



Immaculate  
Conception  
Academy | [icaberks.org](http://icaberks.org)

*Love. Learning. Leadership*

903 Chestnut Street,  
Douglassville, PA 19518  
(610) 404-8645

# ICA Handbook 2022-2023

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## ICA's 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 for 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 lifelong 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 that focuses on a profound reverence for God, self, and others, academic excellence,

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and the 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 the 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 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. We strive to develop each child's total being through a working partnership with our teachers, staff, families, and community members.

## **BELIEFS**

Every student has the right to be treated as a child of God, with love and respect. ICA welcomes all families.

### **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 lifelong 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 contributes to the larger world by using its members' gifts to serve others.
- Each person is unique, special, deserving of respect, and precious in God's eyes.
- Students learn at different rates and in different ways.
- Students need to grow spiritually, intellectually, emotionally, socially, and physically.

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- The student's development is enhanced when a strong partnership exists among families, schools, and the community.

**As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:**

The primary purpose of Catholic school education is to provide academic excellence in a safe, Christ-centered environment and to strengthen our community.

While Catholic Education places a high value on academic excellence and extracurricular achievement, its fundamental priority is to share our faith and educate students according to Catholic teaching and identity.

Attending a Catholic school is a privilege, not a right. We look to share our faith in a joyful, welcoming way. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Pastor of Immaculate Conception Church acting in unison with the Diocese of Allentown. As a student, parent or guardian of ICA, I commit to uphold all principles and policies that govern Immaculate Conception Academy.

## **ICA BOARD OF LIMITED JURISDICTION**

"A board with limited jurisdiction (BLJ,) also called a policy-making board, is a body that participates in the policy-making process by formulating, adapting, and enacting policy. The Board has been delegated final authority to enact policy regarding certain areas of institutional operation, although its jurisdiction is limited to those areas of operation that have been delegated to it by the constitution and/or bylaws, and approved by the delegating church authority." J. Steven O'Brien, Ed., A Primer on Educational Governance in the Catholic Church

The BLJ consists of fifteen to twenty-one voting members. Members appointed by the Pastor must possess a genuine interest in Catholic Education, the mission of Immaculate Conception Academy, and the Diocesan and Parish vision.

Members should actively and generously support with all available personal resources the programs and operations of the Academy. This support includes but is not limited to the ICA Annual Fund.

Members should give witness to Catholic teachings and moral values.

Members should deliberate on all matters before the Board in good faith and for the common good of the community of Immaculate Conception Academy, the Parish, the Diocese of Allentown, and the Roman Catholic Church.

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Membership shall be composed of those supportive of Catholic Education, including parishioners, leaders within the educational, civic, business, and professional communities, alumni and parents of alumni, and current parents (no more than ⅓ membership.)

## **BOARD OF LIMITED JURISDICTION RESPONSIBILITIES**

Subject to the reserved powers held by the Pastor, Superintendent, and Bishop/CFO, the Board of Limited Jurisdiction is responsible for fostering the highest possible standards of academic and religious Education for all students and, in collaboration with the Pastor, provides policy direction to the school in these eight distinct areas.

1. Financial Oversight - the BLJ develops plans and means to secure the school's financial future.
2. Advancement -Development/Fundraising, Enrollment, Communications & Constituent Relations.
3. Strategic Planning - The BLJ participates in realizing the Diocesan and Parish Vision and drives the development of the strategic plan, goals, and objectives.
4. Policy Development - The BLJ develops (following Diocesan policies) Policies that give general direction for administrative action of the school.
5. Board Development/Evaluation - The BLJ annually determines its effectiveness in light of the Diocesan and Parish Vision and its mission and responsibilities as outlined in these operating principles. The Bishop (or his delegate) also provides oversight to the workings of the Board.
6. Principal Selection/Evaluation - Selection of a new principal begins with the Pastor notifying the board chair and together forming a candidate search committee (in consultation with the office of Education.) Evaluation of the Principal is the joint duty of the Diocesan Office of Education, the Pastor, and the BLJ in consultation with the parents and the faculty.
7. Personnel policy - The BLJ supports the Diocesan employment and teacher qualification policy and adheres to the compensation guidelines established by the Diocese.
8. General Policy - Except as otherwise specified in these operating principles, the BLJ does not deal with the following:
  - a. Review of Administrative decisions.
  - b. Administrative regulation.
  - c. Personnel issues that concern students, faculty, or staff members.
  - d. Hiring or firing.
  - e. School Curriculum.

