFTER DISMISSAL	28
SACRAMENTAL LIFE	29
SAFE ENVIRONMENT	29
Crisis Management Plan	29
Emergency Drills	29
Child Abuse Policy	29
SCHOOL HOURS	29
School Office Hours	30
School Property	30
School – Wide Communication	30
Service Projects	30
Sports.....	30
Student Directory	31
Student Records.....	31
Telephone	31
Transfer of Students	31
Visitors	31
Volunteers	32
Weather Emergencies.....	32
RIGHT TO AMEND	32
PARENT/GUARDIAN EXPECTATIONS	32

ADDENDUM #1 Homework Guidance Document.....33
ADDENDUM #2 Immaculate Heart Central Elementary/Intermediate School –36
ADDENDUM #3 Asbestos Notification.....36
ADDENDUM #4 Pesticide Notification.....36
ADDENDUM #5 IMMACULATE HEART CENTRAL SCHOOL SYSTEM TECHNOLOGY ACCEPTABLE USE
POLICY37
ACKNOWLEDGEMENT/RECEIPT FORM.....41

IMMACULATE HEART CENTRAL SCHOOL ELEMENTARY
PARENT AND STUDENT HANDBOOK 2018-2019

GENERAL INFORMATION

The following pages cover policies; rules and information, which participants of the school community need to know to be an integral part of Immaculate Heart Central Elementary School. The entire handbook should be read and then kept on hand for reference during the school year.

The school principal retains the right to amend this handbook for just cause. Parents will be notified of any changes.

INTRODUCTION

A basic right of parents is the right to choose the type of education deemed best for their children. Every student is a very special person endowed with dignity and enormous potential. Immaculate Heart Central School wishes to confirm that dignity and direct that potential in cooperation with parents to the betterment of the student and society.

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.

STUDENTS:

- ...Bring **HONOR** to themselves, their families, school and church.
- ...Take **RESPONSIBILITY** for their words, actions, and deeds.
- ... Strive for their maximum **ACHIEVEMENT** as students and citizens.

BELIEFS

- We believe in God, the traditions of the Holy Catholic Church, and Catholic education founded on the love and teachings of Jesus Christ.
- We believe in welcoming students and families of all faiths and backgrounds.
- We believe in a safe, nurturing environment.
- We believe in the dignity, potential and individual gifts of every student.
- We believe in excellence – in academics, athletics, the arts and service.
- We believe in cultivating leaders and good citizens of our community, country and world.
- We believe in mutually-supportive relationships through a faith community of students, parents, faculty, alumni and friends.
- We believe in lifelong learning and service to others.
- We believe in accountability to those we serve and always striving to improve.

VISION

To be a premier Pre-Kindergarten to 12th grade Catholic school system, welcome to all, which provides a unique educational alternative to the families of Greater Watertown, and which fosters academic excellence, Christian virtues, leadership and a lifelong commitment to family, community, country and God.

Head of School	Lynise Lassiter	788-4670
Elementary Pre-K-6 Vice Principal	Ms. Kari Conklin	788-7011
Administrative Assistant	Ms. Kim Murrock	788-7011
Secretary	Ms. Sara Michaud	788-7011
Pre-K-4 Health Office	Ms. Lisa Steele	782-1883
Intermediate Administrative Assistant		788-3935
Intermediate Health Office	Ms. Peggy Marshall	788-4346
	Ms. Mona	
Business Affairs Manager	Ms. Teresa Lucus	788-4670
Director of Enrollment Management	Ms. Christian Filippelli	788-4670
Director of Marketing and Communication	Ms. Amanda McIlroy	788-4670

School Website

www.ihcschool.org Please be sure to check our website. New information and news will be posted there.

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, demonstrate an unwillingness to comply with rules/decisions/regulations/discipline, the Head School and Vice Principal will have the parents/guardians to withdraw their student (or, students, if more than one).

School Hours

Both of our school offices are staffed from 7:30 A.M. to 3:30 P.M. each day. The office staff is available to answer your questions or to direct you to the proper source for answers.

Primary Building

School hours are from 8:00 A.M. until 2:00 P.M. each day. Children should not arrive earlier than 7:30 A.M. and should go immediately to the cafeteria where supervision is provided. Students arriving after the start of prayers at are considered tardy. A parent must sign them in at the office. Children should be picked up at 2:00 P.M. unless they ride the bus or attend the After School Care Program.

Intermediate Building

School hours are from 7:50 A.M. until 2:10 P.M. each day. Children should not arrive earlier than 7:30 A.M. and should go immediately to the gym where supervision is provided. Students arriving after the start of prayers at 7:50 A.M. are considered tardy and must sign in at the office. Children should be picked up at 2:10 P.M. unless they ride the bus or attend the after school care program.

After School Care

We offer an after school care program for our working parents at Immaculate Heart Primary and Intermediate School. There is a hourly cost for after school care. You may pay daily, weekly or monthly. In any case a monthly statement will be sent to you. We request that your child be picked up no later than 5:30 p.m. The schools will provide a snack. Students that attend the Primary School care program should pick up their children on the lower Parker Street side of the building.

ADMISSIONS

Nondiscriminatory Policy

The schools of the Diocese of Ogdensburg base not only their educational purposes, but all their activities on the Christian teaching of the essential equality of all people as rooted in the Fatherhood of God, Christ's love, and a person's supernatural destiny, and do 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.

Children of all faiths are admitted on an equal basis. All students are welcome with the understanding that they participate in the religion program and services.

ATTENDANCE POLICY

Absences

When a student is absent from school, a parent should call the office by 8:30AM. If the office does not receive a call, the school nurse will contact the parent. This policy is for the protection of our students and Immaculate Heart Central Elementary School.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day.

Excessive absence (20) days or the equivalent of 20 days including late entries to school after the official bell, can be cause for concern regarding the student's success in completing the assigned grade. Parents of students who are absent or tardy for 10 or more times will receive a communication from the school office.

A written statement giving reasons for the absence or late entry to school must be brought to the student's teacher upon the return of the student. These notes/letters will be retained in the office for one year. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Immaculate Heat Central Elementary School (IHCE) has developed an attendance policy in accordance with New York State Education Law Section 3205 to be implemented on July 1, 2002. The intent of this policy is to help uphold the mission statement of our school, as stated in our handbook. It is the role of the Administration to regularly review and update this policy as needed.

