



Immaculate Conception  
Catholic Regional School

**FAMILY HANDBOOK**  
of Policies and Procedures

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Cranston, Rhode Island 02920  
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# Immaculate Conception

## Catholic Regional School

The Immaculate Conception Catholic Regional School Handbook presents our vision and values as an educational community rooted in the Gospel of Jesus Christ. The details, policies and procedures that are presented in this handbook reflect our common partnership in forming and transforming the whole child –heart, mind, body and spirit. Our vision is rooted in our mission. In a very special way this handbook helps to create a common understanding of how we can work together, through our mission, to create a lasting and significant impact on the educational, social and emotional development of the young people in our care.

Please take the time to read and reflect upon the details of this handbook. Our success as educators, parents and administrators is found when we share a collaborative understanding on how we can best impact learners for the 21<sup>st</sup> century. This handbook is a “living document.” From time to time, we will update, expand, eliminate or redefine the contents of this book as learners’ needs, our own school environment, RI policy and the field of education are continually changing, advancing, and expanding.

This handbook forms the basis for our mutual partnership in education. Each school is unique in its character, culture and charisma. Immaculate Conception Catholic Regional School is very proud to join together parents, educational professionals and students who value character development through faith formation. We are proud to share a common vision for academic excellence that challenges young people to become independent and creative thinkers who can work with others to achieve common goals and advance the Kingdom of God. We are committed to fostering a very unique and safe environment that seeks to know and love each child as a special person created in the goodness and image of the Creator.

May the sacrifices we make today provide a lifetime of opportunities for our children.

Sincerely,

Mr. Michael Miele  
*Principal*



Immaculate Conception  
Catholic Regional School

## **Mission Statement**

Immaculate Conception Catholic Regional School is a community of learners inspired by the Gospel of Jesus Christ to form character through faith. We are united by our Christian vision and values to empower our students to become creative, compassionate builders of the future.

**character through faith**

# THE CODE OF COMMUNITY

## We Value **RESPECT**

**Every person consistently respects and supports all members of our community in word, action and deed.**

### **We don't tolerate...**

- ❖ Disrespectful, lewd or inappropriate language or actions toward or about others.
- ❖ Vandalism of any kind to school or another's property.
- ❖ Bullying, harassing or embarrassing another.
- ❖ Disregard in respecting those who have a responsibility to educate, parent, enforce fair and consistent policies, or provide and promote a safe and healthy learning environment.

## We Value **RESPONSIBILITY**

**Every person takes responsibility for self and others by making choices that are honest fair, safe and appropriate at all times.**

### **We don't tolerate...**

- ❖ Inappropriate misuse of communication technology and social media on and off school property.
- ❖ Disregard of school expectations, rules, policies or procedures.
- ❖ Making excuses at the expense of taking personal responsibility.
- ❖ Unwillingness to accept consequences for inappropriate behavior or poor choices.

## We Value **COOPERATION**

**Every person displays appropriate attitudes and behaviors that allow healthy and productive relationships to develop.**

### **We don't tolerate...**

- ❖ Displaying or embracing attitudes, actions or values that are contrary to the school mission.
- ❖ Putting down, making fun of or intentionally excluding another person.
- ❖ Stealing or taking something that belongs to another without that person's permission.
- ❖ Possession, distribution or use of weapons, illegal substances or inappropriate material.

## We value **SELF-CONTROL**

**Every person demonstrates self-management and personal discipline that is age and learner appropriate for participating in a Christian community.**

### **We don't tolerate...**

- ❖ Inappropriate or unwarranted physical contact with another.
- ❖ Lying, cheating or plagiarizing.
- ❖ Disregard of school policies as outlined in the school handbook.
- ❖ Making inappropriate choices because of poor peer influence.

## **Honesty is the Best Policy**

In our effort to develop "character through faith," all community members are encouraged to be truthful in every situation. When a community member is held accountable for his/her choices, the outcome of the disciplinary action will result from that person's willingness to be truthful and accept personal responsibility.

# SECTION 1:

# Mission and Identity

## Section 1: Mission and Identity

### 1.A

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#### 1.A Mission Statement

**Immaculate Conception Catholic Regional School is a community of learners inspired by the Gospel of Jesus Christ and the Roman Catholic Church to form character through faith. We are united by our Christian vision and values to empower our students to become creative, compassionate builders of the future.**

Our school mission statement serves as the organization anchor by which all members strive to uphold our highest ideals and calling. All our actions and decisions as a community are rooted in our mission and guided by our desire to continually build a school community and culture that is rooted in relationships that reflect our vision and values

## Section 1: Mission and Identity

### 1.B

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#### 1.B Catholic Identity

Immaculate Conception Catholic School operates as a Roman Catholic school in the Diocese of Providence and in accordance and alliance with our local bishop. Inspired by the mission of Jesus and enlightened by the Holy Spirit, the Roman Catholic schools of the Diocese of Providence are centers of education where students witness, share and grow in the Catholic faith community. Within the framework of Catholic Christian values, our schools strive to provide academic excellence, nurture spiritual, physical and emotional growth and assist students to become lifelong promoters of the Gospel message.

#### **Rationale for Catholic Schools**

Education is integral to the mission of the Church to proclaim the Good News of Jesus Christ. First and foremost every Catholic educational institution is a place to encounter the living God who reveals his transforming love and truth in Jesus Christ. cf. Spe Salvi.

#### **Distinctive Catholic School**

What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the gospel spirit of love and freedom. It tries

to relate all of human culture to the goodness of salvation so that the light of faith will illumine everything that the students will gradually come to know about the world, about life and about the human person. (**Second Vatican Council, Declaration on Christian Education.**)

### **A Catholic Education**

Through each of their programs, especially religious education, Catholic schools collaborate with parents as the primary educators of their children in faith, hope, and love.

- ❖ Catholic schools educate the whole person - mind, heart, and spirit - by teaching, modeling, and instilling the teachings of the Gospel and of the Catholic faith.
- ❖ These teachings, expressed through sacraments, religious traditions, and lived example, foster in students an ethical and Christ-like way of life.
- ❖ By learning to value this way of life, students grow to respect the intrinsic dignity of each person and to serve the Church and the common good.
- ❖ Catholic schools develop in each school a Christian community of students, teachers, parents, administrators, clergy and other constituents.

### **Catholic School Excellence**

The Catholic schools of the Diocese of Providence develop each student toward his or her full potential by providing high quality instruction in all areas.

- ❖ Catholic schools offer programs designed to develop the spiritual, academic, artistic, social, athletic, and leadership potentials of their students.
- ❖ Catholic schools encourage students to attain high standards of achievement.
- ❖ Catholic schools seek accreditation through an established process of review.
- ❖ Catholic schools provide education in accord with and in satisfaction of compulsory school requirements of the State of Rhode Island.

## **Section 1: Mission and Identity**

### **1.C**

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#### **1.C Educational Philosophy**

Immaculate Conception Catholic Regional School is committed to teaching and reinforcing the spiritual and moral values taught by Christ, the Roman Catholic Church and our families. Nurturing the healthy development of the whole child- mind, body and spirit strengthens our vision to build an educational community where every child has opportunities to grow in faith and love. We strive to cultivate experiences, attitudes, actions and habits that provide students with opportunities for growth—spiritual, intellectual, moral, physical and emotional.

The fundamental purpose of education is to provide each student with learning experiences directed toward the acquisition and growth of knowledge, cognitive skills, proper attitudes, basic intellectual processes and essential competencies necessary for the student's positive development as a more fully human person.

We understand that intellectual development is a life-long process and the knowledge acquired, both theoretical and practical, is pertinent to the student's future role as a productive and faith-filled contributor to our society. Toward this end, recognition is given to individual differences in learning styles, performance and potential for growth.

We strive to understand, appreciate and demonstrate cultural diversity in all ways possible. It is understood that each person has something of value and graced by God to contribute to our school, community and society. Accordingly, we recognize that teaching strategies must incorporate diverse activities that accommodate students whose learning style is visual, auditory, kinesthetic, or any combination thereof.

In pursuance of the above, the teaching staff is cognizant of the necessity to maintain a high standard of excellence in their classroom pedagogy and high expectations of their students. It is the school's belief that each student be given the opportunity to learn, whenever possible, at a pace and manner compatible with his/her individual abilities and in a safe and loving environment.

## **Section 1: Mission and Identity**

### **1.D**

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#### **1.D Logo and Symbology**

The Immaculate Conception logo is embedded with multiple layers of meaning. Many of its elements were inspired by the story of the Immaculate Conception.

##### **Lily**

In Christian tradition, the Lily is a symbol of purity and life. Associated with the Resurrection, the lily has long been a symbol of Mary and her Immaculate Conception. Expressed traditionally through the image of the Fleur De Lis, the logo presents a contemporized version of this symbol of Mary, purity, hope and joy.



##### **Body**

Within the Lily is depicted a human form. This form can be visually read in many ways: as Mary; as Mary's mother, Anna (under the Golden Gate); as Christ (her child, and resurrected Son); and as all humans. The body form as Mary may be seen as the infant Mary, conceived without sin in the womb of her Mother Anna. Second, it can be seen as the youthful Mary, open to Lord as she grew in age and maturity. Third, it can be seen as the adult Mary, receptive to the Lord in all things, giving her full consent to the plan of salvation. Fourth, it can be seen as Mary interceding in the "orans" gesture of prayer. Perhaps most profoundly, it can be seen as all of the above simultaneously. Mary, in her fullness, is our destiny: redeemed children of God, sinless bearers of the Divine, and resurrected and transfigured temples of God's



Spirit. Moreover, this human form, which is at the heart of the logo, can be seen as a symbol of Anna, Christ, and indeed all Catholics who live in prayer and openness. It reminds us of the whole story of Mary and what believers are called to become: resurrected, pure, sinless, bearers of the divine.

### **Golden Gate**

Tradition holds that at the time of Mary's conception, Joachim and Anna (Mary's parents) were instructed by the Lord to meet under the Golden Gate of the city. This gate became the symbol of the Immaculate Conception of Mary in the early church and can once again find meaning for us today. Gates are places of encounter, shelter, entrance and new beginnings.

### **Light Rays**

An image often associated with the Immaculate Conception is the image of the woman in the Book of Revelation where Mary is depicted as "adorned with the sun, with twelve stars as a crown upon her head." The rays in the logo call to mind Mary's radiance. The rays depicted in the logo number twelve, the same number as the Tribes of Israel, Apostles of Christ, and gates to the New Jerusalem.

### **Cross**

Four of the rays form a cross, perhaps the greatest sign of our redemption and hope. This resurrection cross reminds us of Mary's ultimate contribution, and the destiny to which we are called.

## **Section 1: Mission and Identity**

### **1.E**

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#### **1.E School Identity**

##### **School Prayer**

The school prayer was created in 2010 by eighth grade student, Robert Sauriol and is the universal school prayer that begins each day our educational community is in session.

*O Virgin Mary, please guide us to find the good in every heart and soul. Please bless this Catholic educational environment. Please watch over our wonderful faculty, staff and students. Please help us to treat one another with the kindness we have always been taught to use. Lastly, please teach us to love one another as God has loved us. Amen. O Mary, conceived without sin, pray for us.*

##### **School Motto**

The Immaculate Conception Catholic Regional School motto is "**character through faith.**" It is an important statement that aligns the work of our mission with encouraging the growth and development of each person's unique character through living out faith in God.

## **School Colors**

The school colors for Immaculate Conception Catholic Regional School are: Blue and Gold (Yellow).

## **School Mascot**

Immaculate Conception Catholic Regional School holds “**The Saints**” as its school mascot. The Catholic Church is united in Heaven with the communion of saints. Saints are those holy boys, girls, men and women who served God, His Church and people while on earth through lives of prayer, sacrifice, courage and authenticity for the sake of the holy Gospel. We are all called to become saints during our lifetime. It is fitting that our school hold as mascot and example those individuals whose holiness inspires each of us to work for the Kingdom of God.

## **Section 1: Mission and Identity**

### **1.F**

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#### **1. F Use of School Logo on Apparel and Other Items**

Immaculate Conception school administrators are the only individuals allowed to approve the use of the school logo on any item. The principal will work with appropriate individuals to ensure the integrity of the school’s image and identity. All parties are expected to abide by our Brand Standard Manual.

No parent, community member or other may use the school logo, sell or distribute school logo items without expressed permission from the school Administration or Parish Pastor.

# SECTION 2: SCHOOL GOVERNANCE AND INFORMATION

## Section 2. SCHOOL GOVERNANCE AND INFORMATION

### 2.A

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#### 2.A Governance and Organization

All Catholic elementary and secondary schools in the Diocese of Providence are canonically responsible to the Bishop. The Bishop of Providence has sole authority to recognize and designate a school as "Catholic." Fiscal responsibility for the operation of the school must be contractually determined with the Bishop and the Superintendent of Schools. Each Catholic school shall be affiliated with the Diocese in one of three ways; parish/inter-parish school, diocesan school, or religious congregation/lay board school.

Immaculate Conception Catholic Regional School is recognized by the Roman Catholic Diocese of Providence as a (Category One) parish school. Schools in this category are administered by a pastor through the principal in consultation with an advisory board.

A. All parish and inter-parish schools in this category are affiliated with the Bishop through the Catholic School Office.