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## ADMISSIONS

ICA welcomes all admitted students and will take the appropriate measures necessary to provide a safe, structured, and nurturing learning environment. It should be understood that all students and their parents are required to respond to the rules and expectations outlined in this handbook and successfully perform the academic work mandated by the faculty to ensure satisfactory academic progress. Students attend ICA at the school's invitation. Continued enrollment is contingent upon consistent attendance, satisfactory academic performance, a positive attitude, and constructive behavior. A student considered to be in good standing is:

1. One who has not become subject to dismissal.
2. One whose record of conduct is satisfactory.
3. One who has met all financial obligations to the school or made satisfactory arrangements with the school's Administration.

As members of the ICA community, responsible conduct and decisions are also expected outside of school and during all school-sponsored functions. Decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final. All students are admitted on probationary status for one year.

1. **REGISTRATION** is based on the guidelines of the Diocese of Allentown.

a. Kindergarten – A child whose fifth birthday occurs on or before October 15 may enter Kindergarten in September of that year.

b. First Grade – A child whose sixth birthday occurs on or before October 15 is eligible for the first grade of that year.

Registration for new students will be held at the end of January.

New student registration is always open; however, if a class is full, there will be a waitlist for the upcoming year. New students are always welcome here! For the registration to be completed, all of the following requirements must be met before the students' registration is confirmed.

- Application (begins the registration process)
- Birth Certificate (copy)
- Baptismal Certificate (copy)
- Immunization records (copy)
- Parish verification
- Copy of child's Social Security card

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- 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 7th grade MCV and updated DPT
- All records must be submitted by August 29, 2022.

### **Middle School and Mid-Year Admissions:**

No student will be accepted after the school year begins without providing copies of their school records for review and a scheduled interview with the Principal. A Reading and Math Assessment will be administered prior to acceptance. There is a required 90-day probationary period for all students transferring into Grades 5-8. Assessments will be made during that period to ensure a smooth transition for both incoming and current students in the class. The final acceptance decision will be at the discretion of the Principal and Pastor.

### **2. WITHDRAWAL**

Parents of students transferring from Immaculate Conception Academy must notify the Principal and school secretary of the date 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. School records will not be released to another institution until the transfer form is completed and all tuition obligations and other outstanding debts are paid.

## **Continuous Enrollment**

ICA uses a continuous enrollment model. We ask that all families are aware of their responsibilities under this policy.

- You understand that ICA will publish the following year's tuition rates and post them on the website before January 16. Families will also be notified through ICA's communication system.
- Your ICA student(s) (K-7 grade) will return to ICA every year unless you notify the school otherwise by January 16 of the current school year. If the school office is notified after January 16 of the current school year, there will be a Paperwork Fee of \$100 per student.

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- You understand that you have the option each year to notify the ICA Office of any changes in your enrollment plans for your child/children by completing a notice of transfer form by January 16 of the current school year without incurring the \$100 per student Paperwork Fee.
- You understand that all enrollment and financial agreements signed for this school year will apply to all years going forward until you have notified ICA of any changes or plans to withdraw your children.
- You agree to update your student's demographic information in the school's information system and STS by promptly notifying the school's Main Office of any changes.
- You will maintain a current STS account with your selected terms.
- You will review the Student Handbook each year for any policy changes.
- You agree to fulfill all financial obligations promptly.

The Pastor and Principal may use their discretion, in extenuating circumstances, for the application of this policy.

Students transferring from ICA to another school are asked to fill out an exit survey and Release of Records paperwork and fulfill all outstanding financial debts (including outstanding tuition and fees.)

