

# Immaculate Conception Academy

903 Chestnut Street, Douglassville PA 19518 (610) 404-8645  
[www.icaberks.org](http://www.icaberks.org)

*Love. Learning. Leadership.*



Handbook  
2021-2022

## **MISSION STATEMENT**

Following the Blessed Mother's example of care and compassion, Immaculate Conception Academy provides a faith-filled, family-centered environment, where responsible leadership and charitable service are modeled and encouraged. In a secure setting, a strong foundation of faith is built through excellence in education and mutual respect for all God's children.

The cornerstones of Immaculate Conception Academy are:

**Love** As members of the ICA family, our students, faculty and staff demonstrate love, care, compassion and respect with each other and the outside community.

**Learning** A strong learning foundation is built for all students through a curriculum that encompasses academic excellence in a faith-filled environment that prepares our students to be life-long learners.

**Leadership** Through various leadership roles and activities our students are empowered to provide service to their school, parish, community and world.

## **PHILOSOPHY**

Immaculate Conception Academy, a faith community, is committed to providing a Christ-centered environment which focuses on a profound reverence for God, self, and others, academic excellence, and development of the total child. Our beliefs are reflected in the daily recitation of our school pledge:

I believe that Jesus is present  
in each of my classmates and in all of my teachers;  
and therefore, all of my actions  
will show my respect for Jesus.

We believe in and honor the importance of the faith community in living and modeling the Gospel values. We believe that the continuous reflection on our relationship with God, the community, each other and self is critical in realizing one's full potential as a child of God. Thus, as members of Immaculate Conception Academy, we are challenged to proclaim the gospel, promote community, and give service.

Immaculate Conception Academy creates an environment where each child develops academically according to his or her learning needs. Attention is also given to the spiritual, social, physical and emotional potential while creating a mutual respect for others.

Our mission is achieved under the direction of the Principal, Pastor, the guidelines of the Catholic Church, the Diocese of Allentown, and in accordance with the requirements set forth by the Commonwealth of Pennsylvania. It is through a working partnership with our teachers, staff, families and community members that we strive to develop the total being of each child.

## **BELIEFS**

We believe that:

- The students of Immaculate Conception Academy have the right to learn in a safe environment.
- The preparation for the future mandates that one embraces the idea of life-long learning.
- A positive self image is created through the development of moral values, self-discipline, and a sense of social responsibility.
- The Catholic School Community makes their contribution to the larger world by using the gifts that they possess to serve others.
- Each person is unique and special and deserving of respect and God's love.
- Students learn at different rates and in different ways.
- Students need to grow spiritually, intellectually, emotionally, socially, and physically.
- The student's development is enhanced when a strong partnership exists among families, school, the community.

## ADMISSIONS

1. REGISTRATION is based on the guidelines of the Diocese of Allentown.
  - a. Kindergarten – A child whose 5<sup>th</sup> birthday occurs on or before October 15<sup>th</sup> may enter Kindergarten in September of that year.
  - b. First Grade – A child whose 6<sup>th</sup> birthday occurs on or before October 15<sup>th</sup> is eligible for the first grade of that year.

Re-registration for students is held during the month of November.

Registration for new students will be held in January.

New student registration is always open. New students are always welcome here! In order for the registration to be completed, all of the following requirements must be met before the students' registration is confirmed.

- Application
- Birth Certificate (copy)
- Baptismal Certificate (copy)
- Immunization records (copy)
- Parish verification
- Copy of child's Social Security card
- A non-refundable registration fee of \$100.00
- Bus transportation form
- Immunization records (copy) : DPT (4 doses), POLIO (3 doses), MMR (2 doses), Hepatitis (3 doses), TB Test, Chicken Pox Vaccine / By 7<sup>th</sup> grade MCV and updated DPT

**All records must be submitted by August 30, 2021.**

## 2. WITHDRAWAL

Parents of students transferring from Immaculate Conception Academy must notify the principal and school secretary of the date that the child is leaving and the name of the school to which he/she is transferring. Parents must also sign a "Release of Records" permission sheet. Records will be forwarded at the request of the incoming school. Records will not be released to another school until the transfer form is completed and all tuition obligations and any other outstanding debts are paid.

Students transferring into Immaculate Conception Academy may be required to take a placement test.

**ATTENDANCE- Virtual education will be offered only in specific Covid-19 related situations such as quarantine or situations involving a long-term serious medical situation.**

## 1. Absences

Regular school attendance impacts the child's academic development. The illness of a student or a death in the family constitutes reason for lawful absence. A parent **must** notify the school if a child will be late or absent for the day. This has to be done by sending a note to the child's teacher or by calling the school office (610-404-8645) between 8:00 and 9:00 a.m. This also may be emailed by the parent or guardian to [lisa.forkin@icaknights.org](mailto:lisa.forkin@icaknights.org)

Upon returning to school, the child **must** present a written excuse signed by the parent or guardian stating the reason and the date for the absence. An absence **of three days or more** requires a doctor's certificate. If a student is going to be absent for an extended period of time the principal must be notified by the parents.

Absence due to any reasons other than those stated above, such as a family vacation must be submitted in writing for approval by the principal. If permission is granted, the child must make up all work missed. Report card grades will be withheld until all assignments are completed.

