

Immaculate Conception School

OUR PHILOSOPHY

Catholic education strives to make an individual's faith a living, conscious, and active part of daily life through our example and instruction. Our goal is to help students develop moral, spiritual and intellectual values which foster success in later life. ICS is dedicated to excellence in academic education and the development of students within the framework of the Gospel and traditions of Catholic teachings. The ICS community embraces our Catholic values while affirming the intrinsic worth of the individual student. We welcome all students regardless of denomination or ethnic background.

Our varied curriculum is designed to teach skills needed for problem solving and discovery, as well as logical and creative thinking and spiritual growth. School policy is determined, changed and implemented by the pastor and administration, with input from the faculty, parents and school board. School policy is a guide, leaving wide areas of discretion to classroom teachers.

The teachers

- are the directors, planners and managers of the learning experiences.
- coordinate the instructional programs, combining a variety of techniques, research tools, materials and enrichment activities.
- serve as models of Christian values.
- provide personal support of students through listening and encouragement and promote academic commitment and enthusiasm for learning.
- recognize that parents are the primary educators and support their values.

The students

- are evaluated on the basis of fixed standards of achievement, creativity, initiative in problem solving, practical application of knowledge **as well as their overall/recon effort they put in to their work.**
- must be respectful of the feelings of their fellow students and accept each others differences and shortcomings.
- learn to resolve conflicts amicably without resorting to physical confrontations.
- learn self control and respect for authority.
- discern right from wrong as a necessary component of social development.
- practice responsibility for their actions.

OUR MISSION STATEMENT

Immaculate Conception School (ICS) of Allegany County is a Diocesan regional school committed to excellence in education in the Catholic tradition.

Our mission is to foster the academic and moral development of creative minds developing a sense of understanding, compassion, empathy for others, and moral courage. We guide the development of the "whole child" and assist each student in reaching his/her full potential – intellectually, spiritually, emotionally, and physically. We cannot accomplish our mission alone; we rely on God's help and seek the active involvement of parents, family and the community in our education of students. ICS has a long tradition of students excelling beyond their tenure at ICS.

Physical development is equally as important as academic and social development. This is provided by the physical education classes, the health curriculum and extracurricular sports activities.

ADMISSIONS

The age of each entering child must be verified by a birth certificate and the child's immunization records must be up to date. Before any child is admitted to ICS, he or she must be immunized against, mumps, poliomyelitis, German and regular measles, chickenpox, diphtheria and tetanus. Parents are also asked to submit a copy of a Baptismal record, if available, to complete the registration.

- Pre-K3 school students must be 3 years old by Dec. 1st.
- Pre-K4 students must be 4 years old by Dec. 1st.
- Kindergarten students must be 5 years old by Dec. 1st.

TRANSFER STUDENTS

Transfer students need to submit a release of records consent form. Records will be reviewed prior to acceptance. Students will be placed in the grade level equivalent. Immaculate Conception School has the right to deny admission if it is determined that ICS cannot meet the needs of the child. **Students who are admitted will be subject to a probationary period of 30 days.**



RELIGIOUS EDUCATION

Religion is taught using the guidelines set up by the Department of Catholic Education. Only religion books provided by the Diocese are used. Religion is taught daily, and all students (including our non-Catholic students) are required to take religion. The curriculum is enhanced with school prayer, liturgies, paraliturgical celebrations and other faith based activities.

CURRICULUM

Curriculum is set in accordance with New York State Education Policies as well as guidelines from the Buffalo Diocesan Department of Education and the Inter-Diocesan Curriculum Committee of New York State. We are adapting to the Common Core State Standards (CCSS) providing explicit instruction in phonemic awareness, phonics, fluency, vocabulary, and comprehension to ensure that all students are reading well by the end of Grade 3. Parents are encouraged to read to their children and allow their children to read to them on a daily basis.