Attendance Objectives

Research has shown that students who are regularly in attendance achieve at higher levels of learning based on school and state standards. Regular attendance cultivates a pattern can lead to student success in the classroom and in the future. In fulfilling the role of our mission statement to “provide a quality Catholic and secular education and to cultivate holiness based on the love and imitation of Christ, and to form, and to form responsible citizens whose Christian values will transform the world,” we believe in the importance of consistent regular attendance as established in this policy. Parents and students, in partnership with their child’s teacher, must assume the responsibility of adhering to the procedures as set forth in this document. The student in turn is responsible for the fulfillment of all classroom requirements. A student who is needlessly absent will miss valuable continuity of instruction. *A copy of the Attendance Policy is available on the IHC Schools website.*

School Attendance and Participation:

Note: 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. To be granted any exception to this rule, parents/guardians must seek the approval of an Administrator.

Strategies for Meeting Attendance Objectives:

In meeting the objective of regular attendance and for documenting such IHCE school will appoint personnel to monitor and:

- Record student daily attendance through use of *My Student Progress*, our student information system.
- Use a recording system as listed herein for excused and unexcused absences for a day or portion of a day.
- Use a recording system for tardiness and early departure
- Record, using dates, student entries and withdrawals for enrollment.

Attendance Recording:

Register of Attendance

In accordance of 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 name of parent(s) or guardian(s) to be contacted
 - Address where the student resides
 - Phone number(s) where persons in parental relation may be contacted
 - Date of student’s enrollment
 - Record of the student’s attendance on each day of the scheduled instruction
- a. Each student’s presence or absence will be recorded after taking of attendance 3 times each day.
 - b. Any absence for a school day or portion of a day will be recorded as excused or unexcused in accordance with the standards in the comprehensive attendance policy.
 - c. 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.

- d. In the event that student arrives late for or departs early from scheduled instruction, such tardiness or early departure will be recorded as excused or unexcused. The date when the student withdraws from enrollment or is dropped from enrollment will be recorded in accordance with Education Law Section 3202.

Attendance will be recorded:

- Daily at the beginning of each school day
- When students rotate to departmental classes (Intermediate)
- When students attend special area classrooms
- When returning to class at the end of lunch and recess

Excused Absences

S=Sick L=Legal IL=Illegal E=Entered L=Left

- Sickness S
- Sickness or Death in the Family L
- Required to be in court L
- Religious observation L
- Attendance at Health Clinic L
- Impassable roads or weather L
- Attendance at Military Ceremony L

Unexcused Absences

- Truancy IL
- Suspension IL
- Unlawful detention IL
- Vacation other than those on School Calendar IL

Entrance and Withdrawals

- First day of attendance in a school year E
- Last day of attendance with withdrawal L

Any reason not listed as excused shall be deemed as unexcused unless the principal determines otherwise.

Immaculate Heart Central Elementary School’s policy for attaining course/grade credit:

Immaculate Heart Elementary School 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. Therefore, students who have 20 days of absence and have not met with the school administration are in jeopardy of retention. 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 soon after 15 days of absences are recorded. An educational plan for rectifying the excessive absences will be established.

Parental and student notification and recognition

In recognition of the importance of regular attendance and punctuality in arriving for class, students and parents may receive:

- Perfect Attendance Certificates
- Classroom incentives
- Letters to parents indicating a concern for lack of attendance
- Invitation to a conference involving parents, teachers and administrator

Record and policy

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

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

Absence:

If a student is absent from school, the parent/guardian should call the school (P-782-1883 or I-788-4346) before 7:45 am and inform the office of the reason for the absence. If the parent/guardian did not contact the school, the student must bring a written excuse signed by a parent/guardian with the reason for the absence and the dates of the absence. The student is responsible for making up all class assignments and exams.

Students are expected to make up work for any days they are absent. The student has one school day for each day of absence to complete this work. Teachers will give primary students make-up work. It is the responsibility of Intermediate students to obtain missed assignments from their teacher.

Tardiness

Any student entering their homeroom once Morning Prayer has begun will be marked tardy. When a student is tardy, the student must report to the office to obtain a tardy slip. Repeated tardiness will be subject to Disciplinary Referral. A tardy student must present a written excuse signed by a parent / guardian to the teacher upon arrival at the school the next morning so correct notes can be made on the attendance record.

Except in cases of an emergency, it is expected that appointments for the doctor, dentist, etc. will be taken care of outside of school hours.

Extended Vacations

Vacations when school is normally in session are discouraged. Vacations, except those outside the school calendar, are considered illegal according to New York State Law. Such absences from school may have a negative effect on a student's grades and progress. Parents/guardians are asked to please check the school calendar and plan vacations accordingly.

Student Release from School

A student may not be released from school to anyone other than a parent, guardian, child protective service personnel, or law enforcement officers pursuant to law, unless the name of the individual seeking release of the student appears on a list provided by the parent or guardian and maintained by the school.

A student may be released from school to either parent unless a custodial parent supplies the school principal with a certified copy of a court order or divorce decree to the contrary.

Appointments

Appointments during school will affect achievement and should be avoided if at all possible. A student who must leave during school hours is expected to bring written permission to the office. The

parent is expected to sign the student out in the school log book before leaving and upon returning to school. Parents must always report to the office when picking up a student.

Assignments

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

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

When a student is absent due to illness, a parent may call the school office before 9:30 A.M. to arrange for pick-up of homework assignments. Pick-up arrangement should be made clear when requesting the homework assignments. Homework may not be picked up until after 2:15 P.M.

Arrangements for regular classroom tests or assignments missed because of an absence are to be scheduled with the individual teachers.

During the School Day

Students needing medical appointments during school hours require a written note from the parent. Parents are required to sign their child out and if the child returns to school, he/she must be signed back in at the office.