2. Lateness  
Lateness disrupts the normal flow of the school day. A child will be considered late if arrival at school by car occurs **after 8:30**. The student must report to the office for an admission slip which will then be presented to the classroom teacher. **Lateness impacts upon a perfect attendance record.**
3. Early dismissal of individual students  
To request an early dismissal, parents are to send in a note to the homeroom teacher who will then forward it to the office. The student will be dismissed from the school office. The parent must first sign the "Early Dismissal" book in order to have the child released.
4. Making up work  
Parents / Guardians are asked to notify the school office (610-404-8645) when a student is absent. Assignments for an absence may be requested. However, all calls for assignments must be received by 11:30. That will make it possible to have the assignment ready by the end of the day.
5. Family request for Vacation/Trip-  
Every effort should be made to schedule trips when school is not in session. If the decision is made, then the child's teacher and principal should be informed in writing in advance of the planned trip. When possible, if enough time is given, the teacher will provide assignments. Parents assume the responsibility for missed work.
6. Emergency closings  
If bad weather or some other emergency necessitates a school delay or closing, Parent Alerts will be sent to all families. It will be announced on TV: Channel 69. This information will also appear on the channel 69 website [www.wfmz.com](http://www.wfmz.com)  
Information will also be displayed on the school website: [icaberks.org](http://icaberks.org)  
  
Transportation (Emergency Closing) is based on the schedules of individual school districts. In the event that ICA is open and the public school districts are experiencing a delay, the parent may provide transportation, or follow the school district transportation schedule. Arrangements must be made in the event that school would be dismissed early due to bad weather. A form will be sent home and kept on record. If an emergency necessitates a change in these arrangements a note or call must be made to the school.
7. Emergency Contact Forms  
The school requires that the parents or guardians of each student complete an emergency contact form. It is important that the information on this form is accurate and updated as needed so that the parent or guardian will be able to be contacted in the case of an emergency.
6. Change of Address  
If at any time during the year, a child's address, telephone number, or email changes the parents or guardians are asked to notify the school office with the new information.
7. Communications  
Communications will be posted on the school website through the portal: Parent Communications. Some material will also be sent home with the youngest or only child in each family. These will contain timely information from the school. If parents do not have accessibility to a computer it is the parents' responsibility to notify the school.

## TRANSPORTATION

### 1. Car riders

In order to protect the safety of our students, they are to be dropped off at the curb. Parents may **not** park in the bus zone. If parents need to come into the building, they are asked to park in a parking space. **Drivers are to avoid excessive speeds at all times.**

In the morning, all students are to report to the cafeteria before dismissal to class. Supervision of students begins at 7:30. (Due to COVID students will go directly to the classroom)

### 2. Bus riders

School bus transportation is provided by the state in all sections of the parish that are beyond one and one half miles from the school.

- Children must ride the same bus both morning and afternoon as assigned to them by the school district. ICA cannot give permission for a student who is a non-rider to take the bus to any location on a given day or for a student to take another bus.
- Bus riders are not permitted to change their means of transportation unless a written note is sent to the teacher or a call is made to the office **before 2:30.**
- Bus rules must be observed. Unruly conduct may result in the student being denied the privilege of riding the bus.
- Children boarding shall immediately be seated. They shall remain seated until the bus has come to a complete stop at their destination.
- Children must enter the building directly upon disembarking the bus.
- Kindergarten, first, and second grade students must have a written card stating the means of transportation to and from school for at least the first two weeks of school.
- If the child travels on the bus, the name and number of the bus is needed.(Ex. Daniel Boone 20)
- Transportation - Mask Policy - CDC requires face coverings, regardless of vaccination status, when on public transportation - this includes on school buses and vans operated by public and private school systems. (A driver does not need to wear a face-covering if they are the only person on the bus.) This Federal order remains in effect and is the same order that governs travel on buses, trains, airplanes, etc., for business travel, personal travel, and the like.

### 3. Dismissal - **Due to COVID-19 arrival and dismissal will follow ICA's safety plan procedures.**

At dismissal car riders will be dismissed first for safety reasons. Parents are to park in the upper parking lots and not in the bus zone. Parents must come to the front door to pick up their children. No student will be released without accompanying an adult. Any student not picked up by 3:10 will be sent to the After Care Program. Charges may then be applied.

## DAILY SCHEDULE

8:25 Classes begin

8:30 Morning prayers

11:00 – 11:20 First lunch period (Grade 6, Grade 7, Grade 8)

11:20 – 11:40 First lunch recess

11:20 – 11:40 Second lunch period (Grade 3, Grade 4, Grade 5)

11:40 – 12:00 Second lunch recess

11:40 – 12:00 Third lunch period (Kindergarten, Grade 1, Grade 2)

12:00 – 12:20 Third lunch recess

2:45 Closing prayers and Dismissal

Early Dismissals are at 12:00 p.m. unless otherwise noted.

**FIELD TRIPS/ CLASS TRIPS -Due to COVID-19 Field trips will be assessed.**

The purpose of every class trip is to broaden the intellectual, cultural and social experiences of each child. Each student’s parents must provide written permission for each trip in order for the student to participate. If there is a fee for the trip this must be satisfied for the student to participate. Since the cost of the trip is prorated according to the number attending, the fee is non-refundable. If a parent does not wish a child to attend the trip for any reason, the child’s teacher should be notified as soon as possible. If the child does not attend school on the day of the trip, he/she will be marked absent. Chaperones are used under the direction of the teacher(s) in charge. Chaperones are asked not to bring other siblings or children on the trip. This presents a liability issue. All chaperones must have the appropriate clearances.