B. These schools will meet the standards for affiliation and adhere to all applicable diocesan policies and regulations.

C. These schools will be eligible for all programs and services provided by the Catholic School Office.

## School Organization

|   |                     |                                  |   |   |                             |   |  |   |                                      |
|---|---------------------|----------------------------------|---|---|-----------------------------|---|--|---|--------------------------------------|
| <b>Pastor</b>   |                     |                                  |   |   |                             |   |  |   | <b>School<br/>Advisory<br/>Board</b> |
| <b>Principal</b>  |                     |                                  |   |   |                             |   |  |   |                                      |
| <b>Academic Dean</b>  |                     |                                  |   |   | <b>Dean of Student Life</b> |   |  |   |                                      |
| <b>School Leadership Team</b><br><i>(Principal, Academic Dean, Dean of Student Life)</i>                |                     |                                  |   |   |                             |   |  |   |                                      |
| <b>Educational Learning Communities</b>   |                     |                                  |   |   |                             |   |  |   |                                      |
| <b>Student Life Team</b>  |                     | <b>C.A.S.E</b>                   | <b>Primary<br/>LS-K</b>                       | <b>Lower School 1-4</b>                   | <b>Upper<br/>School 5-8</b> | <b>School Support Staff</b>   |  |   |                                      |
| <b>R<br/>e<br/>s<br/>o<br/>u<br/>r<br/>c<br/>e<br/><br/>T<br/>e<br/>a<br/>c<br/>h<br/>e<br/>r<br/>s</b> | <b>School Nurse</b> | <b>Faculty<br/>And<br/>Staff</b> | <b>Faculty<br/>and<br/>Teaching<br/>Asst.</b> | <b>Faculty<br/>and<br/>Teaching Asst.</b> | <b>Faculty</b>              | <b>B<br/>u<br/>s<br/>i<br/>n<br/>e<br/>s<br/>s<br/><br/>M<br/>a<br/>n<br/>a<br/>g<br/>e<br/>r</b> | <b>Admin.<br/>Asst. to<br/>Principal</b> | <b>B<br/>u<br/>i<br/>l<br/>d<br/>i<br/>n<br/>g<br/><br/>M<br/>a<br/>n<br/>a<br/>g<br/>e<br/>r</b> |                                      |

## Section 2. SCHOOL GOVERNANCE AND INFORMATION

### 2.B

#### 2.B School Advisory Board

In collaboration with the Catholic School Office and the Diocese of Providence our school is proud to work with a volunteer advisory board of professionals from many different backgrounds and areas of expertise and school/parish affiliation. The pastor alone appoints school and parish community members to an advisory board that works with the pastor and principal in shaping the vision and direction of the school in line with the school's mission. This board advises the pastor in his decision-making as the primary and final decider on all matters related to the school and its successful functioning.

## Section 2. SCHOOL GOVERNANCE AND INFORMATION

### 2.C

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#### 2.C School Information

Immaculate Conception Catholic Regional School  
235 Garden Hills Drive  
Cranston, RI 02920  
Phone: 401-942-7245  
Fax: 401-943-5738  
Website: [www.iccatholicschool.org](http://www.iccatholicschool.org)

#### **School Office Hours:**

##### **During the school year:**

Monday through Friday 7:30 AM-3:30 PM  
(excluding holidays and vacations)

##### **During the summer:**

Tuesday - Thursday 9:00 AM – 1:00 PM

##### **Extended Care:**

Monday through Friday 2:30-5:30 PM  
(excluding holidays, vacations and days listed on the school calendar when the service is not available.)

#### **The School Website**

The school website is the primary portal for communication between our school and all members of the community. This site is updated on a continual basis and parents should consult the site regularly for announcements and events. Our website is [www.iccatholicschool.org](http://www.iccatholicschool.org).

#### **Rediker: The School/Home Digital Portal**

Our school sponsors an online digital portal for parents, students and teachers to communicate about academic progress and important classroom and school information. Access to this portal is available to those community members who are in good standing with the school and who appropriately use this site for school related functions. A parent must have an email address registered with the school to activate enrollment in the system. Only the primary parents/guardians registered with the school will have access to this site.

#### **The School Calendar**

The official school calendar appears on the official school website. All members of the community should continually access this site to find up-to-date information. Those families who don't have computer access should contact the school for a copy of the calendar.

## Section 2. SCHOOL GOVERNANCE AND INFORMATION

### 2.D

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#### 2. D Grievance Policy

While all members of our community strive to work in partnership and overcome any challenges that arise in the process of educating through our mission, if a situation arises where an individual or members of the community feel the need to address a particular situation the following protocol is in place to protect the integrity of all involved:

##### **First Response**

In all cases, students, parents and professional staff should first speak *directly* with the person(s) involved to communicate any concern. This will to eliminate any misconstrued or inaccurate information that might have been presented or interpreted and gives all parties a fair chance to hear and respond to concerns.

If after a first response with the person(s) directly involved or in an extraordinary situation where a first response is not possible, the following protocol is followed:

##### **Grievance against a professional staff member or volunteer**

All grievances with or about a professional staff member or volunteer must be made to the principal only. Grievances can be made in written form or by speaking with the principal. Grievances with merit, after due process, will be documented and the principal will appropriately respond to the concern and strive to rectify the situation fairly and confidentially. Anonymous concerns will not be responded to or considered.

##### **Grievance against the principal**

All grievances with/about the principal must be reported to the pastor. Grievances with merit, after due process, will be documented and the pastor will appropriately respond to the concern and strive to rectify the situation fairly and confidentially. Anonymous concerns will not be responded to or considered.

##### **Grievance against a parent or student**

All grievances with a parent or student that occurs in conjunction with the educational program or while in relationship to the school can be reported to the principal who will strive to resolve the concern between the parties. Grievances with merit, after due process, will be documented and the principal will appropriately respond to the concern and strive to rectify the situation fairly and confidentially. Anonymous concerns will not be considered or responded to.

##### **Due Process**

In order to provide fair response to all substantial grievances, a due process will occur over an appropriate amount of time that will allow for all parties involved to be treated with respect and in confidence. All individuals involved will be questioned and allowed reasonable opportunity to voice concerns, opinions and provide facts to support his/her side. Any action taken will be kept confidential. If administrative action is deemed

appropriate it will be decided in consultation with the most appropriate authorities that suit the situation (principal, pastor, and/or Diocese of Providence governing bodies).

In addressing grievances where the safety of any child is substantially in question, any person may be placed on paid administrative leave (if an employee) or restricted from active participation in school or school activities until due process occurs to determine the validity of or appropriate response to a formal grievance. All situations are confidential.

**In all cases**

It is expected that all parties involved in a grievance are honest and forthright. Under the supervision of the pastor, the principal is the final recourse in all disciplinary situations and may waive any disciplinary action or rule for just cause at his or her discretion.

**Respect and Confidentiality**

It is expected that concerns with an individual or individuals are addressed directly with the party/parties connected to the concern. It is considered a break down in partnership or professionally inappropriate to discuss matters with those unrelated to the concern as it leads to gossip, rumors and false assumptions

# SECTION 3: ADMISSION AND REENROLLMENT

## Section 3. Admissions and Reenrollment

### 3.A

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#### 3.A Admissions Policies

Immaculate Conception Catholic Regional School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

Although Catholic schools do not discriminate on the basis of race, color, national or ethnic origin, it remains the primary purpose of Catholic schools to serve Catholic students and their families. A student not of the Catholic Faith who is to be enrolled in one of the Catholic schools of this Diocese must follow the school's program of religious studies including attendance at liturgies and participation in Christian service projects. The local pastor, the principal or the governing board, does not permit exceptions to this policy.

The school does not discriminate against students with disabilities of any kind. The school will make reasonable accommodations to help ensure each student's success.

Age requirements for admission to Catholic schools conforms to the uniform entry qualifications as stated by the Rhode Island Department of Education. (RIGL 16-2-27)

- ❖ Children who turn 5 on or before September 1st are eligible to attend kindergarten that school year. Children who turn 5 after September 1st may not be eligible to attend kindergarten that school year.

- ❖ Our school may address particular situations on a case-by-case basis by applying relevant criteria and determining whether it is in the best educational interest of a child born after September 1st to be enrolled in kindergarten or first grade.

- ❖ A student transferring to a Catholic school from another school is ordinarily assigned to the grade/class indicated on the report card and/or transfer room. Our school may require additional testing to determine grade placement.



The principal makes the final decision regarding grade placement, room and teacher assignment, and promotion and retention of all students.

For all new students the following documents are required:

- ❖ Official Certificates of Birth, Baptism, and any other sacraments received.
- ❖ Current records of up-to-date Immunization and Health records.
- ❖ Records from the last school attended. (Report card, standardized test scores, and health records.)
- ❖ Signed registration forms, tuition contract and registration fee.
- ❖ Emergency and organizational forms.

### **Section 3. Admissions and Reenrollment**

## **3.B**

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### **3.B Preferred Enrollment Process**

Preference for enrollment, where space is limited, is given in this order:

1. Siblings of currently enrolled students.
2. Actively participating parishioners of Immaculate Conception, Cranston
3. Others on the waiting list according to the date of recorded submission of application.

### **Section 3. Admissions and Reenrollment**

## **3.C**

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### **3.C Custody Agreements**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office at the time of admission or in the event of a divorce that occurs while the student is enrolled or re-enrolled.

Federal regulations require that an educational agency shall give full rights under the Family Rights and Privacy Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (20 U.S.C. 1230, 1232).

## **Section 3. Admissions and Reenrollment**

### **3.D**

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#### **3.D Reenrollment**

Each year the School Leadership Team will determine the re-enrollment status of all students. While we look forward to partnering with students and families throughout their entire elementary and Upper School experience, in certain cases of financial, behavioral or educational concerns, our school may terminate its partnership with a particular family. In those rare cases, families will be notified before the end of a school year and we will work with families to transfer records to an appropriate alternative educational setting.

The re-enrollment process begins in January. Families must return their re-enrollment form accompanied by all fees paid in full by the date provided to reserve their child's spot for the upcoming year. There is no guarantee of placement for a student who is not re-enrolled by the due date with all forms returned and fees paid.

Students will not be enrolled for the next school year at Immaculate Conception Catholic Regional School until outstanding balances are paid in full. All arrangements must be made through the Business office with consent of the principal.

After the due date, available student spots in the educational program may be offered to students who apply or are on a waiting list. There is no guarantee of space in our educational program if a child is not enrolled by the due date. Parents must work with the business manager and principal to arrange any and all agreements. All agreements are provided in writing and signed by the principal and parent. No verbal agreements are arranged.

# **SECTION 4:**

# **Tuition, Fundraising and**

# **Financial Aid Policies**

## **Section 4. Tuition, Fundraising and Financial Aid Policies**

### **4.A**

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#### **4.A Tuition**

Tuition is set each year by the pastor and principal in consultation with the school financial officers and advisors from the school advisory board. The tuition reflects the current cost of educating a student in our environment with respect to the academic and co-curricular program offered by the school. Our school strives to provide the most appropriate learning environment that promotes the mission of our school and adheres to state and Diocesan policy and standards.

We are mindful of the sacrifices made on behalf of parents who choose a Catholic education and the professional staff who work in our community. The budget for the school is determined each year by the projected number of paying students enrolled. It is imperative that parents who choose to send their children to our school understand their commitment to this institution and pay the tuition bill on time and in full.

Limited financial aid is available from the Diocese of Providence and through some parish communities. All who seek aid must apply through the F.A.C.T.S service provider. Please contact the school Business Manager for more information on tuition and tuition assistance.

All families must sign and return an enrollment contract at the time of admission or re-enrollment with the school. This contract is a binding legal agreement between all parties.

## Section 4. Tuition, Fundraising and Financial Aid Policies

### 4.B

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#### **4.B Fees.**

Payment of fees is required of every family including those who receive financial assistance.

The following are **non-refundable** required fees for all students enrolled at our school:

#### **4.B.1: Registration Fee:**

*(One time charge for new students in Grade Pre-K-8 at time of admission)*

This fee is due at time of admission and signifies that a family agrees join the school community.

#### **4.B.2: Enrollment Fee:**

This fee is due at the re-enrollment season of February/March.

#### **4.B.3: Graduation Fee:** (eighth grade only)

This fee is due at time of re-enrollment/admission to grade 8.

#### **4.B.4: Mandatory Fundraising Fee:**

*Each family* is responsible for participating in a mandatory fundraising fee that helps bridge a tuition gap to fund our educational program. We rely on this fee to make up the difference between actual cost per student and tuition. Therefore, we rely on 100% participation of families.

The Family Fundraising Fee can be offset by participating in two fundraisers offered through the PTO. The school's Parent Teacher Organization organizes and conducts all fund raising activities with prior approval of the principal. The mandatory Family Fundraising Fee is per family.

*Each FAMILY is assessed this obligation that may be met in one of the following ways:*

- Participate in the fundraising projects and raise profits from sales.
- The *percentage of profits* will be credited as set by the principal and PTO.
- Buy out the entire obligation by March 1<sup>st</sup> of that school year and avoid participation in fundraising.
- Raise some of the money through fundraising activities and buy out the remainder of the obligation by March 1<sup>st</sup> of that particular school year.