ACADEMIC INFORMATION

Curriculum

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

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

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

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

The standards:

- Are evidence-based;
- Are clear, understandable and consistent;
- Are aligned with college and work expectations;
- Built upon strengths and lessons of current state standards;

- Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society;
- Include rigorous content and application of knowledge through higher-order skills;

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

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

- Religion
- Integrated Technology (grades PreK-6)
- Art
- Music
 - Gr. 4-6 Chorus
 - Instrumental Lessons
- Physical Education
- Writing (formal writing assessment)
- Language Arts
- Mathematics
- Social Studies
- Science/Hands on lab opportunities
- Religious studies is taught as part of the curriculum and integrated within content areas. Religion, itself, however, is a “Way of Life” at Immaculate Heart Elementary School.
- Computers and technology have transitioned us forward into the twenty-first century. Immaculate Heart Elementary School students are introduced to a variety of technological tools that are designed to enhance their learning and education. Teachers continue to receive the latest training on Smart Boards, i-Pads, computers and software used to enhance daily lessons.
- Science is targeted to inspire, promote inquiry and discovery.
- Mathematics continues to be examined and assessed for the best approach to teach and learn the content. Math is essential at all grade levels.

Academic Intervention Services (AIS)

IHC students may benefit from receiving Curriculum Assistance. This program is organized by an AIS Teacher. The teacher works part-time and is available for a few hours each day. The teacher works in collaboration with faculty members to provide a number of services to students in need.

- Remedial tutoring to assist with concept mastery
- Enrichment opportunities
- Organizational Skills
- Confidence
- Social Skills

The teacher may work with students individually or as part of a small group. Teachers in the core content areas recommend students. Parents may contact the school administration if they feel their child could benefit from this resource.

Classroom teachers will provide individual and small group AIS assistance on Mondays and Tuesdays of each week from 2:00 to 3:00 p.m beginning the first Monday of October. These tutoring sessions, as they will be called, are skill based targeting individuals and small groups of students. Teachers will

determine student participation based on academic need. The tutoring sessions will be established by individual or groups of teachers. There will be communication between teachers and parents when students have been identified to participate in the after-school tutoring sessions.

Response to Intervention

Each building will have a Response to Intervention (RTI) team that will meet periodically during the school year to discuss students who have been referred to the team for academic or behavioral concerns. The purpose of RTI is to identify intervening strategies to help close the achievement gap for students, including students at risk, students with disabilities and English language learners, by preventing smaller learning problems from becoming insurmountable gaps. All teachers are invited and encouraged to be part of the RTI process. Any teacher may participate in a scheduled meeting when he/she believes it is appropriate to do so. A list of students to be discussed will be published prior to each scheduled meeting.

With RTI, schools use data to identify students at risk for poor learning outcomes, to monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and to identify students with potential learning disabilities.

ENROLLMENT/ADMISSION

Children entering Nursery School must be three (3) years of age by October 31st. Pre-K must be four (4) years of age by December 1st.

Students being admitted into Kindergarten are screened to obtain general readiness information. At the time of registration, students seeking admission to Immaculate Heart Elementary School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- Verification of active parish affiliation/stewardship from the pastor
- Release of records
- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP / 504

Students applying for Admission in Grades 1-6 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Immaculate Heart Elementary School will meet the educational needs of students. An interview with the student and parents may occur as part of the admission process.

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

The administrators set registration dates. Notification is given about these dates to all parents who have children in the system, as well as to the public.

For students of supporting parishes, a letter of recommendation from the pastor of one's parish is necessary for registration since it confirms active membership and support of one's parish.

Re-registration

Parents will be notified of the time and date to re-register their child/children for the following school year. A non-refundable fee is due at the time of registration. Acceptance into the school for the following year will depend on a successful completion of the current year's work and the payment of all current fees and tuition.

Siblings of students currently enrolled at Immaculate Heart Central School may be registered at the time of student registration based on space availability.

The registration fee consists of an administrative fee, a consumable book fee and instructional resources. If a child decides not to come after being accepted, the entire registration fee would be retained.

Tuition Regulations

See the IHC website for the most current tuition information.

St. John Bosco PreSchool Programs

The following Pre School and Junior Kindergarten programs are offered at Immaculate Heart Central Elementary School for the 2018 – 2019 school year.

- Three year old Two days a week Tuesday/Thursday A.M class
- Four year old Three days a week Monday/Wednesday/Friday A.M class
- Three year old three days a week Monday, Wednesday, Friday P.M. class

Junior Kindergarten:

- Four year old Five days a week Full day (JK4)
- Five year old Five days a week Full day (JK5)

These programs are designed to challenge and influence the students' lives during their most formative years.

Content of the PreSchool program includes:

- Dramatic play
- Creative music and art activities
- Language arts
- Children's literature
- Physical education
- Science

A separate tuition is charged for the Pre-School program. Tuition can be claimed as Child Care prior to the student turning six years old by December 1st or entering first grade.

Financial aid is not available for any of the Pre-School programs.

Kindergarten

Children entering Kindergarten must be five years old by December 1. They must have a complete physical and be fully immunized. (see Immunization). The administrator determines the registration for Kindergarten. Parents should bring to registration the following documents:

- Birth Certificate
- Immunization Record

- Baptismal Certificate (if Catholic)

Student Placement

The school administrator in consultation with teachers, determines student placement in specific classroom, forming groups, which are academically and developmentally heterogeneous, creating a balance in each classroom within a given grade level.

The following criteria is used to formulate the best decision for each child, each classroom and the school as a whole:

- Standardized Scores
- Class work during the past year
- Teacher input
- Special needs
- Learning styles

Parent requests are not accepted except in unusual situations, of which the principal is not aware. Parents of students with specific written plans will be given the opportunity to express their child’s needs during meetings on their IEP/504 plans. Teachers and administrators will take those needs into account when making the final placement decisions.

ASSESSMENT PROGRAMS

Standardized Testing

The TCS/2 Cognitive Ability Test, administered in grades 3 and 5, is an instrument used to indicate abilities. The dates for the testing are shown on the school calendar.

New York State Testing Program

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

Grade 3	English Language Arts	Mathematics	
Grade 4	English Language Arts	Mathematics	Science
Grade 5	English Language Arts	Mathematics	
Grade 6	English Language Arts	Mathematics	

Notification of testing dates is noted on the yearly calendar and on the monthly calendar. Results of the tests are sent home as soon as the school has received the results. There is an expectation that all students will participate in all local and state assessments.