**INSTRUCTIONAL SUPPORT TEAM**

I.S.T. is the process the school uses to help individual students who are having academic, social, behavioral or emotional difficulties. An I.S.T. meeting is held to explore the child’s strengths and needs, and to create a plan of support for the child. It is a confidential process of adults working together for the benefit of the children. Each meeting is different because the team discusses each child as a unique individual. Meetings are generally attended by parents, the child’s teacher and the BCIU psychologist. The Principal and the BCIU reading specialist may also be invited to be part of the team. The team meets periodically to assess how the child is responding to the I.S.T. plan and to modify that plan if necessary.

**GOVERNMENT PROGRAMS**

The following programs are available through the government:

State	Act 89	Remedial Reading and Math - BCIU Speech Therapist – Provided by the local school district Psychologist – BCIU
	Act 90	Student workbooks and testing curriculum
	Act 195	Student textbooks and workbooks
	Act 372	Busing provided by local school districts
Health		Nurse’s services – provided by Daniel Boone School District

**HEALTH For this year there will be a COVID-19 Room and a Health Room.**

**Medical Records**

The Commonwealth of Pennsylvania has mandated that all children entering Kindergarten or First Grade present documented proof that the following immunizations have been received: Diphtheria Tetanus (DPT), 4 doses – one after the fourth birthday, Polio – 3 doses Trivalent, oral Vaccine Measles – 2 doses of vaccine, Rubella – 1 dose of vaccine, mumps – 1 dose of vaccine (or MMR vaccine), Hepatitis B – 3 doses of vaccine, Chicken Pox vaccine or proof of disease – must be accompanied with date or date of vaccine. After the basic series of Oral Polio Vaccine, Diphtheria and Tetanus, booster shots are due between four and six years of age. This should be followed by a Diphtheria-tetanus booster and MCV shot by the 7<sup>th</sup> grade.

Please inform the school nurse, in writing, when boosters are given.

- State mandated physical examinations are required in Kindergarten and 6<sup>th</sup> grades.
- Dental exams are required in Kindergarten, 3<sup>rd</sup>, and 7<sup>th</sup> grades.
- Each child, Kindergarten through 8<sup>th</sup> grade, has vision, height, and weight checks each year. Children in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 7<sup>th</sup> grades have their hearing checked. A notification is sent home to parents if there is a correction needed.

**School Nurse**

A registered nurse is provided on a part time basis by the public school district. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referrals to parents when problems are found. The nurse maintains all health records.

When the nurse is not in school, the school staff or nurse volunteers care for sick or injured students.

## Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day the following applies:

- Prescription and non-prescription over-the-counter medications must be in the original container with a note from the parent or physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication.
- No medications should be placed in lunch boxes or school bags for students to self-administer.
- Parents will receive a form in the beginning of the school year to choose whether or not they wish their child to receive medication for nausea or headaches. The medication is available and can only be given with permission.

## Allergies

Parents must alert the school nurse and/or school personnel to specific allergy needs. A care plan will be made in writing and kept on file.

## **INSURANCE**

Effective July 1, 1990 the Diocese of Allentown implemented a student accident program for any student who attends kindergarten through grade eight. The cost of this program is paid by the school.

## **HOME AND SCHOOL ORGANIZATION**

Parents of students attending Immaculate Conception Academy are encouraged to be active members in the Home School Organization.

The objectives of this organization are:

1. To promote the religious, educational, and cultural welfare of the children of Immaculate Conception Academy.
2. To bring into closer relationships the home, the Church and the school by fostering and promoting cooperation and communication between parents and teachers in the training of the children.
3. To bring together a complete functioning of all civic and educational facilities that is or can be made available.

## **LUNCH- Due to COVID-19 lunch and recess will be assessed daily.**

The Immaculate Conception Academy lunch program provides its own food service. Each month the students are provided with a lunch calendar and have the option to buy lunch daily. Students should bring a packed lunch on the days they do not wish to buy. The students have a choice of a hot entree or an alternate selection. Choice of a beverage is also included. The price of lunch is \$3.00. Students who forget their money may "charge" their lunch. After 4 charges the student will only be given cereal, fruit and a drink until their debt is paid.

## **EXPECTATIONS OF THE STUDENTS IN THE CAFETERIA/CLASSROOM**

1. Students should eat lunch using proper table manners.
2. Students should remain in their seats during lunch.
3. Students should be respectful at all times.
4. Students should not leave the cafeteria unless they are given permission.

5. After eating, students should clean their area.
6. Students are not permitted to bring food or drink out of the cafeteria or classroom.
7. Students are only to assemble in the designated recess area and are not allowed in any other area unless specific permission is given.
8. Students should talk, refraining from yelling.

### **PARTY INVITATIONS**

Children may bring party invitations to school only when they are inviting every boy and/or girl in the class to the party. Students should tell their homeroom teachers that they have the invitations before the invitations are distributed. If every boy and/or girl in the class is not invited, invitations may not be brought to school.

### **SACRAMENTAL PROGRAM**

As part of the Religion curriculum students in Grade Two receive the sacraments of Reconciliation and Holy Eucharist. In Grade Eight students receive Confirmation. Since religious education is a partnership between school and parents, parent meetings are held to clearly establish the roles of family and school during these important times of preparation. Attendance at these meetings is strongly encouraged. Parents of children in these grades are required to take an active part in preparing their children for the reception of these sacraments.