The PTO, in consultation with the principal, will announce the details of the fundraising activities chosen to fulfill the obligation. **Any amount raised over the fee will not roll over year to year.**

The deadline for fulfilling this obligation will be March 1st of that particular school year. Re-registrations of currently enrolled students, which are due in March, will not be accepted until this fundraising obligation is met. Any students not returning to Immaculate Conception Catholic Regional School (graduating or transferring) are still responsible for this obligation.

**4.B.5: Technology Fee:**

Each family is assessed a technology fee per student. This fee covers the cost of our everyday technology in the building. It includes, but is not limited to; funding our one to one device initiative for grades 4-8, the annual upgrade to our smart boards in each classroom, the maintenance of all iPads and computers in each classroom, the security software cost, repairs, internet capabilities and more.

## Section 4. Tuition, Fundraising and Financial Aid Policies

### 4.C

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#### 4.C Tuition Refunds

The following is an explanation of tuition refunds based on the circumstance for which they might be asked.

##### **Due to Expulsion**

If a student is expelled from Immaculate Conception Catholic Regional School for disciplinary reasons according to the school's code and handbook, the following schedule will be executed:

1. All tuition payments must be up-to-date.
2. No refund of tuition paid will be issued.
3. No refund will be made for any portion of the book fee, registration fee, computer lab fee, or mandatory fundraising fee.

##### **Due to Withdrawals**

Whenever a student is withdrawn from Immaculate Conception Catholic Regional School, the following refund schedule will be executed:

1. All tuition payments must be up-to-date or no amount will be refunded.
2. Fifty percent (50%) of the tuition credited to the month in which the withdrawal takes place will be refunded if the withdrawal is made within the first ten (10) school days of that particular month.
3. No refund for that month will be made if the withdrawal occurs after the tenth (10th) school day of that particular month.
4. A fifty-percent (50%) refund will be made for the following month(s) if the tuition for those months had been made in advance as required.
5. No refunds will be made for any portion of the book fee, the registration fee, or family tuition fee.

## Section 4. Tuition, Fundraising and Financial Aid Policies

### 4.D

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#### 4.D Donations

Our school is grateful to those individuals and families who are able to make a donation to help assist in our effort to provide this educational opportunity. All donations are tax deductible and we are happy to work with individuals, families or corporations in assisting to find the appropriate way to support our school community.

*Mandatory fundraising fees do not count as a donation to the school and are considered part of the tuition for enrollment.*

## **Section 4. Tuition, Fundraising and Financial Aid Policies**

### **4.E**

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#### **4.E Financial Aid / Tuition Assistance**

Any family applying for financial aid or tuition assistance from the school or Diocese of Providence must complete a F.A.C.T.S. application each year of requested support. These forms are available on our school website.

Funding is limited and it is determined as need presents itself until all available funding is exhausted. The pastor and principal award financial aid to families based on their F.A.C.T.S. application and calculated need.

Financial assistance may also be available from a pastor if a family's parish is without a school and the family is a supporting member of that parish. Financial assistance through parishes is done on an individual parish basis, and at the discretion of the respective pastors. Please contact your local pastor for information.

Please contact the business manager with any concerns about tuition, billing or financial aid.



# SECTION 5: STUDENT AND SCHOOL LIFE

## Section 5. Student and School Life

### 5.A

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#### **5.A The Whole Child—Heart, Mind, Body and Spirit**

Our school and the community are committed to the development of the whole child—heart, mind, body and spirit. Alongside the academic program, we strive to cultivate a safe, supportive and student centered environment where our rich Catholic traditions of faith formation help to encourage lives of leadership, service, authenticity, responsibility and spiritual growth. Student life encompasses the intellectual, creative, spiritual, physical, developmental and human needs of our young learners. Student life joins together our young learners with parents and professionals who work to provide sound leadership in educating students. All members of this community seek to provide a structured, safe, supportive and challenging environment. We do this by providing the human and educational resources needed to promote and protect whole child development.

## Section 5. Student and School Life

### 5.B

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#### **5.B Educational Faculty**

The educational faculty at Immaculate Conception Catholic Regional School is a professional staff of trained individuals who work to ensure that a quality Catholic education is provided. These individuals work to assist the principal and all staff in fulfilling the mission of the school. The educational faculty participates in ongoing professional learning and serves as an arm of the worldwide Catholic Church in evangelizing young people. Each faculty member is responsible for ensuring the integrity of the curriculum and providing leadership in promoting a safe and healthy school environment. Each faculty member is responsible for leading lives in accordance with the norms, doctrines and values of the Roman Catholic Church.

## Section 5. Student and School Life

### 5.C

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#### 5.C Student Life Team

The Student Life Team is a staff of professionals who work alongside the principal and educational staff to promote whole child development and the mission of our Catholic school. The team is responsible for assessing, evaluating, documenting and responding to student needs and challenges. They provide or obtain all reasonable accommodations and modifications necessary to protect all learners and promote the mission of the school. The team is comprised of: Principal, Academic Dean, Dean of Student Life, Resource Teachers and School Nurse.

## Section 5. Student and School Life

### 5.D

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#### 5.D Character, Community and Christian Values

At Immaculate Conception Catholic Regional School we strive to encourage "character through faith." Our Code of Community calls *all members* to act in the best interest of every person. Our Christian identity reminds us that all persons are made in the image of God with the potential to live a life of goodness and dignity. Immaculate Conception Catholic Regional School firmly believes in encouraging positive behavior while holding all members accountable to live out a life characterized by Christian Values.

All members of our community are expected to uphold our Code of Community by demonstrating behaviors consistent with our Christian Values. Each student is expected to uphold the four pillars of our school's Christian Values- **Respect, Responsibility, Cooperation, and Self-Control**. Every student is expected to take responsibility for his/her choices and work with our professional staff to uphold our values, live out our Code of Community, and create a school culture where **all** can learn in a "safe and loving environment."

#### **THE CODE OF COMMUNITY: Value Centered Actions, Attitudes and Choices**

##### **We value RESPECT**

Every person consistently respects and supports all members of our community in word, action and deed.

##### **We don't tolerate...**

- ❖ Disrespectful, lewd or inappropriate language or actions toward or about others.
- ❖ Vandalism of any kind to school or another's property.

- ❖ Bullying, harassing or embarrassing another.
- ❖ Disregard in respecting those who have a responsibility to educate, parent, enforce fair and consistent policies, or provide and promote a safe and healthy learning environment.

### **We value RESPONSIBILITY**

Every person takes responsibility for self and others by making choices that are honest, fair, safe and appropriate at all times.

#### **We don't tolerate...**

- ❖ Inappropriate misuse of communication technology and social media on and off school property.
- ❖ Disregard of school expectations, rules, policies or procedures.
- ❖ Making excuses at the expense of taking personal responsibility.
- ❖ Unwillingness to accept consequences for inappropriate behavior or poor choices.

### **We value COOPERATION**

Every person displays appropriate attitudes and behaviors that allow healthy and productive relationships to develop.

#### **We don't tolerate...**

- ❖ Displaying or embracing attitudes, actions or values that are contrary to the school mission.
- ❖ Putting down, making fun of or intentionally excluding another person.
- ❖ Stealing or taking something that belongs to another without that person's permission.
- ❖ Possession, distribution or use of weapons, illegal substances or inappropriate material.

### **We value SELF-CONTROL**

Every person demonstrates self-management and personal discipline that is age and learner appropriate for participating in a Christian community

#### **We don't tolerate...**

- ❖ Inappropriate or unwarranted physical contact with another.
- ❖ Lying, cheating or plagiarizing.
- ❖ Disregard of school policies as outlined in the school handbook.
- ❖ Making inappropriate choices because of poor peer influence.

### **Honesty is the Best Policy**

In our effort to encourage "character through faith" all community members are encouraged to be truthful in all situations. In all cases of behavioral intervention where a member is held accountable for his/her choices, the outcome of the disciplinary action

will result from that member's ability and willingness to be truthful and accept personal responsibility.

## **Section 5. Student and School Life**

### **5.E**

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#### **5.E A Partnership in "Character Through Faith."**

At Immaculate Conception Catholic Regional School we strive to encourage "character through faith." Our Code of Community calls **all** members- student, parent and professional staff, to act in the best interest of all. It is expected that all families who choose to send their child to this school and faculty/staff who choose to work for the school's mission uphold and support the Code of Community and our school policies.

**A student's failure to act in accordance with our Code of Community as characterized by our Christian Values will result in disciplinary action, including possible suspension and/or dismissal from our school.**

Parents/ guardians and professional staff are held to the same expectations.

Enrollment of a child in our school implies a willing partnership between the school and parent/child. If the partnership breaks down, parents can be required to withdraw the child from our school community or not be offered the opportunity to re-enroll for the next school year.

The principal or his/her deemed representative has final and sole authority to determine the consequences for any inappropriate action.

## **Section 5. Student and School Life**

### **5.F**

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#### **5.F Daily Procedures and Information**

##### **5.F.1: Agents for Emergency Pick-Ups**

Parents are required to provide the school with the names of the responsible agents charged with picking up their child. School staff will make verification through picture identification such as a valid driver's license. Only agents listed on the emergency form will be allowed to pick up a student from the school.

##### **5.F.2: Appointments with Faculty and Staff**

All parental visitations are to be made by appointment only. Upon entering the building all parents are asked to report to the main office. Because every classroom interruption is a potential distraction to the learning process, please refrain from disturbing the teacher and students while class is in session. An email should be sent to the teacher in order to arrange the desired meeting at an appropriate time and date. The teacher will then contact the parent to set up the appointment at the parties' mutual convenience.

### **5.F.3: Arrival at School**

The official opening of school is 7:45 A.M. Direct supervision is available at this time. Once a student arrives to the school grounds he/she must report to the appropriate supervised location.

### **5.F.4: Attendance and School Absence**

Rhode Island state law 16-19-1 requires all students between the ages of six and eighteen years to be registered in and attend school regularly. Studies show a positive correlation between good school attendance and academic success. Absenteeism, tardiness and early dismissals disrupt the continuity of learning. Attendance at school is part of a student's permanent records and parents/guardians are urged to assist the school by supporting the attendance policy. It is the responsibility of the parent or guardian to encourage and monitor school attendance, report absences according to the attendance policy, and work cooperatively with the school to solve any attendance issues.

All students are expected to attend school. Appointments with doctors, dentists, etc. should be made at times other than during school hours. We suggest aligning your family vacations with school breaks. Students who are absent on the day of a school-related activity (e.g., athletic event, drama, dances, etc.) **may not attend that activity**. Extenuating circumstances may be presented to an administrator for consideration.

A parent/guardian is required to call the school to report their child's absence prior to the start of school. For an absence that is more than 2 days in length, a note from a doctor or medical professional must be received within 2 days of the absence. **Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. Should this occur, work will be provided upon the student's return.**

### **INTERVENTION PROCESS**

The administration will notify parents/guardians of excessive absences, tardies and/or early dismissals.

**First Stage:** Whenever a student is absent without parent/guardian notification, the school will contact his/her parent/guardian to ascertain the reason.

**Second Stage:** When a student has accumulated five (5) absences or three (3) tardies and/or early dismissals in a trimester, it will prompt a written letter to the parent/guardian

alerting them of this status. An internal review by the administration and teachers may occur depending upon circumstances.

**Third Stage:** If the pattern continues, a meeting with the administration will take place because your child is considered truant. Students absent for seven (7) or more days will not be eligible to make honor roll for that trimester.

## **MAKE UP POLICY**

If your child is too ill to come to school, it is assumed he or she is not able to complete work on the day of their absence. He or she should make arrangements to complete missing work upon return to school. For students absent or suspended from school for a period of more than two (2) days, school work may be requested by the parent/guardian. **A twenty-four (24) hour notice** for such requests is required by email or phone and will be made available by your child's homeroom teacher. Upper School students should utilize intervention block and stay for Department Nights upon their return to school to receive assistance with the missed class time and assignments.

In the event that a student is absent on the day that a long-term project/assignment is due, the grade for that assignment will be reduced at the discretion of the teacher. Should the student submit verifiable documentation for the absence (medical, dental note, etc.), the grade reduction may be waived.

Serious long-term illness make-up work will be made up at the discretion of the teacher(s) and leadership team.

Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. Should this occur, work will be provided upon the student's return.

Any student who makes plans with a teacher to make-up work at an arranged time and fails to do so will be assigned a zero (0) for the work in question.

## **ATTENDANCE POLICY FOR 8TH GRADE EXAMS**

Final exams will be administered in all six core courses.

Should a student be tardy to an exam without an excuse or prior administrative approval, he/she will be admitted to the exam and allowed to take the exam during the remaining time in the exam period only.

If a student is going to be absent from an exam and wishes to be granted the opportunity to take a make-up exam, a parent must contact the administration in writing or by phone (Main Office) prior to the start of the exam.