TESTING

Class tests and unit tests are prepared and administered by teachers in accordance with guidelines established by the Buffalo Diocesan Department of Education. Our testing may change to keep our students current with New York State educational standards.

New York State Tests include

- Math – Grades 4 & 8
- Science – Grades 4 & 8
- English Language Arts – Grades 4 & 8

VISITORS

Anyone who is not employed by ICS is considered a visitor. Upon entering the building all visitors, including parents, are to report directly to the office. This also includes parents who are picking up children or bringing treats. At no time is any parent to go to a classroom without first reporting to the office.

WITHDRAWALS

An application for withdrawal should be completed by the parents of any students who are withdrawing in the middle of a semester. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. Please note: No school reports are forwarded until all school financial obligations have been met. Parents must also sign the release of information form in the office so records may be sent to the new school district.

NOTES:

TUITION GRANTS

ICS offers the following opportunities for tuition grants:

- TUTION ANGELS – The Tuition Angels scholarship is for families in need of financial assistance with children in K-8th grade. This is what we refer to as our local scholarship because it is funded through church collection, in memorials, general gifts, etc. Applications are in the business office and in the spring registration packet.
- BISON FUND – The Bison Fund is a scholarship offered by the Diocese of Buffalo to families that show financial need. Applications are available late winter/early spring.
- KELLEY COOPER SCHOLARSHIP FUND – This is in memory of Kelley Cooper, a former student and teacher at ICS. It is offered to 6th, 7th and 8th graders. An essay and letters of recommendation are part of the qualification process. Applications are sent out in the spring, as well.

BEFORE/AFTER SCHOOL CARE

ICS offers before school care for our preschool students whose parents need to drop off their children before the 9AM start. After School Care is offered to our students. This program begins immediately following dismissal. The fee is \$4.00 per child, per hour for the first child in the family and \$1.00 per hour for each additional child in the family.

After homework (**homework time is offered but this is not a homework help for students**) is completed the children are offered gym play, videos, story time, game time, and, weather permitting, outside play.

Parents are billed once a month (15th). Payment is due upon the receipt of bill. Attendance in the program will be denied if your account is in arrears. Charges will be calculated on the ¼ hour increments. A late fee of \$25.00 will apply to past due accounts.



Bicycles may be ridden directly to and from school ONLY. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard

bikes by requiring them to be properly parked and locked in the school bike rack. Students who ride a bike to school must wait until the parking lot is empty to depart for the day at dismissal. **Helmets are to be worn as it is state law.**

Additional tests

- Dynamic Indicators of Basic Early Literacy Skills (D.I.B.E.L.S.) – Grades K-3
- Spanish Proficiency – Grade 8
- Iowa Tests of Basic Skills (I.T.B.S.)
- Teacher produced tests



REPORT CARDS

Report cards are issued following the completion of each 10 week grading period. Please carefully review your child's progress and contact the school if you have questions. **The standard for passing a course, as set by the diocese, is 70%.**

Honor Roll Policy (Grades 3-8 only)

- First Honors: Grade Point Average of 94.5 to 100
- Second Honors: GPA of 89.5 to 94.4
- Merit Roll: GPA of 84.5 to 89.4

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are:

- insufficient understanding of the grade level curriculum
- indifference or lack of effort on the part of a capable student
- physical or social immaturity
- frequent or long absences

Retention is usually considered a more positive alternative during the first and second grades. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

Conferences are a means of communication. The school shares with parents the responsibility of education. Parent-teacher conferences form an important link in the home and school relationship. Each student has one individual conference after the first marking period. At this time, the report card is handed to the parent. Better understanding will result through personal

contacts. We avoid any discussion of a child's academic or behavioral problems over the phone.

ICS will withhold records (report cards, transfer records, etc.) when tuition is owed to the school. This policy is upheld through New York State Supreme Court Ruling, 8/5/80, The Matter of Application of James H. Spas 431 NYS 2nd 638.