### **LITURGIES**

The students attend Mass at least twice a month and are responsible for the preparation of the liturgy. They are also involved in various other types of liturgical worship including: Living Stations, Seder Meal, Stations of the Cross, Advent Wreath Ceremonies, May Procession, Holy Day Celebrations, Prayer Services, and Special retreats. Parents and friends are invited to worship with the school.

### **SPORTS PARTICIPATION**

Immaculate Conception Academy promotes and maintains opportunities for various growth developments. Support is given for students to participate in sports activities and other extracurricular opportunities. However, the priorities for our students remain our academic programs.

For children to be permitted to participate in these activities they must maintain a passing average in all academic subjects, including effort and conduct.

Students who receive a detention must sit out of the CYO activity closest to the date when the fifth infraction is issued.

### **STUDENT COUNCIL**

The purpose of the student council is to promote student leadership throughout the grades. Each class elects two homeroom representatives (boy/girl) to present the class' needs at the monthly student council meetings. The student council class representatives (Grades K-7) will be chosen by vote and the representatives in these grades cannot succeed him/her. The eighth grade will hold executive positions of President and Vice-President Secretary, Treasurer, and Mission Representatives. They are elected by the faculty and fifth, sixth, seventh, and eighth grade students. Since elections occur in September, those students interested in becoming a Student Council member must have had passing grades in all subjects, including conduct and effort at the end of the previous academic year. To remain an active member, the student must continue in good academic and behavioral standing.

### **TELEPHONE**

The telephone in the school office is for business only. A student may use the phone only in the case of emergency with permission. Students are permitted to have cellular phones. However, they must be turned off and kept in a container on the homeroom teacher's desk. If a student is found to be using a cell phone during the day the phone will be confiscated and held in the Main Office until the parent makes arrangements to reclaim it.

## TUITION

Tuition is managed by FACTS tuition Management Company. All families must sign up for FACTS. Registration and communication with FACTS is available at the following web site: <https://factsmgt.com/> Current tuition rates are available in the school office.

## VISITORS/ VOLUNTEERS During COVID-19 Visitors/Volunteers will be limited.

All visitors must report to the school office and sign in the Visitor's Log when entering the building. Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or have an unscheduled visit in a classroom unless specific permission is given due to the class disruption that will occur.

The assistance of volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by these caring people. Volunteers are asked to report to the office, sign in, and wear a "Volunteer" badge. Volunteers are expected to be professional, maintain confidentiality, and respect the individual child, their families, and the school.

### Diocesan Requirements

- Read and sign the acknowledgment form for the Code of Conduct policy
- Read and sign the acknowledgment form for the Policy Regarding the Sexual Abuse of Minors
- Attend a Protecting God's Children workshop and submit the certificate of attendance

### State Required Clearances

*(Must not be dated before 2015 and will need to be updated every 5 years)*

- Submit a PA State Criminal Record Check
- Submit a Department of Welfare's Child Abuse Clearance
- Submit an FBI Criminal Background Fingerprint Check
- Submit a Mandated Reporting Training Certificate of completion

## BOOKS

Students are expected to carry their books to school in a suitable book bag. The children are expected to care for the books given for their use. All books are to be covered, with the exception of copybooks. Workbooks are to be covered in clear contact paper. Hardback books are to be covered with book covers. The student's name, the name of the book and the grade are the only things that are to be written on the cover of the book.

All lost or damaged books, including library books must be paid for in full by the student.

## CURRICULUM

All grades follow the courses of study issued by the Office of Catholic Education of the Diocese of Allentown. These subjects include Religion, Mathematics, Integrated Language Arts (Reading, Literature, Grammar, Writing, Handwriting, and Spelling), Social Studies, Science, Art Music, STEM, Media/Library, Foreign Language, and Physical Education.

## HOMEWORK

Homework refers to an assignment given by a teacher to reinforce and stimulate a concept presented in class. Parents have the responsibility to provide an atmosphere conducive to study and to exhibit a real interest in the accomplishment of their child's assignments.

Homework includes both written and study assignments. The following time per night is suggested for homework:

- |                |            |
|----------------|------------|
| Grades 1 and 2 | 30 minutes |
| Grades 3 and 4 | 45 minutes |

Grades 5 and 6	60 minutes
Grades 7 and 8	90 minutes

### **HONOR RECOGNITION/GRADES 6, 7, AND 8**

Committed to inspiring life-long learners, Immaculate Conception Academy believes in developing the whole child to reach his/her fullest potential.

Students in Grades 6, 7, and 8 will receive Honor Certificates if their grades have met the following requirements:

**FIRST HONORS:** Students must have at least a 92 in all major subjects (Religion, Reading, Mathematics, English, Spelling, Social Studies, and Science.) Students must also have a minimum of an S in Effort, Conduct, Physical Education, Art, Music, Computer and Handwriting.

**SECOND HONORS:** Students must have at least an 85 in all major subjects listed above and an S in all Effort and Conduct areas and all minor subjects listed above.

Principal's Honors (8<sup>th</sup> Grade) will be awarded at the end of each school year for students who achieve the following criteria:

First Honors every trimester – Gold

Second Honors or a mix of First and Second Honors every trimester - Silver

### **PARENT/TEACHER CONFERENCES**

Conferences are scheduled in the middle of the first trimester. Arrangements for conferences at other times can be made in writing to accommodate the schedules of both parents and teachers.