BIRTHDAY OBSERVATIONS

Students and teachers in Pre-K through Grade 6 will be recognized as part of morning prayer and announcements on their special day. A special day will be selected for members of our Immaculate Heart family who celebrate birthdays during the summer months. In addition, birthday treats may be brought to school for students in Pre-Kindergarten to Gr. 6. In concern for the students who have peanut allergies, please provide treats that are free of peanuts and peanut products. Please bring birthday treats to the office and we will deliver to the classroom. Teachers must be notified if the student is bringing in a birthday treat.

BLOGS, ONLINE SOCIAL MEDIA

We work together at Immaculate Heart Central Elementary School to demonstrate a strong sense of RESPECT toward others and our school. Involvement with online blogs, online social media such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, Twitter®, may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments about the school, the faculty, other students, the parish or those associated with the parish.

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students or staff in a defamatory light may face detention, suspension, or expulsion.

BULLYING, CYBERBULLYING, SEXTING, DISRESPECT

Immaculate Heart Central Elementary School attempts to provide a safe environment for all individuals. The use of social media among students has to be closely monitored. It is our advice as a school that young children not be allowed to use social media sites of any kind. Immaculate Heart Central Elementary School does not condone or tolerate cyber bullying of any form. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats face disciplinary action. Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face disciplinary action which may include suspension or expulsion. **If the administrator determines that the presence of a student in school poses a safely threat for others in the school, the student will be removed from the school setting.** *(Modified September 2014)*

BUS TRANSPORTATION

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

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

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

Students who usually ride buses are not permitted to walk home or to go home by car with another parent without written consent of their parent or guardian. Parents are held responsible if students disregard this policy.

Bus transportation is restricted to only those students who qualify for this service.

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

- Students shall not enter or leave the bus while it is in motion
- Student behavior shall be the responsibility of the bus driver
- Infractions of reasonable pupil behavior rules shall be reported by the bus driver to the school authorities
- Pupils may be refused transportation by repeated infractions of behavior rules or by conduct affecting the safety of the bus run
- Heads and arms are not to be thrush out of open windows

- When crossing the street, it is necessary to always cross in front of the bus in full view of the driver
- No smoking shall be allowed on any bus
- No food shall be eaten on any school bus. This is a safety measure of great importance: dropped food makes slippery floors
- Standing or walking while the bus is in motion is a dangerous practice and will not be allowed
- The safety and lives of your children are in the hands of the bus driver so complete cooperation with him/her is essential.

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

CELL PHONES

We understand that there are times when a student needs a cell phone. In this instance, ALL students should have their phone turned OFF and kept in their backpacks or lockers during the day. Cell phones are NOT to be used to contact parents during the school day. If students are holding or using cell phones on school campus between the hours of 7:30 A.M. and 2:30 P.M their phones will be turned into the school office. Parents will be contacted to pick up the student's cell phone from the office. The phones in the office and clinic are available for student use throughout the day, if necessary, with the permission of the teacher only.

COMMUNICATION With Parents

IHC Elementary encourages and promotes ongoing communication between home and school. We encourage parents to communicate with their child's teacher to discuss issues or concerns that may arise during the school year. Parents are asked to schedule an appointment to meet with their child's teacher. An appointment can be made via the Student Agenda; the teacher's school e-mail address (first name .last name@ihcschools.org) or by leaving a message with the office secretary for the teacher. Parents are not allowed to walk into a classroom unannounced to meet with a teacher.

CONDUCT

Our students are Immaculate Heart students at all times. Students who engage in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school administration. Students are expected to behave in accordance with the stated philosophy and policies of the school, which are designed to foster mature development and personal responsibility, emphasize deep respect for the human dignity and uniqueness of every individual. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and other practices which indicate to the students a sense of appropriateness. Questionable books, pictures, knives, guns, matches, cigarettes, radios, laser lights, or anything that detracts from a learning situation are not allowed at school at any time. If any uncertainty arises, the principal and assistant principal reserve the right to determine the appropriateness of a student's action as well as any disciplinary measures.

Detention

Detention may be issued for a breach of classroom or school rules. Parents are provided with written notification of the detention. The date and time of the detention are at the discretion of the principal or teacher monitoring the detention. Detention takes precedence over other school activities. (*Modified September 2014*)

Suspension

Students who are given an in-school suspension will be required to report to school each day of the suspension by 7:30 A.M. He/she will not be permitted to attend classes, assemblies, lunch or other activities scheduled on that day. An isolated “study/work session” will be closely monitored by the principal, assistant principal or staff.

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests missed during their absence.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Immaculate Heart Elementary School.

A student will only be expelled if agreed upon by both the pastors and principal. A student who has been expelled will not be allowed to return to campus for any reason without prior permission from the principal.

Off-Campus Conduct

The principal and assistant principal of Immaculate Heart Elementary School reserve the right to discipline its students for off-campus behavior that is not consistent with expectations of its students during the course of the school day. This off-campus conduct includes, but is not limited to, behavior at games, dances, events, public places where a group of Immaculate Heart Elementary School students or families are gathered as well as through online social media.

The principal has the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Harassment

All students, faculty, staff and parents at Immaculate Heart Elementary have a right to be treated with dignity. Harassment of any type is not tolerated. The staff investigates all complaints of harassment and students involved may face detention, suspension, or expulsion.

CONFIDENTIALITY

Teachers will keep confidential all information entrusted to them so long as no one’s life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

DISMISSAL

Students may not ride home with another student unless the office and/or teacher have been notified in writing. Changes to dismissal are to be given in writing to the student’s teacher upon arriving in class. It is necessary for the office to be notified well in advance of dismissal. If the school is not notified in advance the student’s original dismissal plan will be followed.

FIELD TRIPS

- A field trip is a privilege, not a right.
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine compatibility with curricular goals.
- Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- Grade levels may not always have the same number of field trips.
- Individual teachers, in consultation with the principal and assistant principal, reserve the right to restrict or deny student participation in any field trip due to, but not limited to, failure to meet academic and/or behavioral requirements.

Head Lice Policy

Request for head check/head lice exam should be made to the school nurse.

Children found to have live lice or nits will be excluded from school. Consultation will be given to parents regarding treatment and re-entry to school. Students may not return to school following treatment until all live lice and nits are removed. The school nurse will examine students before returning to class.