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

## **DRESS CODE**

### Daily Uniform - Expectations

- 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 must be cut so as not to extend below the top of the shirt collar or the top of the eyebrows.
- Make-up may not be worn. (Only clear or pale or light pink or white nail polish is permitted.)

School Administration and faculty will request the removal of any inappropriate make-up.

- Jewelry may consist of the girls' post-earrings (1 in each ear). Boys are not permitted to wear earrings. A religious medal, cross on a small chain, and single small bracelet may be worn by both boys and girls.

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- *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 ICA spirit wear or plain navy or maroon sweatshirts are permitted to be worn in class for extra warmth. \*\*Please note that a sweatshirt may be worn in ADDITION to the full seasonal uniform. A sweatshirt does not replace a logoed polo shirt for summer uniforms or any piece of formal winter uniform for boys or girls.
- No hats or caps may be worn in the building. (Unless we have a specific hat themed dress down day.)

Summer uniform (August 29 – November 4). (April 11, 2023 – June 7, 2023)

*\*\*Please note that Flynn & O'Hara refers to the color **maroon as wine** on their website.\*\**

#### **All Students -**

- Sneakers cannot have wheels and cannot light up.
- Black socks are not permitted with the summer uniform.

#### **Boys**

- Khaki shorts or khaki uniform pants with a tan belt.
- Maroon polo shirt (embroidered by Flynn & O'Hara)
- White crew socks, and sneakers.
- The student may wear a uniform sweater, approved spirit wear, or plain navy or maroon sweatshirt over their full uniform in the case of unseasonably cold weather.

#### **Girls**

- Khaki skirt
- Maroon polo shirt (embroidered by Flynn & O'Hara)
- White crew socks and sneakers.

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- The student may wear a uniform sweater, approved spirit wear, or plain navy or maroon sweatshirt over their full uniform in the case of unseasonably cold weather.

## Summer Uniform

**Girls**



2 Pleat Skort



Short Sleeve Polo Shirt  
with embroidered logo



Crew Socks



Short Sleeve Polo Shirt  
with embroidered logo



Crew Socks



Boys' Twill Walking Shorts

**Boys**



Formal winter uniforms (November 7, 2022– April 5, 2023)

### **Boys (Grades K-6)**

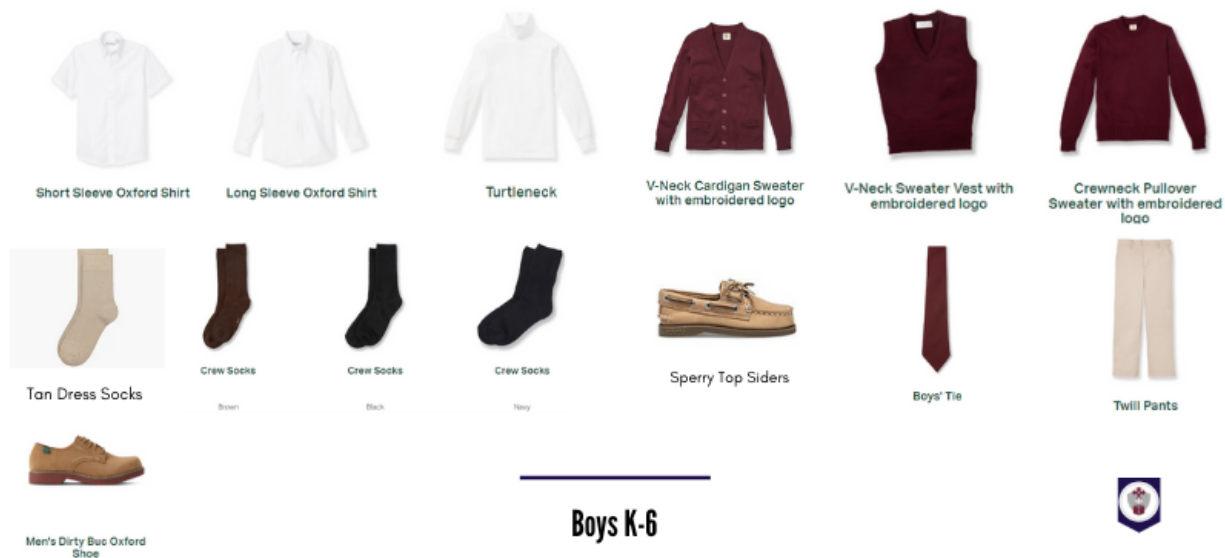
- A white long-sleeve or short-sleeve oxford button down shirt with a maroon tie, a maroon vest with a logo (from Flynn & O'Hara,) a maroon v neck cardigan with a logo, or maroon crew neck sweater with a logo (from Flynn & O'Hara.)