### **REPORT CARDS/ PROGRESS REPORTS**

Report cards are distributed three times a year. Kindergarten report cards are distributed twice.

Progress reports are available on Canvas at mid-trimester for each report period to inform parents of low grades, possible failures, or behavior concerns.

Report cards, Progress Reports and student grades are available on Canvas.

### **PROMOTION**

Students will be promoted to the next grade if they have successfully completed the requirements for the current grade. If there is a deficiency in an academic area, the student will be asked to receive tutoring in the subject by a certified teacher. Documentation of the tutoring will need to be presented before the student returns to school.

Promotion from Kindergarten to grade one will be according to the recommendation of the faculty and Administration for students not meeting the local school Kindergarten cut-off date of 5 by September 1<sup>st</sup>.

### **TESTING**

Standardized tests are conducted in school in accordance with the directives from the Diocese of Allentown. Testing will be conducted in the spring. Grades 3, 5, and 7 will be given the Cognitive Abilities Test and the IOWA Tests of Basic Skills will be administered in Grades 2, 3, 4,5,6,7.

### **DISCIPLINE**

The prime purpose of discipline is to develop rational self-control in the child. The purpose of discipline is to promote character training and to provide a classroom situation conducive to learning. At Immaculate Conception Academy, the central theme for discipline is RESPECT.

Students are expected to exhibit:

Respect for God

- Reverent behavior during Liturgy and Prayer
- Respectful behavior during class discussions and activities
  
- Speaking with reverence, avoiding cursing, profanities, indecent language or gestures
- Exhibit honesty and refrain from cheating, stealing, and plagiarism

Respect for Others

- Respectful attitude toward faculty, staff, volunteers
- Treat others with kindness, compassion and tolerance
- Respect for all school property
- Refrain from fighting and causing any harm to another
- Abide by the technology acceptable use and anti-bullying policies

Respect for Self

- Come to class prepared, returning homework, signed tests, library books
- Avoidance of drugs, alcohol, or tobacco
- Obedience of classroom rules
- Compliance with dress code guidelines

**Disciplinary procedures in grades K-4 are handled by the individual teachers.** Exceptional cases involving serious offences are referred to the Principal.

Students in grades 5-8 are expected to follow the rules and regulations of Immaculate Conception Academy. Students who do not abide by the school rules will be issued an infraction slip. These slips must be signed by a parent/guardian the evening it is issued and then returned to the issuing or homeroom teacher the next day.

Infractions are not carried over from one trimester to another.

**Middle School Students (5-8) may receive an infraction in either the Behavior or Academic Area.**

**Academic Area** – A total of 5 infractions will result in an after school detention.

Some examples, but not limited to include:

- Unprepared for class – Not having books, supplies or charged device
- Unsigned tests
- Failing to complete homework, projects or in-class assignments

**(Please note:** Students will receive a 0 on the first day of a missing homework, project, or in-class assignment in addition to an infraction slip.

Students will receive a partial grade if he/she turns in the missing homework, project, or in-class assignment **AND** the signed infraction slip on the next day.

**Behavior Area** – A total of 5 infractions will result in an after school detention.

Some examples, but not limited to include:

- Classroom disruptions
- Inappropriate hallway, bathroom, lunchroom or recess behavior
- Gum chewing
- Uniform violations without parental notice
- Leaving the classroom/cafeteria without permission/ Being in a location without permission
- Non-ICA outwear during classroom instruction
- Unsigned infraction notice

5 infractions = 1 Detention – Detentions will be served once a week from 3:00-4:00 and will be supervised by a faculty member. (Infractions will not be carried over from one trimester to another.)

**Automatic Detention** – The following is a list of behaviors that will result in **automatic detention**. These include, but are not limited to:

- Cheating
- Fighting
- Lying / Deception
- Plagiarism – copying someone else’s work
- Forgery – handing in any school assignment written by someone other than yourself / handing in any school assignment signed by someone other than your parent.
- Disrespect of authority / Irreverence – lack of respect in church / improper attitude towards teachers, staff, administration, volunteer or classmate
- Inappropriate language, gestures, written language, or materials
- Abuse of school / church property
- Bullying / harassment

**Suspension** – A student may receive an In-School or Out-of-School suspension as a result of serious offenses at the discretion of the administration. (Parents /Guardians of the student will be informed by a phone call or in writing of the suspension as soon as possible.

**Sport’s Participation (CYO)** – Students who receive a detention must sit out of the **CYO** activity closest to the date when the 5th infraction is issued.

**Student Council** – Suspension from Student Council will occur immediately until the detention is served and the behavior is corrected or academic concern improves.

### **Search Policy**

The school administration reserves the right to search the personal effects of the students when a reasonable cause exists regarding contraband or a threat to the general welfare of the school. The determination of the reasonableness of the cause will be decided by the administration to insure the health, safety and welfare of the school community.

### **Hand-Held Devices**

Students are not allowed to use any hand-held devices / cell phones / smart watches that can be used as phones during school hours. Bringing inappropriate items to school disrupts the educational atmosphere and can also create discipline problems.