Administration of Medicine

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

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

Immunizations:

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

- Poliomyelitis
- Mumps
- Measles
- Diphtheria
- Rubella
- Haemophilus Influenza ("Type B)
- Hepatitis B
- Dtap/DTP
- Preschool (PCV, Varivax, Hib)

Water Bottles

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

Asthma Medication

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

Immediate access to inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare inhaler. All inhalers must be labeled with the child's name.

At the beginning of each school year, or when a child enters school, parents are asked to submit a child's medical record. From this information the school keeps an asthma register which is available for all school staff. If medication changes, parents are asked to inform the school.

The School Environment

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

Emergency Medical Action Plans

Immaculate Heart Central Elementary School's Health Offices have Emergency Medical Action Plans for Food Allergies, Bee Sting Allergies, and Concussions.

Food Allergy Policy

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

Training

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

The training includes (but is not limited to):

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

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

Notifications

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

Classrooms

Staff must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the Emergency Action Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by staff, substitutes, or other responsible adults.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate location.

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

School Field Trips

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

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The teacher or nurse carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

GIFTS / INVITATIONS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties or other out of school events should be sent to the students via the U.S. Mail or E-mail unless an invitation is given to every student in the class. If Valentine cards are given out in the classroom, all students are to be included.

GRADING SCALE

A - 93 – 100	4	Meeting standards with distinction
B - 85 – 92	3	Meeting standards
C - 77 – 84	2	Progressing toward meeting standards
D - 70 – 76	1	Not meeting standards at this time
F - Below 70	X	Not assessed this quarter

GUM

Students are not permitted to chew gum at any time while on the school campus. Disciplinary action for student's chewing gum will occur after a warning during the course of the school day.

HOME-SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, Immaculate Heart Elementary uses a Thursday/Friday folder system. Folders containing all correspondence are sent home on each Thursday/Friday and should be returned the following school day. Your child is responsible for emptying the contents of his/her folder before it is returned to their teacher. Information cannot be sent home if the Thursday/Friday folder is not returned.

Official school wide communications are sent using The My Student's Progress system. The school makes every effort to use electronic communication rather than hard copies.

The school newsletter will be sent to each family via E-mail several times throughout the year. (*Modified September 2014*)

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it can be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be

contacted. Homework can be assigned to students Monday through Friday. See Addendum #1 Homework Policy.

Homework due to Vacations/Planned Absences

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

In situations when families know that they will be on vacation or absent from school for an extended period of time, it is recommended that parents contact their child's teacher well in advance to come up with a reasonable plan of what is expected during the child's absence. If assignments are given, it is the student's responsibility to do the work and return it to the teacher after his/her absence. Some assignments will not be able to be given in anticipation of the vacation or extended absence. It may be necessary upon the child's return to make arrangements for the student to remain after school to make up instruction and/or assignments missed during his/her absence.

Missed Homework Due to Illness

Students who are absent due to illness have one day for each day they are absent to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent, a parent may call the school office before 9:00 A.M. to arrange for the pick-up of homework assignments. Pick-up arrangement should be made clear when requesting the homework assignments. Homework assignments may be picked up after 2:15 P.M.

HONOR ROLL

Students in grades 4 through 6 earning an overall average of 95 or higher on their report cards (including special area classes) are eligible for the honor roll. Honor roll lists are published at the end of each marking period.

LIBRARY

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- For Grades 4-6, a twenty-five cent fine will be assessed for each day a book is overdue, after an initial three day grace period. Upon reaching the maximum fine of five dollars, a student's borrowing privileges will be revoked.

LOST AND FOUND

Any items found on school campus should be placed in the Lost and Found area, located by the office. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

LUNCH PROGRAM

Students have a supervised lunch period each day. *(Modified September 2014)*

Lunchroom expectations:

- Show respect to the lunchroom supervisors who are in charge during that time
- Remain in their seat
- Eat all food in the lunch area – no food goes outdoors

- Eat with manners
- Drink all beverages from containers
- Dispose of garbage in proper receptacles

Students at IHC Elementary are provided the opportunity to purchase a cold lunch consisting of a sandwich, chips, fruit and a drink each day. The weekly lunch menu is sent home in the Thursday/Friday folder. The lunch slip is to be returned on Monday with the student's menu choice indicated plus the money needed to pay for the lunches. The price of lunch is \$2.25. All drinks are \$.40. Lunches on Monday consist of Little Caesars Pizza. The cost for a slice of pizza with a drink is \$1.40. Extra slices of pizza may be purchased for \$1.00 each. Lunches may be purchased by sending money with your child at the beginning of each week. All checks for lunches should be made payable to IHC. Parents having children in lower grades are asked to send money in an envelope labeled with the student's name. If writing a check for more than one child in the building, please indicate the children's names and the number of lunches for each on the memo. Credit is applied if your child is absent on a given day.

Both elementary schools have a microwave in the cafeteria. We request that parents provide lunches that are simple and quick to warm. We want to minimize the use of the microwave to allow students to have more time to eat their lunch. The expectation is that volunteer lunch monitors at the primary, when they are available, may assist with food items that need to be warmed. This should require minimal effort and clean-up.

OFFICE RECORDS

Parents or Guardians are required to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses or phone numbers of emergency contacts. This will guarantee that office records are accurate, and up-to-date.

UNIFORM GUIDE APPEARANCE

- **Uniforms must be clean and in good repair.**
- **Boys cannot have haircuts with designs/patterns "shaved" into the hair.**
- **See IHC website for new Uniform Policy.**

(Dress Down Day)

Students may wear:

- open backed shoes
- jeans
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- jogging suits
- Appropriate tee shirts
- jewelry
- dresses
- slacks

Students may not wear:

- T-shirts with inappropriate writing

- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- make-up
- clothing that is extremely tight or short (*Modified September 2014*)
- hats
- flip flops or high-heeled shoes
- tank tops / spaghetti straps

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

PARENT-TEACHER –STUDENT CONFERENCE

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

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

PARENTS AS PARTNERS

As partners in the educational process at Immaculate Heart Elementary, we ask parents :

To set rules, times, and limits so your child:

- Gets to bed early on school nights
- Arrives at and is picked up from school on time each day
- Is dressed according to the school dress code
- Completes assignments on time
- Brings or is registered for lunch each day
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of situations regarding the student's well-being, safety, and health
- To complete and return any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To attend Mass and teach the Catholic faith by word and example
- To attend the Church of your faith
- To support and cooperate with the discipline policy of the school
- To treat staff with respect and courtesy regarding student problems

PARENT'S ROLE IN EDUCATION

We, at Immaculate Heart Elementary School, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators. Therefore, it is your right and your duty to become the primary role model for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Immaculate Heart Elementary School exhibits a commitment and concern for helping your child to recognize God as the greatest good in his/her life.