### **5.F.5: Bus Transportation**

Buses are provided by local public school authorities. Immaculate Conception Catholic Regional School does not provide independent transportation. The Cranston, Johnston, North Providence and Providence School Departments provide buses. ALL student riders are subject to their rules. In general, the rider must understand that the driver is in complete charge. Parents are responsible for seeing that their child adheres to the policies set by their city or town school department. If a student, by his/her poor behavior, endangers the safety of other riders, the matter is to be brought to the attention of the school administration

#### **5.F.6: Bus Transfers**

According to the school department in each city providing buses, no student will be allowed to ride a bus outside of the city of residence. (i.e. Cranston resident on a Providence bus). *The town's school transportation office must be called by the parent for permission for a change of bus within the city or town of residence as this agency is responsible for approving any changes. Once the transportation office of the student's city or town has given approval, written notification to the school must be made with details specifying the change.*

#### **5.F.6: Cancellation, Delay, Early Dismissal of School**

Immaculate Conception Catholic Regional School automatically follows the Cranston School Department if school is to be cancelled, delayed, or dismissed early due to poor weather conditions. For this and other circumstances of delayed opening or cancellation, notice shall be given to all media outlets.

In the event of an emergency dismissal from school, faculty and administration will alert families via text message and email. Families will be notified through the emergency phone and email contact system.

On days when the opening of school has been delayed, the official opening time, time of direct supervision, and expected student arrival time will be advanced in accordance with the length of the delay.

#### **5.F.7: Changes in Dismissal Procedures**

If a student's dismissal deviates from the pre-arranged dismissal noted on the dismissal form, parents must email the student's class/homeroom teacher AND the administrative assistant in the main office **BEFORE NOON** on that day. To ensure your child's well-being, please do not wait until the end of the day to call the main office as it is very difficult to coordinate your child's dismissal at the end of the school day.

#### **5.F.8: Dismissal from School**

To ensure adequate instructional time, **our school day ends at 2:30 PM.** We have assigned our professional staff to duties that help to ensure safety. Our elementary teachers will all remain in their classrooms to assemble and assure our students are properly dismissed to the appropriate location. Our professional staff will serve as

monitors to escort walkers, bus students and extended care students to appropriate locations where they will be supervised until departure.

**Parents who will be picking up their children from school must be aware of the following:**

- ❖ Little Saints, PK 3/4, and PK will be dismissed at 2:00 pm from the same doors where they were dropped off in the back parking lot.
- ❖ Kindergarten students will be dismissed at 2:15 from the front doors. Parents will park in the church parking lot and walk up to the school front doors to check in with our dismissal team and retrieve their children.
- ❖ 1st-grade students will be dismissed at 2:20 from the front doors. Parents will park in the church parking lot and walk up to the school front doors to check in with our dismissal team and retrieve their children.
- ❖ 2nd-grade students will be dismissed at 2:25 from the front doors. Parents will park in the church parking lot and walk up to the school front doors to check in with our dismissal team and retrieve their children.
- ❖ 3rd and 4th-grade students will be dismissed at 2:30 from the front doors. Parents will park in the church parking lot and walk up to the school front doors to check in with our dismissal team and retrieve their children.
- ❖ Upper school students (5th - 8th) will be dismissed to the lower church parking lot at 2:30.

**5.F.9: Escorting Children to Classrooms**

In response to our enhanced safe schools plan and to protect the safety of all students, parents/visitors are to follow the drop off procedures as outlined by the principal at the beginning of every year. We will have faculty and staff posted at the lobby and at various locations to assist our younger students getting to class. All who arrive after 8:15 AM must sign their child in at the main entrance.

**5.F.10: Extended Day Program 2:30-5:30 PM**

Immaculate Conception Catholic Regional School offers an after-school extended day program for students in Little Saints through grade 8. The extended day program is available in half-hour increments from 2:30 p.m. - 5:30 p.m. Monday through Friday. There is a fee for the extended day service.

3-4 adult staff members supervise the program each day. Parents are billed every two weeks; prompt payment is expected. If your child is to attend the extended day program on any particular day, please call the school by 12:00 noon on that day. Also, all calls regarding changes in transportation must be made by 12:00 noon. The only



exceptions to these policies are unexpected emergencies. An email to the homeroom teacher is also required to ensure the safety of the students.

All students who are not picked up from school by an authorized adult will be brought to the extended day program to ensure their safe supervision. Parents will be charged.

#### **5.F.11: Invitation to Private Parties**

The school will permit the distribution of invitations to students in their mailboxes/cubbies provided **every student in his/her class** is receiving an invitation. We advise consulting the Rediker parent directory for names and addresses if you wish to mail specific group invitations.

#### **5.F.12: Hot Lunch**

Hot lunch is provided by local restaurants through *Campus Cuisine*. Visit [www.campuscuisine.net](http://www.campuscuisine.net) for more information.

#### **5.F.13: Lost and Found**

Lost articles and valuables are sent to the cafeteria for retrieval. Please label your child's clothing to assist in identifying recovered items. All retrieved items are kept until the end of the trimester. If items remain after a trimester, they are donated to charity.

#### **Responsibility of the Family**

Even the most responsible child may find it difficult to care for expensive items brought into a busy and dynamic school environment. Please know that a child and his/her family are personally responsible for any item brought into the school. In any school, Catholic or otherwise, children will act their age. Please be cautious if you allow children to bring expensive technology, clothing or personal items to school. The school will not assume liability for any individual's personal items.

#### **5.F.14: Lunch and Food at School**

With the exception of the LS and Pre-K classrooms or with approval from the principal, **ALL FOOD is to be eaten in the cafeteria**. This helps to assure that all students are monitored in accordance with appropriate health considerations and accommodations. Please see the information listed in the above section about our allergy responsive school policies.

Lunch is a period of social interaction that requires student cooperation and compliance with all rules put into place by the supervising staff. Children are expected to carry a lunch in a box or bag with them each day unless they are buying hot lunch. The lunch program provides daily nutritional hot meals. There is also a milk program available to all students. Please contact the Business Manager with all questions related to our milk program.

Parents must not make a practice of bringing a fast food lunch for a child during the day unless there is an emergency situation. Each child should bring napkins with him/her and is responsible for cleaning his/her place at the table.

#### **5.F.15: Snacks and Classroom Celebrations Where Food is Present**

Students in our LS-5 program have a time for morning snack and physical activity each day. The parent is responsible for providing the child with a healthy snack that the child enjoys. Snacks will be eaten in the cafeteria or, outside when weather permits. The teacher is responsible for monitoring snacks and appropriately ensuring that students are safe.

At various points throughout the year the school or particular classrooms will host celebrations. They are important in building community within our school. Teachers will work with our school nurse and classroom parents to determine appropriate food choices that accommodate all students. The teacher must supervise and coordinate any and all celebrations where food is present in the classroom. **We kindly ask parents to refrain from sending in birthday food treats for their child's classroom.** We ask that parties take place to celebrate all students or mark special events, achievements or milestones in the life of a particular academic community.

#### **5.F.16: Lockers**

Each Upper School student is assigned a locker, which is the property of the school and subject to inspection and search. **Items of value should not be brought into school.** The school assumes no responsibility and will not reimburse students for any personal article, equipment or money that is lost or stolen from any locker. Each student is to use only the locker assigned to him/her; no student should allow another person to use a locker or to learn the combination. Lockers must be kept clean and orderly.

### **Section 5. Student and School Life**

## **5.G**

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### **5.G Faith Life**

As a Catholic educational institution rooted in the Gospel of Jesus Christ, We begin every school day and every class with prayer. Teachers and students are encouraged to meaningfully engage in prayer throughout the day.

School Masses are held monthly and on Holy Days of Obligation. These will be noted on the monthly calendar and appear on our website. Other rites (Stations of the Cross, distribution of ashes) and prayer services are frequently scheduled. These faith experiences are central to our educational program.

It is especially important for families to value and support healthy faith development of our students. We strongly encourage parents to actively engage in family faith and spiritual practices that mirror the faith experience of our school community.

### **Policy for First Holy Communion**

It is Diocesan policy that students are prepared for First Holy Communion in their own parish. Please consult the pastor or the CCD Coordinator at your parish for more information. This is especially important for grade two parents.

## **Section 5. Student and School Life**

# **5.H**

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### **5.H Behavioral Intervention and School Discipline**

It is anticipated that students at various points in their development may exhibit conduct unbecoming of a healthy and maturing young person. In many cases, the poor or uninformed choices that a student may make can be corrected by the child with the prompting, firm guidance, management techniques, supportive aids and/or measures of accountability that allow the child to determine more appropriate attitudes, actions and forms of behavior.

When a student chooses to display behavior that is contrary to our Christian Values each teacher is expected to intervene to curb inappropriate attitudes, actions, or behaviors.

Disciplinary action occurs on a case-by-case basis to respond to any and all incidents that are contrary to the Code of Community. Action may include: Expulsion, suspension from school, school issued detention, classroom teacher issued detention, lunch detention, parent intervention, or other restoration activities that hold a member of the community accountable for his/her better self.

**Repeated disregard for good behavior or a single violation deemed serious by the school administration will be responded to with serious consequences that may include suspension or removal from this school community**

In cases where the administration has determined that any student has violated another student / professional staff member's safety or well-being the need to restore the victim(s) safety, security and well-being at school will receive priority in determining how or if a student maintains his status in the school.

In all cases of Behavioral Intervention, school faculty, staff and administrators can only act upon facts.

#### **5.H.1: The Behavioral Intervention Process at Immaculate Conception:**

- Identifies and holds the student accountable for unacceptable choices, attitudes and actions.
- Is a confidential process that involves those directly impacted and involved.
- Seeks to respond to an incident with fair and equitable accountability.

- In most cases, allows the student who made the inappropriate choice the opportunity to repair / restore his/her good standing.
- In some cases, will result in the termination of a student's ability to participate at our school for a specific length of time (suspension) or indefinitely (expulsion)

## **5.H.2: The Process for Behavioral Intervention**

### **LEVEL 1 : STUDENT, TEACHER, PARENT**

1. **Infractions as deemed by the Classroom Teacher.** The classroom teacher responds to a specific incident or situation with appropriate intervention strategies that may include: warning, classroom or lunch detention, loss of a privilege, parent phone/call or conference, or assigning a specific restoration activity that holds the child accountable for his/her behavior, attitudes or actions.

**Elementary students** who repeatedly display inappropriate behaviors, attitudes or actions and who do not respond to teacher intervention will be referred to the Dean of Student Life and behaviors will be documented on the Behavioral Intervention Form.

**C.A.S.E Class and Upper School students** are held accountable for their behavior using a 3-tier behavioral intervention system. In this system, students are first asked to stop a specific behavior and are issued a verbal warning. Second, the teacher addresses what specifically about their behavior is contradictory to our Code of Community and notifies the student that their parents will be informed with a written Warning Slip. Lastly, students with 4 Warning Slips over any period of time are issued a detention, parents are called and a behavioral intervention notice is documented and passed on to the Dean of Student Life.

If a teacher deems a single action is too inappropriate or significant for a warning without consequences, the teacher may impose consequences or refer the student to the Dean of Student Life and/or Principal

### **LEVEL 2: DEAN OF STUDENT LIFE**

2. **Dean of Student Life.** The Dean will intervene when an action, attitude or offense needs to be addressed beyond the intervention of the classroom teacher or when repeated occurrences deem that more specific actions need to be taken.

Upon referral to the Dean, the parents of elementary school students are contacted. At this time, a meeting with parents will be held at school and consequences may be implemented by the Principal. Consequences may include loss of privileges such as recess, participation in during or after-school activities/athletics, or field trips.

### **LEVEL 3: Egregious acts directly referred to the Principal**

3. **Principal.** The principal is the final arbitrator for all disciplinary action. He/she will become involved in certain situations and will determine the most appropriate

actions that need to be taken to ensure the safety of all students, moral right of those victimized and integrity of the school and its mission.

Any students who are referred to the principal may be in jeopardy of serving a suspension period. A formal meeting with parents will take place to determine the student's status.

### **5.H.3 Misconduct on a Bus**

Misconduct on the part of the student is sufficient reason for a school department to discontinue bus service for that student. Immaculate Conception Catholic Regional School will fully support all disciplinary measures taken by the Cranston, Johnston, North Providence and Providence School Departments. Our school will also investigate and, if need be, hold accountable all students who have displayed actions, attitudes or behaviors that are unbecoming of an Immaculate Conception Catholic Regional student.

## **Section 5. Student and School Life**

### **5.1**

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#### **5.1 SAFE SCHOOLS ACT-Statewide Bullying Policy**

Immaculate Conception Catholic Regional School fully endorses supports, enacts and promotes the policy adopted by RI outlining bullying. We post this policy on our website and can supply our families with a copy of this important document.

**Any person who wishes to document a formal complaint about bullying must contact the Principal.**

#### **INTRODUCTION**

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need in order to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

#### **5.1.1: DEFINITIONS**

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;

- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as *repeated behavior* and often is not a single incident between the Bullying / cyber-bullying offender(s) and the bullying victim(s).

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber-bullying may include but are not limited to:

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses(a) to (e) of the definition of bullying.

**AT SCHOOL** means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

### **5.1.2: SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools.

School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies.

School faculty, administration and staff [Volunteers and coaching staff], at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted.

Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

### **5.1.3: POLICY OVERSIGHT and RESPONSIBILITY**

The school principal shall be responsible for the implementation and oversight of this bullying policy.