- Students in Kindergarten-Grade 4 are not permitted to bring a cell phone, hand-held device or smartwatch that can be used as a phone to school. Students are monitored during the day by their teachers. Students who participate in after school activities are supervised by a teacher or coach and it will be the adult who is responsible to contact parents if needed.
- Students in Grades 5-8 are permitted to bring a cell phone or hand-held device. These must be placed in the pocket chart each morning in the student’s homeroom. These will be returned at the end of the day.
- ICA reserves the right to review any content including but not limited to electronic communications received, stored, or sent while on school grounds or on field trips off school grounds.
- ICA reserves the right to take a cell phone if it is not in the pocket chart of their homeroom teacher or is using the device inappropriately while on a field trip. Parents will need to come to school to retrieve the phone.

### **Weapons Policy**

#### **Firearms and Explosives**

Any student or other person who possesses any firearm, shotgun, pistol, rifle or explosive on school premises or on the premises of a school sponsored event shall be turned over to law enforcement

personnel, expelled from the school, and subjected to criminal sanctions, authorized by law. The parent(s) of a student shall be notified immediately by the principal or his or her designee. Any firearm, shotgun, pistol, rifle or explosive confiscated by the school shall be turned over to law enforcement personnel and disposed of according to law.

### **Other Weapons and Violence**

**Any student** who possesses any other weapons (as defined below and not specified above) on school premises or on the premises of a school sponsored event or any student who initiates violent conduct may be subject to:

- Local disciplinary sanctions
- Suspension from school activities or extracurricular activities
- Out of school suspension or expulsion

Note: Weapons shall include but not limited to any knife, cutting instrument, cutting tool, nunchucks, firearm, shotgun, rifle and/or any other tool, implement capable of inflicting serious bodily injury.

### **Gum**

Students are not permitted to chew gum while in school. Violation of this rule will result in a Behavior Report.

### **Hazing**

Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

### **DRESS CODE**

#### **Formal winter uniforms (November 4, 2021 – March 25, 2022)**

Boys (Grades K-5)

A white long-sleeve oxford shirt with a wine tie, or white turtleneck, and wine uniform crew neck sweater. Khaki long pants with a belt. Navy or tan socks.

Boys (Grades 6-8)

A white oxford shirt with a multi-striped tie or white turtleneck, and wine vest or crew neck sweater. Khaki long pants with a belt. Navy or tan socks.

Girls (Grades K-5)

A white blouse or white turtleneck. School uniform jumper with patch. Navy tights, knee socks or crew socks. Khaki long pants may be worn.

Girls (Grades 6-8)

A white oxford shirt, or white turtleneck, the uniform wine vest or wine crew neck sweater with logo. The school uniform skirt. Navy tights, knee socks, or crew socks. Khaki long pants may be worn.

**Cargo or banded pants are prohibited.**

### **Uniform Shoes**

Tan nubuck with red crepe sole. Top-sider with non-marking soles.

**(K-3 Boys)** – Also may wear Velcro or tie oxford shoes with non-marking soles.

**(K-3Girls)**- Also may wear Mary Jane's with non-marking soles.

**No work boots, moccasins, flip flops, slippers, sandals or beach shoes should be worn.**

#### **Summer uniform (August 30, 2021 – October 29, 2021), (March 28, 2022 – June 9, 2022)**

Boys

Khaki shorts or long uniform pants with belt, wine-colored golf shirt (with embroidery), white crew socks and sneakers.

Girls

Khaki skort, wine-colored golf shirt (with embroidery), white socks and sneakers.

Sneakers cannot have wheels and cannot light up.

**Black socks may not be worn with the summer uniform.**

petra

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with logo or wine uniform

tights, knee socks or crew

### **Gym uniform**

Navy blue sweatshirt with logo, navy sweatpants with logo, light blue T-shirt with logo and navy mesh shorts with logo. Also permitted is any ICA Spirit Wear only. White socks and sneakers. Sneakers cannot have wheels. Sneakers cannot light up.

Part of the gym grade will be based on participation and proper attire for class. If the student is not dressed appropriately in the correct uniform, points will be deducted from the grade.

On days that we will be attending Mass, the gym uniform may not be worn. If the child will be having gym that day, the student will be allowed to either wear their gym uniform under their regular uniform or change into it after the liturgy.

### **Additional information**

Shoe laces must be tied.

Shirt tails must be tucked in.

Pants must be worn at the waist and not the hips.

Skirts, skorts, or gym shorts are not allowed to be rolled at the waist and are to be of reasonable length.

Dyed hair and outlandish styles are not permitted. Boy's hair should be trimmed around the ears and off the collar.

Make-up may not be worn. (Only clear or pale or light pink or white nail polish is permitted.)

### **School Administration and faculty may request the removal of any inappropriate make-up.**

Jewelry may consist of post earrings (1 in each ear) for the girls. A watch, religious medal or cross on a chain, and single bracelet are permitted. Boys are not permitted to wear earrings.

Habitual violation of the dress code will be considered defiance and a behavior report will be given.

Should it be necessary for the student to be out of uniform, a note from the parent needs to be given to the homeroom teacher before the start of the day.

***Only school sweaters and/or ICA sweatshirts are permitted to be worn in class. Other sweaters or sweatshirts must be removed when students are in class.***

### **Casual Dress Down Days**

Occasionally throughout the year, casual dress down will be permitted.

**Not Permitted:** patched or torn jeans, cut-off jeans, exposed midriffs, muscle shirts, tube tops, halter tops, tank tops, tops with spaghetti straps, excessively short skirts or shorts, hats, pajamas, open-back shoes, slippers, moccasins or flip flops. (*Sling back sandals may be worn.*) Slogan T-shirts should be in good taste.