HOMEWORK

It is our policy to give homework according to the age of the child and difficulty of the subject. Some grades and subjects require more study than others. If you have questions about the amount or kind of homework your child is doing, contact the child's teacher. Usually no homework is assigned over weekends or on the eve of holidays. If your child is absent from school, you may call the office and a homework packet will be made up and available at dismissal time.

Parents can be very supportive in this area by:

- setting a time for homework.
- providing a place that is quiet and free of distraction.
- prohibiting TV, phone calls, etc. during study time.
- taking time to look over the completed assignment and comparing it to directions.
- showing an interest in the neatness and completeness of the work the child does.

Remember, homework brings your child into direct contact with the subject matter presented in class. The Department of Catholic Education of the Diocese of Buffalo suggests the following time allotments for homework each evening; this is a guide and subject to change when a teacher deems it necessary:

Grades K, 1 & 2	No specific homework allotment
Grades 3 & 4	30 minutes
Grades 5 & 6	45 minutes
Grades 7	1 hour
Grade 8	1 to 1 ½ hours

STUDY SKILLS

A parent can help his/her child become aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil, paper and other necessary materials.
- Be an active participant in class. Listen well and take part.
- Ask questions to clarify problems.
- Plan your day and schedule time for homework.
- Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

ACADEMIC INTERVENTION SERVICES

Academic Intervention Services (AIS) are for students who do not meet the testing standards or do not perform well academically. Teachers offer afterschool tutoring for grades 3-8. Students in grades K-2 may receive AIS tutoring and/or after school.

ACADEMIC INTEGRITY PLAGIARISM & CHEATING

- a. **Plagiarism definition: The act of passing off as one's own the ideas, words, images or writings of another. (TEXT refers to ideas, words, images, writings, etc.)**
- b. **Cheating definition: a student's attempt to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy or unfair. Cheating misrepresents a student's knowledge and abilities.**
- c. **Acts of plagiarism and cheating include but are not limited to the following (without proper acknowledgement or proper citation):**
 - a. **Copying and pasting text from online media or website.**
 - b. **Copying text from any printed material (books, magazines, newspapers, etc.)**
 - c. **Rewording or altering text and claiming it as your own.**
 - d. **Using photo, video, or audio without permission or acknowledgement.**
 - e. **Using the work or collaborating with another student, a family member, or any outside party without teacher permission [DO NOT share any of your work with another student unless you have explicit permission from the teacher.]**
 - f. **Purchasing or obtaining pre-written work from any individual or commercial source.**
 - g. **Obtaining a translation from any individual or commercial source, including online translation services.**
 - h. **Using an essay that was written for another class/purpose without both teachers' permission.**
 - i. **Enabling another student to commit any of the above acts.**
 - j. **Stealing a school assessment***
 - k. **Possessing and/or distributing a school assessment ***
- d. **Guidelines for maintaining**
 - a. **The faculty will:**
 - i. **Instruct students in the definition of plagiarism and methods of properly citing sources.**
 - ii. **Use age appropriate bibliographic methodology.**
 - iii. **Monitor incremental progress of the completion of projects when appropriate.**
 - b. **Students will:**
 - i. **Demonstrate an understanding of academic integrity by not plagiarizing or cheating.**

- ii. Properly cite sources and use appropriate bibliographic methodology.
- iii. Provide further clarification of the submitted assignment upon request.
- iv. Provide all original sources for the assignment upon request.

- Students in violation of j and k will be given an automatic out of school suspension.

FAILURE TO MAINTAIN ACADEMIC INTEGRITY

Failure to comply with this policy will result in the following disciplinary actions, which may include, but are not limited to:

- A mandatory conference with the student that may include parents, teachers, and/or school administration.
- Requiring the student to rewrite the assignment.
- A failing grade for the assignment.
- Loss of participation in activities.

Disciplinary action will be determined based on the severity of the infraction. Repeat violators of this policy will be dealt with more severely.