The school Dean of Student Life will coordinate the policy implementation at school and will provide the [Pastor and Principal] with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

### **5.1.4: INFORMATION DISSEMINATION**

The school principal shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school/district website

### **5.1.5: REPORTING**

The school principal shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents /Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal or Dean of Student Life.

**Process for Reporting:**

Reports shall be made to the Dean of Student Life. Any individual who comes forward will be asked to complete a written document that formally begins the process for investigation. Any person can complete and submit a Bully Reporting Form

***Responsibility of Staff:***

School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities.

Failure to do so may result in disciplinary action which may include suspension of duties or removal from community.

***Responsibility of Students:***

Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action which may include detention, suspension or removal from the school community

The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

***Prohibition against Retaliation:***

Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

***False Reporting/Accusations:***

A school employee, school volunteer, parent or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code and/or may be removed from the school community.

***Reports in Good Faith:***

A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.



### **5.1.6: INVESTIGATION/RESPONSE**

The School Principal and/or Dean of Student Life shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation may include an assessment by a psychologist and/or social worker of the effect the bullying, harassment or intimidation has had on the victim.

A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker and may not be allowed to return to school until cleared for appropriate school participation by a psychologist and/or social worker.

*Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.*

Protection: If a student is the victim of serious or persistent bullying:

- a. The school principal will intervene immediately to provide the student with a safe educational environment. [This may include that a student is not allowed to return to this school community].
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

### **5.1.7: DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school administration. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior as determined by the school administration.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or Upper School promotional activities

- i. Police contact
- j. School suspension
- k. Permanent removal from the school community.

**5.I.8: SOCIAL SERVICES/COUNSELING**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

**5.I.9. SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school.

**5.I.10. OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create nor alter any tort liability.

## Section 5. Student and School Life

### 5.J

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#### 5.J Health, Safety and Medical Information

##### 5.J.1: School Nurse

Immaculate Conception Catholic Regional School has a full-time registered nurse on site each school day. The school nurse assists in maintaining a healthy and safe school environment for our students and staff. The school nurse coordinates and promotes the healthy development of our students and works with parents to ensure that all students are screened at important developmental stages. All health and medical records that are required by the school are kept on record with our nurse and confidentiality is maintained with the nurse, administration and student life team.

##### 5.J.2: Individualized Health Plans or Emergency Health Plans (IHP and EHP)

The school nurse coordinates the completion and implementation of all Individualized Health and Emergency Health Plans that document specific health intervention responses needed to ensure a child's well being while at our school. The school can only work with parents and respond to student health concerns that are documented with an official IHP/EHP. Parents are welcome to call the school nurse to address the creation and implementation of this important documentation.

##### 5.J.3: Accidents

In the case of a serious injury, the school will immediately call the parent and, if needed, emergency medical service. If hospitalization is required, the child will be taken to the Hasbro Children's Hospital. The school nurse will always accompany the student if a child is transported to any off-site service when a parent is not with the child. If the parent cannot be reached, the doctor listed on the Emergency Procedure card is contacted. Please keep all emergency contact information including cell phone numbers current with the main office and in the Rediker Parent Portal.

##### 5.J.4: Illness in School

A child who does not feel well should not be sent to school. A child who becomes ill or is injured during the day is promptly sent to the school nurse. Our school nurse is available from 7:45 a.m. to 2:30 p.m. everyday to attend to the medical needs of our students. On those occasions when a child must be sent home, prompt pickup is essential. Be sure that all phone numbers on the Emergency Care form and the Rediker Parent Portal are accurate and current. No child can be sent home from school unless a parent, or person delegated by the parent, comes to the school office to pick him/her up. The parent or an agent of the family must sign the student out before the child can be released.

### **5.J.5: Medication**

Except for the nurse employed by Immaculate Conception Catholic Regional School, no employee, staff/faculty, or volunteer may dispense or administer any medication (prescription or non-prescription) to any student at any time under any circumstances, except for minor first aid treatment (such as applying Band-Aids) and the emergency treatment of a student as allowed by health department regulations.

No student is allowed to carry prescription or non-prescription medication into school without the knowledge of the school nurse who will ensure appropriate documents are on record with the school. Parents/legal guardians of students must bring medication in the original container to the office to be secured and administered by the school nurse.

If a student needs to be medicated during the school day, the child's parent or guardian is required to fill out the medical administration form and return that information to the school nurse. All medication must be brought to the school nurse in the original container with official label. No child may carry medication in school without official physicians orders and knowledge of the school nurse. The school nurse will coordinate the administration of any medication during the school day.

With permission from the school nurse and prescription by a medical professional, students are allowed to carry emergency epi-pens and inhalers with them to be used only in the case of an emergency. In classrooms where students carry epi-pens or inhalers, professional staff will be notified and trained of their proper usage should the unlikely event arise where the use of the device is required.

### **5.J.6: Immunization Records**

State law requires immunizations to be kept up to date. Class attendance will be delayed until such immunizations are received. The school reserves the right to deny admission to any family that doesn't comply with Rhode Island State Regulations for child immunization.

### **5.J.7: Food Allergies**

Immaculate Conception Catholic Regional School works within the guidelines of state law to provide appropriate safety and health protocols that work to protect all students. While our school is NOT a Peanut and Nut Free School, we are an **Allergy Responsive Community**. As with many schools, we have a significant number of students who have documented medical allergies to certain foods. We ask all families to partner with the school to create an environment that is free of allergens that make it difficult for some members to participate in the least restrictive way. We ask all families to be aware of the following protocols and procedures that have been put in place to protect all students:

## **ALLERGY RESPONSIVE COMMUNITY**

### **Policies to ensure compliance with state law responding to food allergies**

Our school goes to great lengths to provide an accommodating environment to those students with allergies so that all are treated as fairly as possible. We all work together to ensure the following policies are enforced:

1. Notices appear at entrances to the school to alert guest that we are an allergy aware campus, all food is eaten in the cafeteria and certain allergies are present.
2. All food (with the exception of LS and Pre-K) will not be eaten in any classroom.
3. Any snacks or foods provided directly by the school will be produced in nut free environments and not contain nuts or peanuts of any kind.
4. Any school events or PTO sponsored events where food is eaten will appropriately accommodate students with allergies so that all students can participate.
5. A "Peanut – Tree Nut" free table will be provided in the cafeteria and made available to those students whose parents request a child sit at this table. The child may bring a friend to the table who doesn't have any food that might contaminate the table. Adults will monitor and supervise this table during lunch. Children at the nut free table may use the bathroom in the health office during lunch if they desire.
6. Students may not bring loose nuts to school (such as trail mix, peanuts, almonds) that might be dropped on the floor.
7. All families are asked not to send in peanut butter / "tree-butter" sandwiches or snacks. We cannot ensure what a family will pack for lunch, however we will appropriately respond. To protect all students, adult staff will monitor what is being eaten at any table. *If a child does bring in an item with peanut butter or tree-butter*, he or she will be moved to eat at a designated nut table (the child can also bring a friend). Adults will monitor this table and students must wash their hands in the cafeteria bathroom after lunch.
8. All lunches must be in containers (lunch boxes, act.) that protect food contents from contaminating the classroom.
9. Each classroom teacher will be informed of all allergies and be trained to respond to specific health plans in place to protect students.
10. Parents work with the school administration and the school nurse to develop specific response plans to address concerns of those students with allergies to food.
11. IN CERTAIN CASES OF STUDENT FOOD ALLERGIES: students in a particular classroom may be asked to place lunches in one of two special classroom lunch bins that keep food from entering the classroom entirely. Students in certain classrooms may also be asked to clean hands with wipes provided for each student upon entering.

**Parents are requested to contact the school nurse regarding any and all food allergies**, special dietary needs and any and all other mealtime concerns. An IHP will be created to respond to specific concerns and staff will be notified of appropriate emergency measures that need to be taken.

**While we will go to great lengths to respond to any medical / health concern, food brought in by students may have been manufactured in a factory that might contain nuts.**

### **5.J.8: Emergency Information**

At the beginning of the school year, parents are sent emergency online forms to be completed. Any physical limitations, allergies, etc. must be noted on this form for the child's welfare. If any information changes during the year, parents are asked to send written notification with the new information to the school nurse. It is very important for us to be provided with properly updated home and work phone numbers of all parents/guardians. Also, parents are asked to indicate the specific instructions the student is to follow in the event school is dismissed early, (i.e., due to inclement weather.)

### **5.J.9: Physical Education Exemption**

Physical Education is an essential part of the school program. Therefore, every student must participate at all times unless a doctor's note is sent to the school or the school nurse determines that a child should not participate.

## **Section 5. Student and School Life**

# **5.K**

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### **5.K Athletics and Extracurricular Activities**

#### **5.K.1: Eligibility**

Students who are in good academic and character standing with the school and community are eligible for participation in school sponsored athletic and extracurricular activities. Students are expected to honor all codes of conduct when participating in these activities.

To be considered a student in “**good standing**”, a student must maintain a grade of “70” or above in ELA, Spanish, Math, Science, Religion and Social Studies at the end of each marking period.

A student is considered on “**Academic Probation**” when that student earns between a grade of 65 -69 in ELA, Spanish, Math, Science, Religion and Social Studies at the end of each marking period. Students on Academic Probation must comply with probation requirements to be eligible for participation in any after school activity/athletic program.

While on Academic Probation as student has one trimester to achieve “good standing” status. For that entire trimester the student must attend the department night each week for every class in which he/she does not have a grade of 70 or higher. While on academic probation the student must complete and turn in each homework assignment for that class on time. Students who demonstrate significant and on-going progress while on Academic Probation may be excused from department night but only in

advance and with the teacher's written consent notifying the Dean of Student Life and the child's parents.

A student is considered to be on "Behavioral Probation" after formal notification from the Dean of Student Life. The terms of a child's probation are outlined as determined by the Administration and specifically identify eligibility.

*Students from families who are delinquent in tuition will not be eligible to participate in extracurricular activities until balance is made current.*

The school administration makes all decisions on student/family eligibility.

### **5.K.2 Athletics**

Immaculate Conception Catholic Regional School sponsors athletic activities in a number of competitive sports. As with the educational program, these experiences can be transformative in supporting a student's total development. Students are encouraged to participate regardless of ability. As an elementary and Upper School educational community, we support a student's ability to develop skills and attitudes while working as a team.

Our coaching staff is comprised of dedicated volunteers who adhere to the highest qualities of character that we expect of all school officials. Our community is enormously grateful to the men and women who sacrifice time, resources and energy to offer our students exceptional athletic experiences. Parents and students are expected to support and encourage the coaching staff that have volunteered their time. A student may be dismissed from a sport if that child or his/her family acts in a manner that contradicts our Code of Christian Community.

Student athletes are responsible for all academic work that is required while participating on a school team.

A fee may be asked to participate in certain athletic programs. These fees cover the extraordinary costs of uniforms, space and competitive sport entry fees. For those families who are facing financial hardship, a written note requesting financial support can be written and returned to the principal for possible consideration.

### **5.K.3 Sportsmanship and Conduct during Sporting Events**

Immaculate Conception Catholic Regional School is proud of its high standards of excellence. While a competitive athletic program offers the opportunity for healthy competition between athletes and their schools, student and family spectators are never permitted to act out in behaviors that reflect poorly on "The Saints" or our school. All members of the community are expected to embrace the adage "it is not whether you win or lose, but how you play the game that counts."

A student may not be able to participate in any extra-curricular activities for reasons stemming from poor behavior or actions and choices contrary to our school's code of conduct.

#### **5.K.4 Athletic Uniforms**

Team uniforms, unless specifically purchased by the player, are the property of Immaculate Conception Catholic Regional School. Students are issued uniforms at the start of a season and expected to return the uniforms at the season's completion. Each family is financially responsible for maintaining and returning school uniforms.

Any players or teams who wish to embellish a uniform with items not issued (colored socks, arm/headbands) must seek the permission of the head coach. All players, however, are expected to have the same uniform. Individuals should not be singled out in team sports.

#### **5.K.5 Extra-Curricular Activities**

Notices will be emailed home when these activities are to be held and will appear on the website. Parents assume full responsibility when a child participates in an extracurricular activity; some of these activities may carry an additional fee.

A student must remain in good academic standing for that child to participate in all extra-curricular activities.

A student may be unable to participate in extracurricular activities for reasons stemming from poor behavior or actions and choices contrary to our school's code of conduct.

### **Section 5. Student and School Life**

## **5.L**

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#### **5. L Field Trips**

During the course of the school year, teachers may take students on various field trips that correlate with our educational program. The official Field Trip Form **must** be signed and returned to the school before any child will be allowed on the trip. Parents are reminded that a signed form is required for the trip. No student will be permitted to attend without a signed permission form in the school's possession prior to the trip.

A parent may not send in a note or offer verbal permission for a field trip. The official field trip form must be signed and returned.



Students are NOT allowed to bring cell phones or other technology on a field trip, unless permission is given by the Principal.

A student may not be allowed to participate in a field trip for reasons stemming from disciplinary actions related to a child's breach of the code of conduct. Any and all exceptions are to be determined by the principal.

No students are to be transported on field trips in private vehicles to or from a field trip unless in the case of an extreme emergency situation with the approval of the principal.