**Themed Dress Down Days** will be held throughout the year. Specifics about attire for these **days** will be communicated accordingly.

**ICA’S Facial Mask Policy - updated August 2021- This is subject to change per state and Diocesan guidelines.**

Students and staff will be required to wear face coverings indoors. Students will not be required to wear masks outside with distancing.

Transportation - Mask Policy - CDC requires face coverings, regardless of vaccination status, when on public transportation - this includes on school buses and vans operated by public and private school systems. (A driver does not need to wear a face-covering if they are the only person on the bus.) This Federal order remains in effect and is the same order that governs travel on buses, trains, airplanes, etc., for business travel, personal travel, and the like.

**Virtual Learning**

Virtual education for the 2021-2022 school year will be offered only in specific COVID-19 related situations such as quarantine or situations involving a long-term serious medical situation.

**Process**

1. Canvas is our Learning Management System (LMS) for Grades 4-8 to centralize materials, lessons, instruction, and assessments. Grades K-3 will utilize Seesaw.
2. Student assignments (4-8) will be posted on Canvas.
3. Student assignments (K-4) will be emailed to the parents and posted on Seesaw.
4. Direct instruction:
  - a. Will be live-streamed by the teacher.
  - b. Will provide a continued focus on our Catholic identity throughout instruction and in all content areas.
  - c. Goal is mastery of the curriculum for the year.
5. Attendance will be taken and marked Present “virtually” or absent.
6. Please see the virtual agreement for ICA at the end of the handbook. This must be signed and returned in order for you student to participate in virtual learning due to quarantining and/or medical condition.



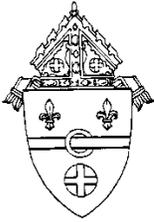
# IMMACULATE CONCEPTION ACADEMY

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LOVE, LEARNING, LEADERSHIP

Continuous Enrollment - Once a Knight always a Knight Policy.

- My ICA student(s) will keep coming back to ICA every year unless I notify the school otherwise by January 15th of the current school year. If the school office is notified after January 15th of the current school year, there will be a Record Transfer Fee of \$100 per student.
- I understand that each year, ICA will publish the following school year's tuition rates and post it to the website before January 15th. Families will also be notified through ICA's communication system.
- I understand that I have the option each year to notify the ICA Office of any changes in my enrollment plans for my child/children by completing a Withdrawal Form by January 15th of the current school year without incurring the \$100 per student Record Transfer Fee.
- I understand that all enrollment and financial agreements signed for this school year will apply to all years going forward until I have notified ICA of any changes or plans to withdraw my children.
- I agree to keep our student's demographic information updated in the school's information system and FACTS by promptly notifying the school's Main Office of any changes.
  
- I will review the Student Handbook each year for any changes to these policies.
- I agree to fulfill all financial obligations promptly.



## **Anti-Hazing Policy**

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding”. (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

**Superintendent’s Regulation - Adopted: August 1, 2016**

## **BULLYING AND HARRASSMENT POLICY**

As Children of God, we believe that all persons are created in His image and have dignity and worth. Federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any student or employee; the courts also hold schools responsible for taking appropriate action to address bullying/harassing behaviors which interfere with a student's educational process. Accordingly, and in faithfulness to its mission, Immaculate Conception Academy does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational or work environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

**Bullying defined :** Pennsylvania law defines bullying as an intentional electronic, written, verbal, or physical act directed at another student in a school setting that is severe, persistent or pervasive, and has the effect of substantially interfering with education, creating a threatening environment or disrupting the orderly operation of the school.

### **Disruption of the Educational Process**

Behavior that disrupts the educational process, whether on school property or at school sponsored events and activities will not be tolerated and will subject the offending student to appropriate disciplinary action. Behavior which disrupts the educational process includes, but is not limited to the following:

- Behavior which threatens the health, safety or welfare of others;
- Behavior which may cause damage to public or private property, including the property of students or faculty/staff;
- Illegal activity;
- Behavior that interferes with another student's access to educational benefit from institutional and extracurricular activities; or
- Behavior that disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities.

### **Complaint/Reporting/Follow-up Procedures**

A student who feels that he/she is a victim of bullying/harassment is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as a sign that the student wants him/her to stop.

If the bullying/harassment continues, or if the student is not comfortable confronting the perpetrator, he/she has a responsibility to report the bullying/harassment as soon as possible to the teacher/principal who will investigate the complaint.

Any student who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed should bring the situation to the attention of the teacher/principal so that action being witnessed can be investigated and possible corrective action taken.

Reports of bullying/harassment will be documented in writing by the teacher/principal and will include details of the incident(s), names of the individuals involved, and names of any witnesses.

If the school determines that bullying/harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any student determined by the administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the administration to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including determination.

For **unsubstantiated incidents**, an investigation will take place, and parents will be notified of the allegations, investigation results and recommended follow-up action.

For **substantiated incidents**, following an investigation

- Appropriate disciplinary consequences will be applied to the offending student;
- Parents of all involved students will be notified of the incident, results, and school follow-up actions;
- If the bullying/harassment involves physical assault and/or threats or gestures to cause life-threatening harm to another person, law enforcement authorities will be notified of the incident for possible criminal investigation;
- Victims will be offered counseling with a counselor from the Berks County Intermediate Unit;
- Offenders might be required to participate in counseling from the Intermediate Unit. If outside assessment or work with an outside mental health professional is recommended, this must be pursued and will be the financial responsibility of the harasser and his/her parents.