BIRTHDAY TREATS

Parents should contact classroom teacher to see if sending in a birthday treat is permitted. There are children in our school who have allergies and all precautions must be taken to ensure their safety. **Until further notice, we can only allow store bought individually wrapped treats. Please also supply cups/plates/napkins/etc.**

PRIVATE PARTIES

Children will not be allowed to hand out party invitations or valentines to select children in the classroom (boys only, girls only, special friends, etc.). They are permitted to hand these out only if they are addressed to all children in the class. This will avoid hurt feelings and encourages being considerate to others.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.



TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements such as asking permission to go to another child's home after school.

Cell Phones: Cell phones should be turned off and kept in the student's locker during school hours.

TUITION

ICS is financed through tuition (60%), diocesan subsidy (25%) and fundraising (15%). Tuition fee amounts are set in the early spring by the ICS School Board and the Canonical Administrator.

Tuition is due the 15th of the month with late fees applied after the 30th of the month. If you are having trouble making your payments please contact the business office.

CHILD ABUSE

Teachers are, by law, "mandated reporters" when there is a suspicion of child abuse/neglect: physical, sexual and/or emotional. (Social Services Law, Section 413). As Catholic School Personnel who believe in the dignity of all persons, we take this responsibility very seriously. The primary purpose of a report is to investigate the possibility of abuse; and to offer family services to assist with more compassionate ways for family members to treat children.

LIBRARY

Library periods are held for all grades. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Students are allowed to use the library during library hours with the permission of the classroom teacher. They may use the library to read, check books out, return books, complete reference work or work on special projects. Each student may check out one book for a period of up to two weeks. Students must pay for any lost or damaged book.



LUNCH PROGRAM

Immaculate Conception offers a hot lunch program **currently at no cost to any student.**

Free and Reduced Lunches: These privileges are available to families who qualify. Appropriate forms are given out and returned to school early in the year. These forms are to be filled out according to state guidelines. The program is designed to insure good nutrition for all students. We ask that all who are eligible participate as this brings positive benefits to our own cafeteria.

SPECIAL DIETARY NEEDS

The cafeteria will make every effort to help any student with a special dietary need or food allergy. These needs must be submitted to the office in writing and a copy sent to the kitchen manager at the start of each school year, or as the needs occur or change.



SCHOOL SUPPLIES

Each teacher will furnish his/her students with an exact list of supplies needed for the class. We will get the list to the students in June, for the coming school year, as it is easier to obtain the supplies over the summer.

SCHOOL RULES

1. Students are to demonstrate respect for ALL persons in authority.
2. Safety rules and regulations are to be observed at all times.
3. Students may not leave the school grounds at any time during the school day without written permission from the parent/guardian. Students are to be signed out in the office before leaving and must be signed in when they return.
4. Students are to be in assigned areas during assembly.
5. Students are responsible for the protection and preservation of school property.
6. Students are not allowed in any classroom or assembly area at any time without supervision.
7. Gum chewing is not permitted anywhere on the school premises.
8. Fighting, "play fighting" and playing rough are prohibited. The students involved will be subject to strict disciplinary measures.

9. Students will use only acceptable language; no profanity or obscenity in word or action or possession of obscene materials will be tolerated. **This also includes comments that are considered sexual in nature.**
10. Cell phones, tablets, **wearable smart devices that are connected to a phone**, etc. are to stay in lockers.
11. All students, regardless of grade, are to assist in keeping the grounds and facilities free of papers and other debris.
12. Drinking fountains and lavatories are to be used with safety, cleanliness, and health in mind.
13. Students are to be honest and courteous.
14. Students are never to leave a classroom without permission.
15. Throwing of objects such as stones, snowballs, paper wads, food, etc. is prohibited.
16. Writing and/or defacing of school walls, furniture, books, or other school property is prohibited and will be cause for strict disciplinary measures.
17. Cafeteria rules are to be strictly observed.
18. Prayers – all are expected to stand for prayers and the Pledge of Allegiance.
19. Students are to observe the ICS Dress Code.