The best teacher leads by good example. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with Immaculate Heart Elementary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 6), your child needs constant support from parents and staff in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor staff can afford to doubt the sincere efforts of their educational partner in the quest of challenging, yet nurturing, the student to reach his/her potential. It is vital that parents and staff remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigating the complete story your first step. Evidence of mutual respect between parents and staff will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments.

Together, let us commit to a partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT TEACHER ORGANIZATION (HOME AND SCHOOL ASSOCIATION)

Immaculate Heart Elementary Home and School Association through the works of fund-raising, parent education, and building community, supports and enhances the educational ministry of the school. The Home and School functions with parent volunteers as officers. Parents are also needed to chair, organize and conduct the various events for the Immaculate Heart Elementary families and students. Please help us by volunteering.

PARKING LOT SAFETY

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

PARTIES

Classroom parties are designed to build community among students and center around special feast days or holidays. At the beginning of each school year, classrooms will be assigned a room parent to work closely with each classroom teacher to plan and organize classroom parties. It is the responsibility of the room

parent, working with the classroom teacher, to establish the structure and format of class parties during the school year. Below are guidelines for teacher to use planning class parties.

- The room parent will communicate with parents of students in the classroom to identify the parents responsible for bringing in specific treats and snacks for each event.
- The room parent will also communicate with parents the number and names of parents who plan to assist in the classroom during each class party.
- The room parent in collaboration with the teacher will identify specific games, activities, etc to take place during the class party.
- Classroom parties will be kept to the last hour of the school day.

PHOTOS / ARTWORK

Periodically we have opportunities to provide photos of our students in newsworthy events. Photos may be used in the local newspaper, the North Country Catholic, our school brochure/flyer or in school promotions. If you do not wish us to use your child's photo or artwork in any promotions, please notify the school office in writing.

PROMOTION AND RETENTION POLICY

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

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

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

RECESS

Teachers are expected to provide some form of recess every day: inside or outside. Teachers are to work with their grade level colleagues to be sure that teachers within a grade level are consistent with practices for offering recess. Expectations for teachers in providing recess:

- Communicate appropriate dress for going outside to students and parents.
- Classes will remain inside when the temperature is 20 degrees or lower.
- Recess can be removed from individual students for not meeting certain classroom expectations, i.e., appropriate behavior, class work, homework, etc.

REPORT CARDS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every ten (10) weeks.

With the implementation of the My Student's Progress, grades may be accessed throughout the quarter for grades 2 – 6 through the parent portal beginning with the 5th week of the 1st marking period.

A student will not be given a final report card if tuition, library fines, or After School Care Program fees are not paid.

RETURNING TO SCHOOL AFTER DISMISSAL

Immaculate Heart Elementary is a family centered community. There are times in which students will forget a book, a backpack, or another item essential for learning outside the school day. As long as school doors are open or a staff member is in the building, students may return to the building to pick up these items.

SACRAMENTAL LIFE

The sacramental life of the children at Immaculate Heart Elementary is an important component of the religion program in the Catholic tradition. Preparations for two sacraments, Reconciliation and First Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist through their assigned parish.

Parents are required to be active partners in their children's preparation for these sacraments. Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic faith.

SAFE ENVIRONMENT

Crisis Management Plan

Immaculate Heart Elementary has implemented a Crisis Management Plan in case of an emergency. All staff are aware of the procedure to follow in order to keep your children safe. In the event of an emergency, circumstances permitting, students will be evacuated from the building or be moved to a secure designated location.

The administration of Immaculate Heart Elementary School will continue to work with the local law enforcement agency and IHC Crisis Management Committee to assure that the proper procedures are in place and followed in case of a crisis.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Walk silently to the assigned place, in single file at all times;
- Return to the building when signal is given.

Lockdown drills are held periodically. The procedures are:

- Rise in silence when the alert is sounded;
- Move silently to the assigned place.
- Sit quietly in designated area;
- Return to seat when signal is given.

Child Abuse Policy

Immaculate Heart Elementary School abides by the Child Abuse laws of the State of New York. These laws mandate that all cases of suspected abuse or neglect be reported to Child Protective Services.

SCHOOL HOURS

Grades K through 6 are in session from 8:00 A.M. –2:00 P.M.

At Immaculate Heart Elementary School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions. The school doors are open for students JK5 - 6 at 7:30 A.M. Students arriving at that time will go to the After School Care Room (Primary) or the Gym (Intermediate) where they are dismissed to their classrooms at 7:40 A.M.

Primary prayers begin at 8am and Intermediate prayers begin at 7:55am.

Prayer and afternoon announcements begin at 1:50 P.M. (Primary) and 1:55 P.M. (Intermediate) each day with dismissal immediately following. Please check the school calendar for early dismissal dates.

Parents are to make arrangements for their child to arrive at school on time and be picked up at dismissal.

Immaculate Heart Elementary School offers an After School Care Program at both the Primary and Intermediate schools. Students not picked up by the end of dismissal will be sent to the After School Care Program. Parents are charged the daily per child rate of \$3.80 per hour for using this program. Students are to be picked up from After School Care no later than 5:30 P.M.

School Office Hours

The school office is open on all school days from 7:30 A.M. – 3:30 P.M.
The schools will be open for students JK5 – Grade 6 at 7:30 A.M.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs or replacement including labor. Textbooks used by students at the Intermediate school must have a proper book cover. Writing in textbooks is not permitted. Students will pay a fine or replacement fee of damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School – Wide Communication

In our effort to improve communication between parents and school, Immaculate Heart Central Elementary (IHCE) makes use of a phone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by My Student Progress, a company specializing in school-to-parent communications. IHCE will continue to report school closings due to snow or weather on local radio and television stations and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from (principal name) or another school administrator. The service will deliver the message to both live answer and answering machines. No answers and busy signals will automatically retry twice in fifteen minute intervals after the initial call.