Prohibited bullying and harassment are defined as, but not limited to, the following behaviors:

**Verbal bullying/harassment:** includes, but is not limited to, the following whether in oral or written form:

- Derogatory comments, jokes, slurs, off-color language or innuendos;
- Belligerent or threatening words communicated to another student or employee
- Name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting

**Social/relational aggression/harassment:** is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through:

- Ignoring, isolating, excluding, or shunning
- A pattern of behavior in which a student or a group of students picks on another student or treat him/her in such a way that makes him/her feel uncomfortable or alienated
- Spreading false and/or malicious rumors;
- Gossiping or revealing personal information, embarrassing or publicly humiliating another

**Cyber bullying/harassment:** includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, Facebook or other social network sites, video and digital photo images, and/or text messages; is considered inappropriate speech when it involves

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- Posting information that could cause damage, danger, or disruption of the educational process;
- Making a personal attack, including prejudicial or discriminatory attacks;
- Knowingly or recklessly posting false or defamatory information about a person;
- Using technological communications to intimidate, bully, harass, or embarrass others in any area included in this policy.
- **NOTE:** Students' home and personal use of technology can have an impact on the school and or other students. If a student's personal expression involving technology – such as a threatening message to another student or a violent website – creates a likelihood of disruption of the educational process, the student may face school discipline as well as criminal penalties. The courts have ruled, in fact, that the school not only has an ethical obligation but also a legal obligation to take action in these kinds of situations.

**Visual bullying/harassment:** includes derogatory, demeaning, or inflammatory posters or signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures.

**Physical bullying/harassment:** includes unwanted physical touching or contact assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying other's belongings or property; it also includes physical acts that are demeaning and humiliating but not bodily harmful.

**Retaliation:** includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

**Sexual harassment/bullying:** Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's educational development, participating in a school-related activity, or employment: or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.

Sexual harassment/bullying may also include spreading sexual rumors or making sexually suggestive or sexual abusive remarks.

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All witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students, parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action as warranted (detention, suspension, expulsion) according to the severity of the situation.

## Virtual Learning Agreement

### **Teacher Responsibilities:**

1. Posted schedule on the teacher Canvas LMS for Grades (5-8). Parents will receive sign in information for Canvas.
2. Schedule emailed to parents for Grades (K-4).
3. Let students into the “room” each day.
4. Acknowledge the student who has signed in the virtual classroom.
5. Teachers may record lessons.
6. Attendance will be taken.
7. Assignments will be posted in Canvas LMS for Grades (5-8).
8. Assignments will be posted in SeeSaw and emailed to parents for Grades (K-4)
9. Students' grades will be posted on Canvas LMS for Grades (1-8).

### **Student Responsibilities:**

1. The student must sign in to Canvas LMS for morning exercises (5-8).
2. Students will participate in morning prayers and announcements at 8:30 a.m.
3. The student’s video MUST be on.
4. The student MUST be seated at a table or desk during instruction.
5. The student may NOT eat during instructional time.
6. The student must ask the teacher if they can be excused (bathroom breaks).
7. The student MUST wear a school uniform during their instruction.
8. The student’s audio will be muted, except when asking questions.
9. The student must be present for class according to the schedule the teacher provides the students. (exceptions will be for illnesses).
10. The student will NOT be allowed to use cellphones or any other devices during class instruction.
11. Students will take tests and quizzes during live instruction class.
12. Rules of the classroom will apply for virtual classrooms.

### **Parent Understandings/Responsibilities:**

1. Parents will oversee the student who is accessing the virtual classroom. This is essential for attendance purposes.
2. Parents will monitor their child's behaviors during instruction. (This includes not using cellphones or playing video games while in class.)
3. Parents will notify the school/teacher when a child is absent.
4. Parents will check Canvas LMS for assignments (Grades 5-8).
5. Parents will check grades weekly on Canvas LMS to ensure students are caught up (Grades 1-8).

6. Parents will contact teachers when students are having technical issues, academic issues, etc.
7. Parents will ensure that students are handing in assignments on-line on their due dates.
8. Parents may NOT provide assistance on tests.

The Diocese of Allentown Acceptable Use Policy for Computing and Internet Access and School Handbook/Discipline policy applies virtually as well as at school. Appropriate disciplinary action will be in accordance with School Handbook policy.

Please sign that you agree with the above responsibilities outlined:

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Common Definitions:

LMS - Learning Management System

**Return this paper and the Handbook sign-off on the next page by Sept. 7th.**

# Immaculate Conception Academy

## Policy Agreement Handbook

We have carefully read and understand the policies, procedures and regulations of Immaculate Conception Academy stated in the 2021-2022 Handbook. We accept these conditions for the enrollment of our children in this school. We will uphold the ideals of Immaculate Conception Academy to the best of our ability.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Please return to school by September 7th. Thank you for your support.

This handbook is intended as a guide to the school's policy and procedure for the benefit of the school and its students. However, this handbook is not a contract nor is it intended to vest any particular rights. The school reserves the right to deviate from literal compliance with the terms hereof, where the school deems it necessary in the interest of the school and its students to change or modify the application of the matter discussed herein.

**2021-2022 School Year**