A fee may be asked to cover the cost of admission and/or transportation. A child will not be permitted to attend a field trip if the entire fee is not paid at the time of the trip. For those families who are facing financial hardship, a written note requesting financial support can be written and turned into the trip coordinator or principal for possible consideration.

Students returning to school from field trips are expected to remain in school until the regular dismissal time of 2:25 p.m. Parents should not request earlier dismissal for these students.

## **Section 5. Student and School Life**

### **5.M**

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#### **5.M DRESS CODE**

##### **Uniform**

All students are expected to be in full uniform as approved by the school from entering homeroom until 2:30 PM each day. With the exception of physical education uniforms, shirts should be tucked during academic classes and activities. A student may choose to untuck his/her shirt during lunch and recess time and is kindly asked to resume appropriate uniform presentation for the remainder of the day. Students in grades 3-8 are expected to wear a coordinating belt with uniform items that have belt loops.

##### **Hair**

Hairstyles should be neat and appropriate for both boys and girls. Students may not dye their hair unnatural hair colors during the school year. Girls may wear modest headbands or they may tie hair with hair bands that coordinate with the school uniform. Acceptable colors for headbands are: **black, brown, blue, white or yellow.**

##### **Make-up and fingernail polish**

At the discretion of the parent, young women in the Upper School may wear make-up and fingernail polish that is in modest taste and appropriate for a Catholic Upper School student. Students in grades Pre-K-5 are discouraged from wearing make-up or colored fingernail polish to school, however at a parent's discretion, if a child in Pre-K to 5 is allowed to wear make-up or nail polish it is expected to be minimal and modest. Anything more than modest will be asked to

be removed in school. We kindly ask parents to help monitor the appropriateness of color and length of nail as well a child may wear to school.

### **Jewelry and Watches**

At the discretion of the parents, girls in all grades may wear *small stud earrings* and/or one piece of jewelry such as a cross or religious medal *underneath* the uniform, or a bracelet. Boys are also allowed to wear one piece of jewelry such as a cross or religious metal under uniform, but are not allowed to wear earrings. Smart watches are not allowed to be worn in school.

### **Dress Down Days**

Throughout the year, students earn the opportunity to dress down from standard uniform dress code and wear clothes that are neat and appropriate for school. Students may not wear clothing that is inappropriate in length or design for a Catholic elementary school community. Skirts and shorts must come down past the child's fingers when holding their arms straight to their sides. Leggings are allowed, but must be worn with shirts that reach the top of the thigh. Students may not wear sandals, open toe or open back shoes for safety reasons.

Throughout the school year we celebrate Spirit Days as a way to collectively showcase our school pride. On these days, students have the option of wearing the standard uniform, any Immaculate Conception apparel, or spirit gear, or they may wear blue and gold (yellow) clothing. Students should not wear significant amounts of any non-school color on Spirit Day. If a student is not dressed in accordance with the school dress-down policy, parents will be notified and a change of clothes must be provided. Gym uniforms are available.

### **School Dances**

Upper School students will have a few dances throughout the school year. Students are expected to wear appropriate clothing that reflects our Catholic School.

#### **Girls Dress Code**

- Dresses should be of an appropriate style and length for a school function.
- Shoes must be acceptable for dancing; we do not want students taking their shoes off.

#### **Boys Dress Code**

- Boys are to wear dress pants or shorts, neat shirts, and dress shoes to the dance.
- No sandals allowed.

### **DRESS CODE VIOLATIONS**

At Immaculate Conception Catholic Regional School our students and faculty dress in a manner that is conducive to educational excellence. We value the high standards by which we teach and learn. Our uniform dress code for students reflects a common commitment to present our very best selves while taking pride in our school's identity. Our appearance during the school day reflects our belief that the educational experience is important and valuable; it is worthy of "looking our best".

Our common dress code helps to focus student's attention on communal identity, commitment to academic excellence and the importance of discipline in developing character through faith. A student's ability to adhere to a common dress code helps to reinforce behaviors of character that will grow more apparent as the child matures into a world of common codes of behavior and etiquette that require self-discipline and personal commitment.

Students in grades Pre-K to 5 will have reminder notices sent to their parents if a child is out of dress code. Multiple concerns for students being out of uniform will be dealt with by the Dean of Student Life and Principal. Parents are expected to partner with our school in meeting our dress code expectations. Disregard of Dress Code is considered a breakdown in our partnership. Throughout the year, teachers and administration will have spot checks to ensure the uniform policy is being met.

Upper School students who are in violation of the dress code will be held to the following process:

- **1st Offense : Student receives a warning**
- **2nd Offense: Student has loss of privilege to participate in either the monthly Spirit Day or dress down day**
- **3rd Offense: Detention with the Dean of Student Life**
- **4th Offense: A meeting with parents to address the school's concern of a breakdown in the partnership.**

## **LITTLE SAINTS and PRE-KINDERGARTEN**

### **BOYS AND GIRLS**

- ❖ **Navy blue sweatpants** (with logo)
- ❖ **Navy blue (ls or ss) Pre-K tee shirt** (with logo)
- ❖ **Navy sweatshirt** (with logo)
- ❖ **Navy blue shorts** (flat front or pleats)
- ❖ **Navy blue polo dress** (with logo) **with cartwheel shorts, leggings or tights**

### **PRE-KINDERGARTEN DRESS CODE FOR FOOTWEAR**

Parents choose an appropriate athletic sneaker that accommodates physical activity.

## **KINDERGARTEN THROUGH GRADE 5**

### **BOYS**

#### **Standard Uniform:**

- ❖ **Light blue (ls or ss) polo shirt** (with logo)
- ❖ **Maize yellow (ls or ss) polo shirt** (with logo)
- ❖ **Navy blue cardigan, v neck sweater or navy blue athletic sweatshirt** (all with logo)
- ❖ **Navy blue micro fleece half-zip jacket or Navy blue cardigan** (all with logo)
- ❖ **Navy blue uniform pants** (no cargo pants, leggings, etc.) **and belt to match shoes/sneakers**  
(belt optional for K-2)
- ❖ **Navy shorts** (no cargo shorts) **and belt to match shoes/sneakers**  
(belt optional for K-2)

## GIRLS

- ❖ Light blue (ls or ss) polo shirt (with logo)
- ❖ Maize yellow (ls or ss) polo shirt (with logo)
- ❖ Plaid jumper and official white Peter Pan style collared blouse (with logo)
- ❖ Navy blue cardigan, v neck sweater or navy blue athletic sweatshirt (all with logo)
- ❖ Navy blue micro fleece half-zip jacket or Navy blue cardigan (all with logo)
- ❖ Navy blue uniform pants and belt to match shoes/sneakers  
(belt optional for K-2)
- ❖ Navy blue shorts or Navy blue skort and belt to match shoes/sneakers  
(belt optional K-2)

## ALL K-5 STUDENTS FOOTWEAR FOR NON-GYM DAYS

**Black or brown shoes (dress or casual) -OR- Black, gray and/or white sneakers**  
*Sneakers may not have any other colors other than black, gray and/or white.*

- Ugg boots, Work boots, Wallabies, or other sneakers/fashion shoes allowed only on dress down and spirit days.
- Sandals, open toe or open back shoes are never allowed.
- Solid color socks/tights must appropriately coordinate with uniform in colors of black, white, khaki, blue, yellow or brown.

## ALL K-5 STUDENTS PHYSICAL EDUCATION UNIFORM

- ❖ Navy blue athletic sweatpants (with logo)
- ❖ Navy blue gym (ls or ss) tee shirt (with logo)
- ❖ Navy blue athletic sweatshirt (with logo)
- ❖ Navy blue gym (ls or ss) tee shirt (with logo)
- ❖ Navy blue gym athletic sweat or mesh shorts (with logo)
- ❖ Any athletic sneaker

## Upper School GRADES 6, 7 & 8

### YOUNG MEN

- ❖ Light blue (ls or ss) polo shirt (with logo)
- ❖ Navy (ss / ls) polo shirt (with logo)
- ❖ Navy blue cardigan, v-neck sweater or warm-up jacket (with logo)
- ❖ Navy blue micro fleece half-zip jacket (with logo)
- ❖ Khaki uniform shorts (*cargo shorts, leggings, jeans not allowed*) with belt to match shoes/sneakers
- ❖ Khaki uniform pants (*cargo pants, leggings, jeans not allowed*) with belt to match shoes/sneakers

### YOUNG WOMEN

- ❖ Light blue (ls or ss) polo shirt (with logo)

- ❖ Navy (ss / ls) polo shirt (with logo)
- ❖ Navy blue cardigan, v neck sweater or warm-up jacket (with logo)
- ❖ Navy blue micro fleece half-zip jacket (with logo)
- ❖ Khaki uniform shorts (*cargo shorts, leggings, jeans not allowed*)
- ❖ Khaki uniform skirt/skort (appropriate length to knee) and belt to match shoes/sneakers
- ❖ Khaki uniform pants (*cargo pants, leggings, jeans not allowed*) with belt to match shoes/sneakers

### Upper School STUDENTS FOOTWEAR FOR NON-GYM DAYS

**Black or brown shoes (dress or casual) -OR- black and/or white athletic footwear**

*Sneakers may not have any other colors other than black, gray and/or white.*

- Ugg boots, Work Boots, Wallabies, or other sneakers/fashion shoes allowed only on dress down and spirit days.
- Sandals, open toe or open back shoes are never allowed.
- Solid color socks/tights must appropriately coordinate with uniform in colors of black, white, khaki, blue, yellow or brown. Socks must come to mid chin or higher.

### Upper School PHYSICAL EDUCATION DRESS CODE

- ❖ Official Navy/White athletic pants (with logo)
- ❖ Matching Navy/White warm-up jacket (with logo)
- ❖ Any blue, white, gold/yellow Immaculate Conception logo spirit, class or sport/drama t-shirt
- ❖ Navy Mesh or sweat athletic shorts (with logo)
- ❖ Navy blue athletic sweatpants (with logo)
- ❖ Navy blue gym (ls or ss) tee shirt (with logo)
- ❖ Navy blue athletic sweatshirt (with logo)
- ❖ Any athletic sneaker

## Section 5. Student and School Life

# 5.N

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## 5.N Technology and Responsibility

In order to use technology safely and properly, all students must follow the rules listed below. If a student fails to comply with these expectations, he/she may not be allowed to use technology and may be subject to disciplinary action, including expulsion from school.

*As representatives of this school, students and their families are responsible for their actions on and off of school ground. Students and parents can be held accountable for*

any inappropriate use of technology that impacts another student, faculty or community member before, during or after school hours.

### **5.N.1 Cell Phone Rules and Responsibilities**

1. Students always have access to use of a phone in the main office and do not need a cell/smart phone during the school day or extended care.
2. If a student brings a cell/smart phone into the school it must be kept in the child's locker or classroom cabinet from the time of entering the school building in morning until exiting the building at dismissal or after the Extended Care program.
3. The student may NOT carry a cell phone on his/her person or in a book bag.
4. Students may not use cell phones at any point during the school day or extended care unless it is an emergency and the call is made in the main office with permission of a faculty and/or staff member.
5. All cell phones not stored in a locker or classroom cabinet from the start of school until the end of school will be confiscated by an employee and given to the Dean of Student Life.
6. Every offense will result in the phone being held with the Dean of Students until the student's parent/legal guardian collects the phone from the school office during normal business hours. The phone will not be given back to a student. Repeated offenses will result in disciplinary action which may include loss of privileges and/or detention.
7. Cell phones and other tech devices are not allowed on field trips without the explicit permission of the Principal.

### **5.N.2 General Computer and Technology Resource Rules and Responsibilities**

#### **At school:**

1. Students will use the equipment, materials, and programs they have permission to use.
2. All will treat the equipment with respect and not cause harm to it.
3. Students will not have food, drinks, or gum around any technology device.
4. Students will not deliberately use the computer to annoy, irritate, harass or bully another.
5. Students will not discover or attempt to use another user's password.
6. Students will use only the login and password that have been assigned.
7. Students will not open, change, or delete another user's files, applications or data.
8. Students will not store any files or create directories on Immaculate Conception Catholic Regional School's hard disk drives without permission of the teacher.
9. Since the school computers are set up to meet the needs of a large group, students will not change the way the computer looks. Students will not change the background, screensavers, colors, icons, or the way the words look on the screen.
10. Students will not knowingly introduce a virus to any computer.
11. Students will not copy, transfer, or download material to an Immaculate Conception Catholic Regional School computer without permission from an employee.
12. Students will not interfere with another user's computer work. This includes copying, altering or otherwise tampering with another's files.
13. Students will not print out any material without explicit permission of the teacher.

14. Students will not take, use, hide or touch another student's personal technology device at any time

### 5.N.3 Internet Rules and Responsibilities

Immaculate Conception Catholic Regional School uses Internet filtering software to block inappropriate sites. In addition, faculty and staff guide students to appropriate educational information on the Internet. However, it may be possible for students to access inappropriate material if a student deliberately seeks it out or brings in his/her own device. Such activity is contrary to Immaculate Conception Catholic Regional School policy and instruction.

1. When using the Internet at school, students will only access appropriate sites for which he/she has permission to use. Students will refrain from attempting to access inappropriate or dangerous material. If by accident students do, they will immediately notify a teacher.
2. Students will only use appropriate language. Students will not use language that is obscene, abusive, insulting, or threatening in any and all electronic correspondences.
3. Students will not access chat rooms.
4. Students are never allowed to access any social media site while at school.