Service Projects

The goal of the Immaculate Heart Central Elementary Service Program is to impress on each student the importance of giving back to their community. Through service, our students will gain a sense of empathy for others, leading to a desire to contribute to our community through acts of service. The purpose of this program is to provide students in Pre -Kindergarten through 6 with the opportunity to make a difference in our Church, school and surrounding communities through various service and support programs. All grades will select a service project each year.

Sports

Immaculate Heart Elementary School sponsors Grade 4, 5, and 6 boys and girls basketball, provided sufficient number of coaches are able to volunteer their time and talent to teach the necessary basic skills.

The opportunity to participate in other sports is offered through many Youth Sports Organizations such as:

- Flag Football
- Lacrosse

- Pee Wee Wrestling
- Soccer

Sports can teach values and life lessons such as: discipline, hard work, sacrifice, teamwork, dealing with success and failure, setting and striving for goals, value of practice and preparation, and overcoming adversity.

Student Directory

Within the first quarter of the school year, each family has an opportunity to purchase a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The cost is \$5.00.

The Student Directory should be used to communicate with families the names of classmates and parents in our school community. These directories should not be used or sold for other purposes.

Student Records

Immaculate Heart Elementary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Student records contain academic transcripts, academic testing, and an emergency card.

Parents requesting records, transcripts, or recommendations must make a five school-day request to the office. All requests should be submitted to Immaculate Heart Elementary School.

Permanent records are those maintained by the school for use by professional members of the school staff.

All student records are sent upon request to the transferring school if the tuition contract has been fulfilled.

Telephone

Permission to use the telephone must be obtained from the school staff or teacher. The telephone in the office and faculty room are for the use of the teachers only. The teacher must send a written permission note to the office if a student is asked to use the phone.

Neither students nor teachers will be called to the phone during class hours except in an emergency. Important messages will be taken by the office staff and relayed to the person concerned. We ask that you call in messages for your child only in a true emergency. Students should know before being dropped off in the morning whether they will be walking home, riding the bus, being picked up by an adult, going home with another child or going to After School Care. Emergency calls must be made from the school office.

Students may not use the office telephone to call their parent for permission to change the procedure for going home.

Transfer of Students

Notice to withdraw a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See section on Student Records for transcript information.)

Visitors

School visitors must come to the main office. For safety and security reasons, each visitor is required to sign in when he/she enters the building. All visitors are required to wear a designated badge that may be picked up in the office. Visitors are to sign out at the time of departure and return their badge to the office. Parents who visit the school during the day are not permitted to drop into a classroom to see their child. This is an interruption to the teacher and to the educational process.

Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. They serve in a variety of capacities, which include, but are not limited to: Home and School Association officers and committee chairs, Library assistants, Cafeteria monitors,

Room Parents, field trip drivers and assistants, and other activities relating to the talents and gifts of the volunteer population.

All individuals who volunteer must complete the Volunteer Agreement. ALL VOLUNTEERS MUST BE VIRTUS trained. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

When a parent or adult volunteer is functioning in a supervisory role, i.e., cafeteria monitor, field trips, chaperone, etc., siblings are not to accompany parent or adult volunteers as they perform the supervisory duty. All adult volunteers are to complete the *Code of Conduct for Adult Volunteers*. Our main concern, first and foremost, is always the supervision of students.

Weather Emergencies

When severe weather creates hazardous conditions, the regular school schedule may be altered. Announcements are normally broadcasted beginning at 6 A.M. or during the day in the event of a sudden change in the weather. We follow the directive of the Watertown City School District. When they close due to inclement weather then we close as well. You will be notified by our “My Student Progress System” when we are delayed or closed. Please make sure we have your current phone numbers so that you may be reached by My Student Progress. You may also want to listen to the local television and radio stations. If it states that Watertown Public Schools are closed or delayed that would apply to us as well. It usually states **Watertown Public and Parochial Schools**. In the event of a delay, usually two hours, related to weather you must listen to see if the delay eventually turns into a closure. If the delay remains, then it is implied that the day will start two hours later. Again, you will be notified by our “My Student Progress System”. If there is a two-hour delay the morning Pre-K is cancelled.

If your child lives in an outlying school district and they close due to weather but our school remains in session, then it will be your decision as to whether you will transport your student safely to and from school on that day. Absences when your school district closes are legal weather absences. If your district closes during the day, you will have an option of sending your child home on the bus, leaving your child in school and picking them up at the close of school or from our After School Care Program. If you place your child in the After School Care Program, you must pick up by 5:30 P.M. If Immaculate Heart Elementary dismisses early there is no After School Care that day.

RIGHT TO AMEND

Immaculate Heart Elementary reserves the right to amend this handbook. Notice of amendments will be sent to parents via the Thursday / Friday Folder or through e-mail.

PARENT/GUARDIAN EXPECTATIONS

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, demonstrate an unwillingness to comply with rules/decisions/regulations/discipline, the Head of School and the Vice Principal may have the parents/guardians to withdraw their student (or, students, if more than one student attends the school).

ADDENDUM #1 Homework Guidance Document

**Immaculate Heart Central Elementary School
Guidance Document for Homework**

Philosophy

Homework is an integral part of a student’s education. In addition to the knowledge of subject matter derived from doing homework and the reinforcement of learning, completion of homework develops independent thinking and good study habits.

Homework can serve a number of purposes:

- To practice skills learned throughout the day.
- To reinforce and review skills that have already been taught in class.
- To study and practice spelling and vocabulary words.
- To provide additional time at home to Read, Read, and Read.
- To provide students an opportunity to complete study guides on a given topic.
- To complete a reading assignment after teacher has provided pre-reading activities.
- To develop and teach responsibility and self-discipline in completing assigned tasks.
- To provide students with additional practice through a different venue to extend learning beyond the classroom.