SCHOOL DISCIPLINE

At ICS, the approach to discipline is based on respect, firmness, kindness, and consistency. We depend on the support and backing of parents for an effective discipline program.

Well-ordered classes which create an atmosphere conducive to learning will aid an effective school program. Good discipline aids in the development of students who respect themselves, other persons, and duly constituted authority.

Disrespectful behavior will not be tolerated. We are here to help students behave their way to success.

DETENTION

Students may be assigned a lunch detention, should it be necessary, by any staff member at ICS.

After school detention will be held on Monday, Tuesday, Wednesday, and Thursday from 2:15 to 3:00. Parents will be notified so transportation arrangements can be made.

CONDUCT AND COURTESY

The children must do their part to help maintain a happy, healthy, Christian atmosphere in the school. They are expected to be cooperative and courteous at all times. These expectations apply to all school-related activities, including the cafeteria and all school extracurricular events. Behavior such as excessive talking in class, discourteousness or disrespect of staff and/or students, use of

improper language and general lack of cooperation are not acceptable. Occasional offenses will be handled on an individual basis and parents will be notified of any serious infractions.

NO TOLERANCE

Immaculate Conception School strives to promote a safe and supportive school environment where each student may flourish. We encourage children to resolve problems in a respectful manner. Bullying **IN ALL FORMS** is not tolerated.

Physical Bullying will result in out of school suspension and possible expulsion from ICS. Verbal or Emotional will be dealt with in a progressive manner by administration.

SCHOOL HOURS

- Pre-K3
Tuesday & Thursday Class 8 to 11:30AM

- Pre-K4
Monday-Friday (five full days) 8 to 2PM
Mon/Wed/Fri (three full days) 8 to 2PM
Monday-Friday (five half days) 8 to 11:30AM

- Kindergarten through 8th grade 7:55 to 2:15PM

Prayers begin at 8:00AM and all students are expected in their homerooms for said prayers. Students should not arrive at school before 7:30AM. However, if a problem arises, and you have to drop student(s) off early, please call the office to be sure there is an adult there.

FORGOTTEN MATERIALS

We ask that students not return to school after 2:45PM because they forgot a book or other homework assignments. After this time, teachers are gone and classrooms are locked. For safety reasons, children will not be allowed in the empty building. The parent may write a note and the homework will be made up.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom and then only with the permission of the teacher. Animals are not permitted in school without permission from the main office and class teacher.

The school administrators and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home (electronics) or lockers (cell phones). If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them with and leaving them at the office. The school is not responsible for anything of value left in the lockers, locked or unlocked.

LOST AND FOUND

All clothing found in school, regardless of its value, is placed in the lost and found box near the office. Students may claim lost items after proper identification.

LEGAL ISSUES

Parent/Custodial Rights

If your child is living in a family where there is a custodial/non-custodial living situation, we need very clear communications regarding the following:

- Who has primary custodial rights
- Who is allowed to pick up the child
- What are the non-custodial parent's rights regarding contact with the child during school time
- When the child is with the non-custodial parent
- The Principal can set up clear lines of communication with the parent who has custody. A copy of the section of the separation or divorce papers which relates to the custody of the child should be presented to the Principal along with any special restrictions regarding who may or may not pick up the child. This is vital so that school personnel may help guard the security of your child.

At no time is any parent to go to a classroom without first reporting to the office. Upon entering the building, all visitors, including parents, are to report directly to the office.

A copy of the section of the separation/divorce papers relative to custody of the child must be on file in the principal's office. Unless there is a court ordered restriction, the following information will be available to the non-custodial parent:

- Copy of the child's report card
- Copy of standardized testing
- Monthly calendar/newsletter
- Notification of annual parent/teacher conferences

If your child needs to take medicine in school it will be given by school personnel. We have appropriate forms for you to fill out. Please request them at the main office. At no time may we alter the student's medicine dosage at a parent's request without authorization from a doctor.