### 5.N.4 Personal Technology Devices

**Students in Grades Pre-K to 5 are not allowed to use any personal technology device such as an IPAD, Ipad, Nook or other tablet while on school grounds. They will be confiscated by school staff and only returned to the child's parent/legal guardian.**

#### *Upper School Personal Technology Policy*

1. Students do not need personal technology devices to access an equal educational experience at Immaculate Conception.
2. Only those students in Upper School who have a parent's permission on a signed "Personal Technology Agreement Form" may bring an IPAD, Nook, or digital tablet to school for educational purposes only (PHONES, ITouch or small handheld devices are not allowed).
3. The signed form must be given to the Dean of Students before a student is allowed to use the device.
4. The parent and student are solely and personally responsible for any item they choose to bring to school and the school accepts no responsibility for items that are damaged, lost or thought to be stolen.
5. Students may only use the devices in Math, Science, ELA, Religion, Social Studies, Spanish and Technology classroom when the teacher is present.
6. Students may not use games or entertainment apps.
7. Student must store the personal technology device in his/her backpack or locker when not in use in a classroom.
8. Students with permission to use a personal technology device may not share or lend the device with/to another student.

9. The school administration has the right to confiscate and search a personal technology device brought on to school ground if there is reasonable suspicion that the device has been used inappropriately.

### **Disciplinary Response to Inappropriate Use of Personal Technology Device**

A. Students who use a device outside of the appropriate location and will have the device confiscated and only returned to the student's parent/guardian.

**2<sup>nd</sup> offense** will result in 1 night detention and loss of privilege to use device at school for 1 month.

**3<sup>rd</sup> offense** will result in 3 nights' detention and loss of privilege to use devices for the remainder of the school year.

*In all cases the device will be confiscated by the school and only returned to the parent/guardian.*

B. Students who use a personal technology device to photograph, record (Voice or Visual) or digitally capture any other student, faculty or staff member while at school or going to and or from school on a school bus will receive the following disciplinary action:

**1<sup>st</sup> Offense:** 3 night's detention and loss of privilege to use personal technology device at school for 1 month.

**2<sup>nd</sup> Offense:** 5 night's detention and loss of privilege to use personal technology device at school for the remainder of the year.

*In all cases the device will be confiscated by the school and only returned to the parent/guardian.*

C. Students who access any chat feature, social network site or inappropriate website will at school will lose the privilege to use the device for the remainder of the school year. Other disciplinary actions may be taken depending on the individual situation.

D. Students who are inappropriately using the device in class (games, non-educational goals) will have the device confiscated and given to the Dean of Student Life and only returned to the student's parent/guardian.

**1<sup>st</sup> Offense:** 1 night detention

**2<sup>nd</sup> Offense:** 3 night's detention and loss of privilege to use personal technology device at school for 1 month.

**3<sup>rd</sup> Offense:** 5 night's detention and loss of privilege to use personal technology device at school for the remainder of the year.

E. Any student who takes or uses another student's personal technology device will receive 1 night detention. The second offense will result in more severe consequences that may include loss of school privileges or placement on behavioral probation.



# SECTION 6: Academic Program and Policies

## Section 6: Academic Program and Policies

### 6.A

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#### 6.A Educational Learning Communities and Academic Programs

Immaculate Conception Catholic Regional School is comprised of four educational learning communities that help to provide learner centered and developmentally appropriate curriculum, instructional strategies and educational goals. These communities work collaboratively and across the curriculum to insure a structured scope and sequence is followed that prepares students for meeting high educational standards while addressing a diversity of learning needs. Teachers in each community work collaboratively under the guidance of the Leadership Team to best address the dynamic needs of our students. Our teams work collaboratively to evaluate and implement strategies and goals for 21<sup>st</sup> century learning.

Our communities are:

Primary School

- ❖ The Primary Educational Learning Community: Little Saints through PreK 4
- ❖ The Cultural Arts and Sciences Learning Community (CASE): Music/Drama, Visual Arts, Spanish, Library, and Physical Education and Health

Lower School

- ❖ The Elementary Educational Learning Community: K through Grade 2
- ❖ The Junior Educational Learning Community: Grades 3-4

Upper School

- ❖ The Upper Educational Learning Community: Grades 5-8

Lower, and Upper School Cultural Arts and Sciences Learning Community (CASE):

- ❖ The Cultural Arts and Sciences Learning Community (CASE) Team: Music/Drama, Visual Arts, Spanish, Library, Computer Technology and Digital Media and Physical Education and Health

#### Academic Programs and Curriculum

Elementary and Upper School academic curricula outlined by the Diocese of Providence are followed by Immaculate Conception Catholic Regional School.

Our Academic program is comprised of courses of study including:

- ❖ Religion
- ❖ Math
- ❖ Science
- ❖ English Language Arts
- ❖ Social Studies
- ❖ Advisory (grades 5, 6, 7, 8)
- ❖ Cultural Arts and Sciences Education
  - ❖ Physical Education/Health
  - ❖ Spanish
  - ❖ Library and Literacy
  - ❖ Computer Technology
  - ❖ Visual Arts

## **Section 6: Academic Program and Policies**

### **6.B**

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#### **6. B Class Placement and Promotion to the Next Grade**

##### **Class Placement**

Academic placement for all students is determined by the Principal in consultation with Dean of Student Life and the educational staff with the sole aim to provide the most educationally appropriate learning environment for all students. It is the responsibility of the parent to help every child embrace and accept new opportunities and experiences.

##### **Promotion to the Next Grade**

A student is promoted to the next class/grade when he/she passes all courses with a final average of **70** or higher. Final averages are determined by adding trimester 1, 2, and 3 grades and then dividing by three. While 65 is a passing grade, it is considered unsatisfactory to our expectations and standards and will not grant promotion to the next grade. Students who earn a final average between a 65 and 69 will be reviewed by administration to determine if a summer learning program is necessary. Considerations for a summer learning program will include a review of the student's overall grades, effort and participation, attendance, homework completions, organization and study skills.

Students who meet the requirements for summer learning, as outlined above, must enroll in an administration-approved summer learning program at the expense of the family in order to return in the fall. Summer learning programs are determined based on

grade and subject level. Students who need to participate in summer learning will receive all details on or before the last day of school from the Dean of Student Life.

## **Section 6: Academic Program and Policies**

### **6.C**

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#### **6. C Diocesan Policy on Religious Education**

All students receive religious instruction in compliance with approved Catholic Diocesan curriculum. A student who is not of the Catholic faith must follow the school's program of religious studies; exceptions to this regulation are not permitted by the local pastor, or by the principal, or governing board.

## **Section 6: Academic Program and Policies**

### **6.D**

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#### **6. D Textbooks and School Supplies**

##### **Textbooks**

Each student is responsible for the care of all books. All hardcover books must be neatly covered, and all books must be carried to and from school in a school bag. Covers are to remain graffiti-free. Consumable textbooks are kept by the students and become the property of the student. Any textbook that is found must be turned into the appropriate teacher or the main office.

Hardcover textbooks are assigned to a specific student by the homeroom or subject teacher. Any textbook that is returned in poor condition at the end of the year will result in a replacement charge to the parents of the student to whom that book was assigned.

##### **School Supplies**

Each student is responsible for coming to class prepared. This includes having the correct supplies with which to work every day.

Each student in grades 1-8 is provided an assignment book to record all assignments during the school year. The student is expected to work to maintain an organized up-to-date planner that is shared with parents.

Every student is expected to have a HOME/SCHOOL folder. This folder is the designated location for all home-to-school communication. Students should transport this folder to and from school each day in their backpack. Parents should check this folder nightly for home/school communication.

In Upper School, it is expected that the student develops the responsible behaviors for keeping home/school communication in this folder and sharing any information with their parents.

Folders should be cleaned out weekly. Corrected tests, quizzes, homeworks, projects, etc should be kept at home to help maintain locker space. These materials should be saved as a guide and reference for trimester exams. It is the responsibility of the student to deliver all notices, forms, flyers and invitations to their parents by properly utilizing their communication folders.

## **Section 6: Academic Program and Policies**

### **6.E**

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#### **6. E Classroom Expectations and Academic Policies**

At the start of each school year every teacher will supply his/her students with a document outlining classroom rules and policies. These policies are drawn from school policies and aligned with the school Code of Conduct. While they represent consistent policies and procedures across the entire academic program, they provide the flexibility for the educational professional to cultivate a culture that is unique to the learners in that classroom. This document, which has been approved by the administration, is expected to be clearly stated and consistently and fairly enforced. Parents are responsible for knowing and supporting each teacher's rules and policies.

## **Section 6: Academic Program and Policies**

### **6.F**

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#### **6. F Homework**

The purpose of homework is to reinforce skills and concepts gained during the educational experience at Immaculate Conception Catholic Regional School and to promote responsibility and independent learning beyond the classroom.

Assignments are to be written in the required homework assignment notebooks that are provided by the school. Parents should check the required work daily to see that a child is doing his/her assignments. Study work is considered homework. The amount of homework given is at the teacher's discretion and may vary at times throughout the year. The length of time a child spends on homework will vary depending on the student's abilities. A teacher may determine homework is necessary on weekends to encourage student learning. Even when the teacher does not directly assign homework, the student should review concepts and skills to prepare for future tests and quizzes.

*If any faculty or staff member discovers or observes a student copying the homework assignment of another student at any time this will be considered an act of cheating and receive a zero for a grade.*

## Section 6: Academic Program and Policies

### 6.G

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#### 6. G Tests and Quizzes

Students are to **be notified five days in advance of a test**. Students are responsible for recording the test date in their school planner. Teachers in grades 1-5 are to monitor the number of tests given in a particular day to allow students the appropriate amount of time to adequately prepare. Upper School students will not have more than three tests on any one day. Teachers in the Upper School will maintain a test calendar to schedule/record tests so this maximum is not exceeded.

Quizzes are shorter graded assessments that build evidence of student growth and learning. Quizzes may occur at any time with or without advanced notice and will cover skills and concepts previously taught. Quizzes are assessment tools that help to incrementally measure learning in the educational process.

## Section 6: Academic Program and Policies

### 6.H

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#### 6. H Grading

**Grades 1-8** uses a letter and numerical grading structure that identifies student assessment through a structure that will be seen in the high school and is most familiar to parents.

| <b>A</b>                         | <b>B</b>                               | <b>C</b>                        | <b>D</b>   | <b>E</b>  |
|----------------------------------|--|---------------------------------|--|---|
| <b>EXCEEDING<br/>GRADE LEVEL</b> | <b>GRADE<br/>LEVEL<br/>PERFORMANCE</b> | <b>EMERGING<br/>GRADE LEVEL</b> | <b>NOT MEETING<br/>GRADE LEVEL<br/>PERFORMANCE</b> |   |
| <b>Consistent<br/>Strength</b>   | <b>Steady<br/>Progress</b>             | <b>Progress</b>                 | <b>Limited<br/>Progress</b>                        | <b>Does Not Meet<br/>Minimum<br/>Objectives</b> |
| <b>90-100</b>                    | <b>80-89</b>                           | <b>70-79</b>                    | <b>65-69</b>                                       | <b>64 and Below</b>                             |

A "64" or below is NOT a passing grade.

**6.I Academic Progress Monitoring**

Immaculate Conception Catholic Regional School utilizes the online Rediker gradebook that allows parents to access student grading information on a continuous basis. This will serve as an ongoing progress report. It is the parent’s and student’s responsibilities to check Rediker for progress. Parents who don’t have access to a computer may call the Dean of Student Life or Academic Dean to receive a printed copy of academic reports.

**6.J Report Cards**

Report cards are emailed three times per year. Teachers derive marks for a trimester from criteria including the following:

- ❖ Class Participation/Citizenship
- ❖ Oral and Written Quiz Grades
- ❖ Homework and Independent Work
- ❖ Test Grades
- ❖ Special Projects

**Grade Weighting**

When determining averages and grades for a student’s trimester grade the following percentage system is used:

**Lower School Grading Policy**

|             |            |
|-------------|------------|
|             | Grades 1-2 |
| Daily work  | 60%        |
| Homework    | 5%         |
| Assessments | 35%        |

|                  |            |
|------------------|------------|
|                  | Grades 3-4 |
| Independent Work | 50%        |
| Homework         | 5%         |
| Assessments      | 45%        |

**Upper School Grading Policy**

**Grades 5-8**

|  |  |
|--|--|
| 50% of grade ~ Formative Assessments   | 50% of grade ~ Summative Assessments   |
| <p><b>Assessments FOR Learning</b><br/> <i>Feedback that informs a student &amp; teacher of progress on a topic/skill that will be summatively assessed at a later point in time</i></p> | <p><b>Major Assessments OF Learning</b><br/>                     Final measurement of understanding for a topic/skill<br/><br/> <b>50% of semester grade (4 - 6 per trimester)</b></p> |

|   |  |
|---|--|
| <p style="text-align: center;"><b>Classwork ~ 20% of trimester grade</b></p> <ul style="list-style-type: none"> <li>● Daily activities (e.g., reflections, class discussions or quick writes)</li> <li>● Participation in CASE classes)</li> </ul> <p style="text-align: center;"><b>Quizzes ~ 25% of trimester grade</b></p> <ul style="list-style-type: none"> <li>● Progress checks (e.g., exit slips; quizzes; reviews or warm-ups)</li> <li>● Quizzes are short assessments of specific skills and knowledge within a unit of study</li> </ul> <p style="text-align: center;"><b>Homework ~ 5% of trimester grade</b></p> <p>Homework is a critical factor in an ICCR education. Among its many purposes are the following:</p> <ul style="list-style-type: none"> <li>● Improvement of study skills</li> <li>● Reinforcement of organizational skills</li> <li>● Application of known concepts and skills</li> <li>● Stimulation of individual creativity</li> <li>● Integration of different curricula</li> <li>● Enhancement of independent learning</li> <li>● Acknowledgment of learning styles.</li> </ul> | <ul style="list-style-type: none"> <li>● Unit tests, mid-unit assessments for long units and/or assessments of important skills</li> <li>● Major performance assessments (e.g., projects; performances; essays; artwork; visual representations; models; multimedia; oral presentations; lab experiences; DBQ's; seminar assessments)</li> </ul> <p><i>Expectations for summative assessments (rubrics for performance assessments or outlines of major topics to be assessed for unit tests) will be provided to students at time of task assignment or ten days prior to the assessment.</i></p> |
|---|--|

### **Year-End Average For Report Cards**

Students earn an end of the year average for each subject. It is computed by adding the three trimester grades and dividing by three.