Types of Homework

TYPE	PURPOSE	EXAMPLES
Completion	To finish classroom work assigned during the school day	-Reading short sections of text -Completion of math problems -Completion of exercises, such as comprehension questions in science and social studies -Continue work on writing projects
Preparation	To prepare for future learning, or for specific learning activities for the following day	-Gather information, such as pictures from magazines related to a topic of study -Conduct personal interviews -Use of planner to organize and manage tasks -Study for quizzes and exams
Practice and Application	To reinforce specific skills or to transfer learning to new concepts or situations	-Review and drill of math operations -Review and drill of spelling words -Being read to, reading aloud, or reading independently to develop vocabulary and fluency

Extension/Enrichment	To enrich learning experience, enhance problem-solving skills, and/or to integrate skills	-Project work, research, independent study -Create illustrations, drama -PowerPoint presentations
----------------------	---	---

Reasonable Time Frames and Expectations for Assigning Homework

The time frames given in the chart below are guidelines to promote mutual understanding as to the time expectations for each grade level. These guidelines are established to ensure that all students within a grade level or subject area are given similar amounts of work. The time increments gradually increase from one grade to the next to promote consistent academic expectations and growth.

It is important that teachers consider the ability of the students with whom they are working with, along with the amount of homework being assigned by other teachers within the same grade level.

Grades K-6 may assign homework Monday through Friday. Teachers are to monitor and assess homework that is assigned on weekends, holidays, and vacation periods to determine its purpose and overall instructional value to learning. It is suggested that tests should not be given to students on the first day of school for a given week.

To maximize homework effectiveness, homework should be reviewed, collected, and returned to students in a timely manner. Research shows that students who receive specific feedback on their homework outperform students who receive only scores on their assignments.

Time Frames

GRADE LEVEL	APPROXIMATE
Kindergarten	
Grade 1	10 Minutes
Grade 2	20 Minutes
Grade 3	30 Minutes
Grade 4	40 Minutes
Grade 5	50 Minutes
Grade 6	60 Minutes

Student Responsibilities

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

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

Teacher Responsibilities

It is the teacher's responsibility to assign homework. The amount and nature of homework will be appropriate for age and grade level at all times, without sacrificing quality for quantity. Coordination and collaboration among grade level teachers to monitor and manage overall levels of student homework is essential. Below are additional points for teachers to consider when assigning homework:

- Homework is a way to practice skills learned during the day. Teacher is to monitor and assess homework to inform further instruction.
- To make sure each student is capable of completing the assigned homework.
- To be sure the assigned homework is relevant; not "busywork".
- To be sure that clear expectations have been established in assigning homework.
- To be aware and cognizant of the overall purpose of the homework assignment.

Parent Responsibilities

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

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

ADDENDUM #2 Immaculate Heart Central Elementary/Intermediate School –

Uniform for Boys and Girls:

See: IHC Website for 2018-2019 Uniform

WWW.IHCSCHOOL.ORG

Physical Education:

Elementary: Students will wear their regular uniform to PE class.

Intermediate School: Students will change for PE. Appropriate short, t-shirt, and sneakers are required.

ADDENDUM #3 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.

ADDENDUM #4 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.

- Note: 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 (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.

ADDENDUM #5 IMMACULATE HEART CENTRAL SCHOOL SYSTEM 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 Schools makes available computing and network resources which may be used by students, faculty, and staff. These resources are intended to be used 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 remains 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 Student Handbook.

Inappropriate uses include, but are not limited to the following:

Immaculate Heart Central Schools 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 MATERIALS INCONSISTENT WITH THE SCHOOL'S MISSION

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 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

The school's technological resources must not be used in a manner which is harassing to others. This 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 resume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

SYSTEM SECURITY

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

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

Use of the school's computing resources for activities which interfere with their primary educational and administrative use shall be considered misuse. This includes game playing, the use of the school's computer resources for personal work, and mailing or printing excessive messages or documents. All users must be sensitive to the special need for software and services available in only one location, and they must be willing to cede access to those whose work requires these special items. All users must refrain from any action which interferes with the supervisory or accounting functions of the systems or is likely to have such effects.

POSTING INFORMATION ON THE INTERNET

The internet is a public forum with unrestricted access. For this reason, **Immaculate Heart Central Schools** restrict 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 logo 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

This section of the policy refers to the personal use of social media sites such as, but not limited to Google +, Facebook, Twitter, Youtube and Myspace, LinkedIn, etc. 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.

'Friending' of current students by teachers on a teacher's personal social networking site should ONLY 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.

SCHOOL RESPONSIBILITY:

Immaculate Heart Central School will not be responsible for any data which may be lost or for any interruption in computer services or any other inconveniences the user may experience. **Immaculate Heart Central School** will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

VIRUSES AND MALWARE

Viruses are unauthorized computer programs which may damage or destroy computer files on an infected computer, server, or other hardware. Users should be aware of the possibility that a virus may be located in any file or diskette obtained from any source. If there are any doubts or concerns about the source of any file or diskette 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 Principal. 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.

IMMACULATE HEART CENTRAL SCHOOL SYSTEM
TECHNOLOGY ACCEPTABLE USE POLICY

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of ethical behavior, courtesy, etiquette, and laws and policies regarding the copying of information as prescribed by either Canon Law or Federal, State, or local constitutional laws, or the policies the Diocese of Ogdensburg and **Immaculate Heart Central School** system.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Immaculate Heart Central School system.

Student Name/ID _____

Student Signature _____ Date ____/____/____

Graduation Year _____

Room Number (Home Room /Elementary)_____ Grade_____

Student Access Contract

I hereby release Immaculate Heart Central School system, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the **Immaculate Heart Central School** system. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology for **Immaculate Heart Central School**. I hereby give my permission for my child to use the Internet and will not hold **Immaculate Heart Central School** liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

**IMMACULATE HEART CENTRAL SCHOOL ELEMENTARY/INTERMEDIATE
PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT/RECEIPT FORM**

THIS FORM IS REQUIRED--- PRINT/ COMPLETE /RETURN TO SCHOOL MAIN OFFICE

Immaculate Heart Central Elementary School reserves the right to change policies and procedures as outlined in the Parent / Student Handbook. Parents will be notified of any changes.

We the undersigned confirm and acknowledge that we have read and will comply with the Parent/Student Handbook for Immaculate Heart Central School Elementary School (Pre-K-6) for the 2018 – 2019 school year. We understand and will comply with the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement.

Family Name _____

Parent Signature

Date

Parent Signature

Date

Child(ren) _____

Grade _____

SIGNED FORM IS DUE TO SCHOOL OFFICE BY: September 19, 2018