The above is granted by the Family Privacy Act, more commonly known as the Buckley Amendment.

All medication, prescription and non-prescription, must be brought to school and delivered to the office by an adult.

Prescription Medications:

- Medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
- Medications must be in the original container.
- Prescription must be current.
- Refrigeration is available.

Non-Prescription Medications:

- A form obtained in the office, signed and dated by the parent, and doctor, indicating child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions, will accompany the medication.
- Medication must be in the original container (Tylenol bottle, cough medicine bottle, etc.).
- Medications must be clearly identified as to the name, type, and dosage instructions.
- **Cough drops are considered to be non-prescription medication and must have a doctor's note to be administered.**



ILLNESS OR INJURY DURING SCHOOL

In case of emergency, each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) names
- Complete and up to date address
- Home phone and parent(s) work phone(s) and cell phones
- Emergency phone number of a friend or relative
- Physician's name and phone number
- Medical alert information

In case of illness or injury, a child will be cared for temporarily by the school secretary or a member of the school staff. If emergency medical treatment is necessary, the parents will be contacted. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

For the safety of our students, the front and back doors will be locked after the Pre-K3/Pre-K4 children have entered the school in the morning. They will be re-opened when the Pre-K4 students go home. Anyone wishing to enter the building

can ring the bell on the back door and the office personnel will respond as quickly as possible.

In case of illness, the parents or authorized adult must pick up the child and sign him/her out. This applies to all children at any grade level.

As required by the fire code, all school doors will open easily.

- **Delivering and picking up students should be done from the church parking lots.** The area on Maple Avenue directly in front of the school is restricted. Do not stop to discharge or pick up students in this space. Students must use the crosswalk when dropped off on the opposite side of the street.
- **Going to a friend's or other deviations from regular dismissal:** If your child is going to a friend's house or somewhere other than his or her normal after school destination, he or she must bring in a written note to the teacher **or communicate directly with the office.** If there is no note, the child will **follow their regular dismissal.**
- **Cars:** Every effort is made to ensure the safety of your child. Parking directly behind the school is prohibited. Parent parking is available in the church parking lots only. If you must drive around the school please use extreme caution and maintain a low speed.
- **The ICS calendar coincides with the Wellsville public school calendar.** As soon as we receive their calendar we will send home a copy to parents and include any additional days that ICS observes for the year.
- **Change of Address:** It is very important, for emergencies and administration, that every **parent/guardian** maintain an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone number.
- **Medical Appointments:** If a child is to be released from school for a doctor or dentist appointment, a note must be sent to the teacher stating the time the student is to be released and who will pick up the child. The child must be signed out and signed back in at the office. Parents and students are expected to make every effort to schedule appointments outside of school hours.





BUS INFORMATION

- **Bus Routes and Stops** are planned and established by the public schools.
- **Bus Conduct & Safety Rules for All Students:**
Use only the bus and bus stop assigned.
Orderly behavior is required at the bus stop.
Remain seated, facing front, when the bus is in motion.
Talk quietly and make no unnecessary noise.
Do not talk to the driver unless it is necessary.
Keep head and arms inside of the bus. Do not stick anything out of the window(s).
Do not litter the inside of the bus or throw anything.
Be quiet when the bus is crossing railroad tracks.
- **Bus Transportation from Outlying Districts:** ICS students from outlying districts receive bus transportation through their home school district. Parents must request bus service before April 1st for the school year beginning in September.
- **Bus Transportation from Wellsville:** Wellsville Central School District (WCS) students attending ICS are bused by the public school. Bus routes are published in late August by the public's school district.

Infractions of the above rules will be brought to the attention of the students' parents. Continued abuse of bus privileges will result in the denial of transportation.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates genuine hardship for a student and is regarded as a very serious problem.