### **Proficiency Statements on the Report Card**

Student report cards also reflect if a child is struggling with meeting proficiency of the educational objectives in a particular subject. An “X” next to a proficiency statement indicates that the student is having *difficulty* in this area.

## **Section 6: Academic Program and Policies**

### **6.K**

#### **6. K Make-Up Work**

A day’s absence does not excuse the student from being responsible for work missed. *It is the responsibility of the student to find out what work was missed and what is due on the day of his/her return to class.* This can be done by asking a friend or relative to bring home assignments. If your child will be out for two or more days, work may be requested from the school. Every attempt is made to include up-to-date homework assignments on Google classroom/Rediker. It is still a requirement that the student

keep an up-to-date homework assignment planner. **A student has 5 days (from the date of return to school) to make up work and tests after an absence of three or more days. For absences less than 3 days, students have 2 days to make up work and tests.**

It is often helpful for parents to initiate a study buddy system whereby a classmate can be called to retrieve important information regarding assignments missed and work due the following day. Parents and students are urged to set up a study buddy system early in the school year.

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## **Section 6: Academic Program and Policies**

## **6.L**

### **6. L Tutoring**

Many students require or request personal tutoring for individual growth or enrichment in a particular area. This service is above and beyond the scope of the tuition funded academic program offered at our school. The school is happy to assist any parent who wishes to hire a personal tutor whose services the parent may contract. Many teachers at the school are available for private tutoring and parents can discuss this concern with the teacher personally. The Academic Dean can be contacted to assist with these arrangements.

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## **Section 6: Academic Program and Policies**

## **6.M**

### **6.M Learning Resource**

Our school offers two resource teachers who are available to assist learners who may require instructional support. While Immaculate Conception Catholic Regional School may not be able to fully comply with all educational resource requests, we make the best effort to provide accommodations and academic support to help students meet with success.

Parents are responsible for bringing IEPs to the Academic Dean. Service providers, such as special educators, and speech pathologists, from public school programs are responsible for providing specialized instruction as written in a student's IEP. Teacher and classroom accommodations that are written into IEPs will be reviewed by the administration. Accommodation Plans will be developed to align with accommodations that are targeted in the IEP. Every effort address a student's learning needs within the constraints of our available personnel.

Parents of students entering from public schools who may have 504 Accommodation



Plans are responsible for providing a copy of the plan to the Academic Dean. These plans will be reviewed and rewritten as Immaculate Conception Catholic Regional School Accommodation Plans. The school is responsible for the interventions that we are able to provide as stated in the Immaculate Conception Catholic Regional School Accommodation Plan.

In certain cases, our professional resource and teaching staff will assess student performance as part of the Response to Intervention process. This data will be used both to plan for and provide interventions as well as to monitor progress. Parents are free to accept or reject these recommendations or assessments.

## **Section 6: Academic Program and Policies**

### **6.A**

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#### **6. N Academic Policies and Programs Pertaining to the Upper School**

##### **6.N.1 After School Academic Assistance / “Department Night” Program**

Immaculate Conception Catholic Regional School has a weekly after-school program that provides assistance to students in a given subject area. Our Department Night Program from 2:45-3:30 is offered to those students in need of assistance in a given subject area or struggling with a specific concern, issue or topic.

Attendance requires that students arrive with a specific academic concern and/or goal for support, as well as a willingness to accept teachers’ assistance.

Department Night is available to students who show earnest and consistent effort during regular class time and demonstrate good work habits including completing homework assignments.

**The teacher must be notified in advance if a child will be attending department night. A parent or student should email or sign up with the teacher one day in advance of the department night.**

In addition to the department night, teachers may make other before or after school assistance arrangements with parents and students as necessary.

Parents are asked to assist in making the program a success for their child by arranging prompt pick-up no later than 3:30 p.m. Students in grades 5-8 are allowed to attend only with a signed and dated note or email. This note/email should be given to the teacher with whom the child will stay for department night. If a child is not picked up by 3:30 p.m., the child will be brought to the extended day after school care program (a fee is assessed to the parent per quarter hour.)

##### **6.N.2 Christian Service Accountability**

Christian Service is factored into each trimester Religion grade for Upper School students.

### **6.N.3 Christian Values on the Report Card**

Immaculate Conception Catholic Regional School is committed to ensuring a student's behavior as learners is as important as the grade a student earns in each subject. As an educational institution that is invested in encouraging "character through faith," we acknowledge the significant example that Christian values play in the process of educating and cultivating a disciplined mind.

Each educational setting requires that students display their best attitudes and most appropriate behaviors for learning. Every educator is required to monitor a student's consistent and successful display of Christian values while at school.

Christian values in the classroom, as derived from our Code of Conduct are defined as:

#### **RESPECT**

Every person consistently respects and supports all members of our community in word, action and deed.

#### **RESPONSIBILITY**

Every person takes responsibility for self and others by making choices that are honest, fair, safe and appropriate at all times.

#### **COOPERATION**

Every person displays appropriate attitudes and behaviors that allow healthy and productive relationships to develop.

#### **SELF-CONTROL**

Every person demonstrates self-management and personal discipline that is age and learner appropriate for participating in a Christian community.

### **6.N.4: Exams**

Eighth grade students a final exam in each of the 6 core subjects; Math, Science, Religion, Social Studies, Spanish and English Language Arts. These tests are cumulative; therefore, it is imperative that students save and maintain homework, class work, tests and quizzes to review and prepare for these tests. Midterm exams count as one test grade and final exams count as two test grades.

### **6.N.5: Extra Credit**

It is the policy of Immaculate Conception Catholic Regional School Upper School Program that NO extra credit assignments are given to students. Students who

complete all assignments and work diligently from the start of each trimester should not be disadvantaged by students who are given opportunities to boost grades.

### **6.N.6: Homework**

**In addition to the homework explanation provided in 6.H,** Upper School students are assigned no less than three nights of homework each week and can be assigned homework on a Friday for completion over the weekend.

Unless the teacher chooses to count a homework assignment or portion of homework assignment for class work, a quiz grade or as part of a longer assignment, homework is graded:

- o "0" for missing or not complete
- o "50" for incomplete or late
- o "100" for complete and on time

Students will be graded for no fewer than 10 homework assignments in each trimester.

### **6.N.7: Late or Missing Assignments and Test Re-take**

Each Upper School teacher determines his or her policy for late or missing assignments as outlined in that teacher's class expectations and policies.

Students are not allowed to retake a test. Students are given advance notice of all of their tests.

### **6.N.8: Grade Updates on Rediker**

Graded assignments in Upper School will be posted within seven days from the date it was collected from a student. Assignments turned in late or make up assignments will be posted when it is possible by that teacher.

In the case of larger assignments such as a major project or writing assignment, the teacher may require up to two weeks to accurately assess, complete and record student grades.

C.A.S.E. classes will update grades every two weeks.

### **6.N.9 Upper School Academic Honor Roll**

The Academic Honor Roll is a special academic recognition for students in grades 5-8 for cumulative achievement in the six core academic subjects: English-Language Arts, Math, Science, Religion, Social Studies, and Spanish.

In order for a student to be considered for this distinction:

She/he **may not** have a trimester/final average lower than 85 in any of the six core academic subjects.

Eligibility for the 1<sup>st</sup> and 2<sup>nd</sup> trimester and final honor rolls will be determined by *cumulative average* of student's grades in English-Language Arts, Math, Science, Religion, Social Studies and Spanish, meeting the following criteria. Eligibility is automatically calculated in the Rediker grading portal.

| <b>Academic Honor</b>               | <b>Cumulative Average</b> |
|-------------------------------------|---------------------------|
| <b>HIGH HONORS WITH DISTINCTION</b> | 97.0-100                  |
| <b>HIGH HONORS</b>                  | 94.0-96.9                 |
| <b>HONORS</b>                       | 90.0-93.9                 |

The 1<sup>st</sup> and 2<sup>nd</sup> trimester honor roll will be determined based on the average of the appropriate classes for that trimester. The 3<sup>rd</sup> trimester/final honor roll status will be determined by averaging the *cumulative final grades* for the six core courses.

#### **6.N. 10: Immaculate Conception Catholic Regional School Scholars**

Eighth grade students who earn the academic Honor Roll designation of “High Honors with Distinction” for all three trimesters in their final school year will receive special recognition as “Scholar” from the Principal at the graduation ceremony.

#### **6.N.12: National Junior Honor Society**

Immaculate Conception Catholic Regional School is a member of the National Junior Honor Society (NJHS). This nationally recognized honor society accepts students in grade 6 (after second trimester only) through grade 8. Five main purposes, as determined by the national organization, guide the Immaculate Conception chapter: to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

To be accepted and to remain enrolled a student must maintain a cumulative course average of 95.0 or higher in six core academic subjects of ELA, Spanish, Religion, Social Studies, Math and Science each trimester.

Our school will adhere to the by-laws held in accordance with the national organization in all decision-making.

#### **[Addition due to COVID-19](#)**

### **[COVID-19 Return to School Health Policy](#) [Immaculate Conception Catholic Regional School](#)**

This protocol has been devised to serve as a guideline for reopening our school during the COVID-19 pandemic. It has been developed using recommendations from the Rhode Island Department of Health, the Governor's Reopening Plan, as well as guidance from the Center for Disease Control, and the National Association of School Nurses. It will be updated as needed, and as circumstances develop.

This plan will be distributed to all stakeholders of our school; faculty and staff, parents, and students, as well as all members of the school community. It will be imperative that everyone follows the guidelines, and works together in order to safeguard everyone's health. A family attestation form must be signed and includes an agreement to conduct health screenings prior to arrival to school each day. Temperature checks for each student will be taken every morning.

- If a child/faculty member exhibits the following conditions, he/she **must stay home**.
- Nasal congestion, sore throat, runny nose, cough
- Vomiting or diarrhea within the last twenty-four hours
- Fever, chills, body aches - a fever constitutes a temperature of 100.4 degrees Fahrenheit or higher. However, if a child's/faculty member's fever is 100 degrees, and this is accompanied by achiness, or any other symptom at all, this likely indicates illness and necessitates the child/faculty member to be kept home.
- A child/faculty member must stay home if they have been prescribed antibiotics, and it is less than 24 hours since the first dose. Examples are pink eye treatment, strep throat treatment, etc.
- A rash that is new and has not been evaluated by a physician
- Generalized hives, open wounds, etc

When can a child/faculty member return to school?

- **If a child/faculty member has been diagnosed with a positive COVID-19 test or is considered to be presumptively positive, RIDOH recommendations will dictate return.**
- For active vomiting or diarrhea, the child/faculty member must stay home until 72 hours after the last episode without any fever-reducing medication.
- Must stay home for more than 24 hours after being treated for other bacterial illnesses

### **Signs and symptoms of Covid-19**

- Cough, shortness of breath or difficulty breathing
- Fever of 100.4 Fahrenheit
- Chills, muscle pain, sore throat
- New loss of taste or smell
- Loss of appetite
- Nausea, vomiting or diarrhea
- Headache
- Fatigue

### **Emergency Symptoms**

Call your doctor or call 911

- Trouble breathing
- Constant pain or pressure in your chest
- Bluish lips or face
- Sudden confusion

**These are just the reported signs and symptoms - please use this as a guideline only. If you have any questions, or aren't feeling yourself, call your healthcare provider.**

All students, faculty, and staff will be required to stay home if they are feeling sick, and certainly for any symptom related to a respiratory illness, or nausea, vomiting, diarrhea, or rash.

### **When can a child or staff member return to school after travel?**

- The preferred method is to quarantine for 14 days after returning to RI from international travel or travel to a US state where > 5% of COVID tests are positive

**I have read the Immaculate Conception Catholic Regional School Family Handbook and understand the policies and regulations that are described within.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**