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- Or white turtleneck, a maroon vest with a logo (from Flynn & O'Hara) or maroon crew neck sweater with a logo (from Flynn & O'Hara.)
- Khaki pants with a tan belt. (Cargo or banded pants are not permitted.)
- Navy, black, brown, or tan dress socks.

### Winter (Formal) Uniform

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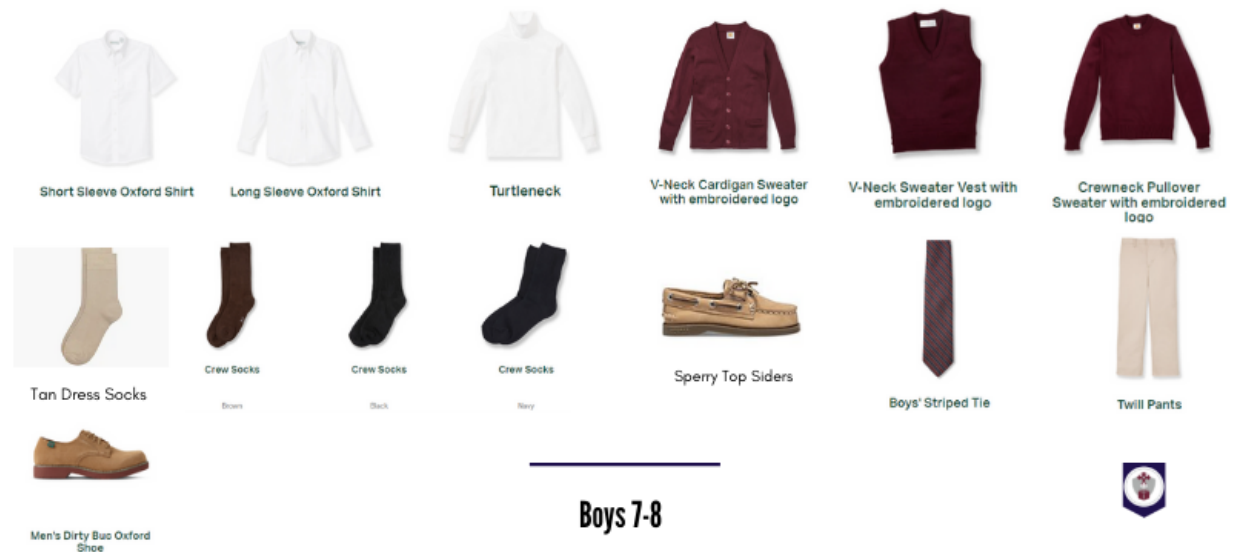


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## Boys (Grades 7-8)

- A white long-sleeve or short-sleeve oxford button down shirt with a multi striped tie (from Flynn & O'Hara,) a maroon vest with a logo (from Flynn & O'Hara,) a maroon v neck cardigan with a logo, or maroon crew neck sweater with a logo (from Flynn & O'Hara.)
- Or white turtleneck, a maroon vest with a logo (from Flynn & O'Hara,) a maroon v neck cardigan with a logo, or maroon crew neck sweater with a logo (from Flynn & O'Hara.)
- Khaki pants with a tan belt. (Cargo or banded pants are not permitted.)
- Navy, black, brown, or tan dress socks.

### Winter (Formal) Uniform



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### Boys Uniform Shoes

- Tan nubuck with red crepe sole.
- Or Sperry Top-sider with non-marking soles.
- (K-3 Boys) – Also, may wear Velcro or tie oxford shoes with non-marking soles.