If a child is absent on any given day, please call the office before 9AM at 585-593-5840. If your child has not arrived in school before 9AM, and the office has not heard from you, ICS personnel will begin making phone calls to attempt to locate your child. This measure has been adopted for the safety of our students. The following list of circumstances is the only recognized excuses for school absence:

1. Personal illness
2. Family illness
3. Death in the family
4. Religious holiday
5. Necessary attendance in court
6. Impassable roads due to inclement weather
7. Quarantine/attendance at health clinic
8. High school shadow days/take your child to work days

The student is required to give advance notice to the school in order to be excused for any other type of absence. All absences, legal or otherwise, require a written excuse which shall be presented to the teacher upon return to school. All excuses should contain the name of the child, date of absence, reason for absence, and signature of parent or guardian.

Trips with the family must be marked illegal absences, although they may be beneficial to the child. Taking time off from school to babysit is always illegal. Students are expected to make up all classwork, assignments and tests.

If the child develops a pattern of absenteeism, i.e. mornings, gym days, Mondays or Fridays, we are required to question parents. It is an obligation we take seriously. Please be alert to such absences. Student and parents will meet with the teacher and administration if the student falls below 85% attendance rate. If deemed necessary by the administration, a meeting will be held with the parents/legal guardian to determine an appropriate course of action.



ICS STRINGS PROGRAM

Students may also participate in the Strings program. Weekly lessons for violin, viola, and cello are available for grades 3 through 8.

The students learn to read music, basic music theory, and participate in a large ensemble. Developing these skills enhances reading and math skills, social skills and advanced problem solving. All students participating in the strings program perform in the school orchestra.

FIELD TRIPS

To enrich our academic programs, classes are encouraged to participate in experiential programs outside the school. These programs are financed by the family.

Each class participates in field trips every school year. The classroom teacher, in cooperation with parents, is responsible for executing the arrangements for the trip. Before scheduling a field trip, arrangements are discussed with the principal.

HEALTH CARE/MEDICATIONS

Comprehensive health services are provided through the Wellsville Central School District. The Public School Health Program offers a student physical by the school physician.

The WCS nurse tests eyes, ears, and color perception. The nurse keeps a continual record of each child, acts as a consultant to teachers on matters of health, and establishes good community relations.

MASS DAYS/BLUE & WHITE DAYS

Students are to wear blue and white on Fridays for mass, or on Holy Days when we will attend mass during the week. You will be notified of special Holy Days.



PHYSICAL/SPORTS PROGRAM

No child may participate in sports without having had a physical examination. The school must have written records of the physical. These records are taken care of by the Wellsville Public School District.

Our students are eligible to participate in sports at Wellsville School, as such we will follow their academic and behavioral policies for participation.

ENRICHMENT & EXTRACURRICULAR ACTIVITIES

All teachers strive to provide enrichment activities for students who excel academically. Algebra is provided for students in 8th grade who qualify. Qualifications include excellence in math skills as shown on the ITBS exam, excellence in math performance as shown on report cards from grades 4 through 7, and teacher recommendation.

Service Club is a club in which the students participate in community projects. It is open to 6th, 7th, and 8th graders.

Odyssey of the Mind is an international educational program that provides creative problem solving opportunities for students from kindergarten through college. The students apply their creativity to solve problems that range from

building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and world level. Thousands of teams from throughout the US and from about 25 other countries participate in the program.

FUNDRAISERS

ICS holds a few fundraisers every year. The largest one of these is the 500 Club. Each family is asked to sell/buy two tickets at \$100. The grand prize drawing is worth \$10,000. The proceeds from the 500 Club support our general fund to help keep tuition costs down. It is imperative that every family participates!

Our 8th graders will be involved in several fundraisers to support their 8th grade trip they will take in the spring. The first will be their Wreath Sale held in November. Secondly, they will have Santa's Workshop the first Friday of December after school. This event is geared towards our younger children. In mid-December, the 8th grade will hold the Bizarre Bazaar. This event is held during the school day and school children are asked to bring in a list of family members to shop for and a minimal amount of spending money. The 8th grade students will help younger shoppers, plus wrap gifts, as well.

As with any fundraiser at our school, your support is necessary to keep school costs down for our families. **We also expect parents to volunteer to help with these fundraisers.**



TARDINESS

Students arriving after 8:00AM are considered tardy, unless the problem is with bus transportation. Excessive tardiness will result in a detention being issued.



EMERGENCY DRILLS

Each year twelve fire drills, eight in the fall and four in the spring, are held to familiarize your children with the quickest and safest route out of the school building in case of fire or other emergencies.

EMERGENCY INFORMATION

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crisis. Every practical means is used to notify parents of impending cancellation, including radio, TV, newspapers, phone calls, and flyers.

In the unusual circumstance that school must be cancelled during the day, the staff will ensure that all students have satisfactory transportation (and supervision) as designated by the emergency dismissal form, completed by parents.

Please remember that when Wellsville Public Schools are closed, ICS is also closed (unless otherwise notified).

You DO NOT need to verify radio or TV announcements by a phone call to the school or rectory. If your child is bused by a school district other than Wellsville, and that district is closed but we are open, we ask that you provide alternate transportation to bring him/her to school.

EMERGENCY PLAN

In the event of a fire or other emergency, the following location has given permission for students to be temporarily housed until transportation arrangements can be made: **Do not call the school – The school will call you.**

The United Methodist Church – corner of Madison St. and Maple Ave.

There is a copy of our school Emergency Management Plan in the main office if you would like to review it.

DRESS CODE

ICS adheres to a dress code. This is one of the things that sets us apart from other schools. Studies have shown that children dressed neatly more often perform better academically and demonstrate suitable behavior. Cooperation from parents/guardians is expected in order to properly implement the dress code.

ICS apparel is acceptable if it falls in the previously mentioned dress code. Jean days will be selected by the principal throughout the course of the school year. Casual jean days are any top/t-shirt, no inappropriate graphics, with jeans. Regular jean days are polo shirt with jeans.

BOYS:

Shirts: Solid color polo shirts, preferably white or navy, long sleeve or short sleeve (no logos or lettering)
Spirit Wear polo is allowed White or solid color button-down collar dress shirt

All shirts are to be tucked in.

Slacks: Khaki or navy dress slacks (no cargo pockets)
Black dress slacks are allowed
Slacks may have an elastic waist

Belts: Black or brown **belts are to be worn if the pants have belt loops.**

Shoes: Dress shoes preferred, but nice, clean sneakers are allowed

Socks: Dress socks or quarter socks (no no-show socks)

Sweater Option: Navy v-neck sweater or button front cardigan in navy.

***examples in the JC Penney Uniform Catalog**



GIRLS:

Shirts: Solid color polo, preferably white or navy, long sleeve or short sleeve (no logos or lettering)
White Peter Pan collared shirt, long or short sleeve

Slacks: Khaki or navy slacks or black dress slacks (no cargo pockets or capris)
Slacks may have an elastic waist

Skirts: Khaki or navy blue (examples in the JC Penney Uniform Catalog) **or Polo Dress.**

Jumper: Navy blue (example in the JC Penney Uniform Catalog)

Sweater: Navy blue button front cardigan or v-neck pullover sweater **or white cardigan or sweater vest in school colors are acceptable.**

Leg wear: Knee socks, footed tights or panty hose (no leggings)

Belt: Black or brown

Shoes: Dress shoes are preferred, but nice clean sneakers are allowed. No sandals, flip-flops, or fashion boots

Jewelry: Keep it simple, no flashy jewelry, **earrings should be posts or hoops no larger than 1 inch.**

Makeup: **Makeup is not to be worn, no artificial nails, and if nail polish is worn, only neutral colors.**