### Girls (Grades K-5)

- A white blouse (short sleeve or long sleeve) with a peter pan collar, a white oxford blouse (short sleeve or long sleeve) or white turtleneck.
- ICA plaid jumper with a Flynn & O'Hara patch.
- A maroon v neck cardigan with a logo (if desired)
- Navy tights, navy knee socks, or navy crew socks. Pant leggings are not permitted.
- Mary Jane's with non-marking soles may be worn with the jumpers.

#### Option #2

- Khaki long pants may be worn with a white blouse or turtleneck, a maroon vest with a logo, a maroon v neck cardigan with a logo, or a maroon uniform crew neck sweater with a logo. (Cargo or banded pants are not permitted.)
- Navy or tan dress socks.
- \*\*Please note - If you choose the pants and dress socks, your child must wear either the tan nubuck or Sperry top sider shoes.

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# Winter (Formal) Uniform

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Drop Waist Jumper with school emblem



Short Sleeve Peterpan Collar Blouse



Long Sleeve Peterpan Collar Blouse



Turtleneck



V-Neck Cardigan Sweater with embroidered logo



Girls' Flat Front Slacks



Orion Knee-Hi



Opaque Nylon Knee-Hi



Ribbed Tights



Tan Dress Socks



Navy Dress Socks



Sperry Top Siders



Opaque Tights



Children's Dirty Buc Oxford Shoe



Women's Dirty Buc Oxford Shoe



Mary Janes

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## Girls K-5



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**Girls (Grades 6-8)**

- A white oxford blouse or white turtleneck.
- ICA maroon vest with a logo, a maroon v neck cardigan with a logo, or a maroon uniform crew neck sweater with a logo.
- ICA plaid uniform skirt.
- Navy tights, or navy knee socks
- Khaki long pants may be worn with a white blouse/turtleneck and a uniform vest or sweater.  
(Cargo or banded pants are not permitted.)

**Girls Uniform Shoes**

- Tan nubuck with red crepe sole.
- Sperry Top-sider with non-marking soles.
- (K-3 Girls)- Also may wear Mary Jane's with non-marking soles with the jumpers.



# Winter (Formal) Uniform

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Long Sleeve Oxford Blouse



V-Neck Sweater Vest with embroidered logo



Crewneck Pullover Sweater with embroidered logo



Turtleneck



V-Neck Cardigan Sweater with embroidered logo



Girls' Flat Front Slacks



Orion Knee-Hi



Opaque Nylon Knee-Hi



Wrap-around Kilt



Tan Dress Socks



Navy Dress Socks



Sperry Top Siders



Ribbed Tights



Opaque Tights



Women's Dirty Buc Oxford Shoe



Short Sleeve Oxford Shirt

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## Girls 6-8



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### Gym uniform - All Students

- Navy blue sweatshirts with logo (from Flynn & O'Hara)
- Navy sweatpants with logo (from Flynn & O'Hara)
- Light blue T-shirt with logo (from Flynn & O'Hara) Navy basketball style mesh shorts with logo (from Flynn & O'Hara)
- Students may also wear ICA or ICCYO Spirit Wear.
- White crew socks and sneakers. Sneakers cannot light up and/or have wheels.

## Gym Uniform

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Short Sleeve T-Shirt with  
heat transferred logo



Micromesh Gym Shorts  
with heat transferred logo



Heavyweight Crewneck  
Sweatshirt with heat  
transferred logo



Heavyweight Sweatpants  
with heat transferred logo

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## All Students



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**\*\*New this year**, students may wear plain (no logos) navy, or maroon sweatshirts, sweatpants, tee shirts, and long basketball style mesh shorts on their gym days. Any alternate shorts must be a close match in length to our Flynn & O'Hara uniform shorts. Your student will be sent to the office to change if their shorts do not meet dress code. It will be at the sole discretion of the Administration if there is a question as to the appropriateness of an alternate item. If you have a question, please ask. **\*\***

### Alternate Items - Gym Days & Sweatshirt over full Uniform

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from \$7.98 + \$5.00 shipping



From \$8.99



From \$11.00

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.

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The gym uniform may not be worn on days we will be attending Mass. If the child has gym class that day, the student will be allowed to wear their gym uniform under their regular uniform or change it after the liturgy.

## **Casual Dress Down Days**

Occasionally throughout the year, casual dress-down will be hosted where students can select what they would like to wear. Some days will have themes and our teachers will communicate with families.

## **ICA Spirit Days (ICA Spirit Wear Dress Down Days)**

ICA will be showing our school spirit and celebrating our students with ICA Spirit Days. We want to celebrate the things that our Knights love to do. These ICA dress down days will be scheduled and preplanned by the office. These events will range from ICA CYO activities and sports, Catholic School Jr. High Sports and activities, as well as outside activities and sports (ex. dance, theater, competitive fishing. etc.) Some of the days will be for one group or team of students, some days we will combine teams or smaller groups of students.

The students who are members of the team or group being celebrated are permitted to wear their jersey/uniform, or team spirit wear. The rest of the school is asked to wear ICA spirit wear. We are celebrating our ICA students and we want to show our school spirit!

Not permitted at ICA at anytime: 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.

Students who come to school in clothing that does not comply with the dress code will be kindly directed to the office to borrow appropriate clothing for the day.

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## 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.

### DAILY SCHEDULE

8:25 Classes begin  
8:30 Morning prayers  
11:00 – 11:25 First lunch period ( K, Grade 1, Grade 2)  
11:25 – 11:45 First lunch recess  
11:25 – 11:45 Second lunch period (Grade 3, Grade 4, Grade 5)  
11:45 – 12:05 Second lunch recess  
11:45 – 12:05 Third lunch period (Grade 6, Grade 7, Grade 8 )  
12:05 – 12:20 Third lunch recess  
2:45 Closing prayers and dismissal

Early Dismissals are at noon unless otherwise noted.

#### 1. Absences

Regular school attendance impacts the child's academic development. The illness of a student or a death in the family constitutes a reason for lawful absence. A parent must notify the school if a child will be late or absent for the day. The proper notification must be done by sending a note to the child's teacher or calling the school office (610-404-8645) between 8:00 and 9:00 am. This also may be emailed by the parent or guardian to [lisa.forkin@icaknights.org](mailto:lisa.forkin@icaknights.org). This also must be completed by 9 am. 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, the Principal must be notified by the parents. Absence due to 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 for all work missed. Report card grades will be withheld until all assignments are completed.

#### 1. Lateness

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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 a perfect attendance record.

#### **1. Early dismissal of individual student**

To request an early dismissal for your child, parents are to send a note to the homeroom teacher, who will forward it to the office. The student will be dismissed from the school office. The parent must first sign the "Early Dismissal" book to have the child released.

#### **1. 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 am. That will make it possible to have the assignment ready by the end of the day.

#### **1. Family request for Vacation/Trip**

We ask that every effort be made to schedule trips when school is not in session. If the decision is made, the child's teacher and Principal should be informed in writing in advance of the planned trip. If enough time is given, the teacher will provide assignments. Parents assume responsibility for missed work.

#### **1. Emergency Closings**

Parent Alerts will be sent to all families if lousy weather or some other emergency necessitates a school delay or closing. 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. If ICA is open and the public school districts are experiencing a delay, the parent may provide transportation or follow the school district transportation schedule. If an emergency necessitates a change in these arrangements, a note or call must be made to the school. A form will be sent home and kept on record. Arrangements must be made if the school is dismissed early due to bad weather.

#### **1. Emergency Contact Forms**

The school requires each student's parents or guardians to complete an emergency contact form. The information on this form must be accurate and updated so that the parent or guardian can be contacted in an emergency.

#### **1. Change of Address**

If a child's address, telephone number, or email changes during the year, the parents or guardians are asked to notify the school office with the new information.

#### **1. Communications**

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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. There will be Weekly Updates emailed to parents each Sunday. The Principal's Office will email parents directly with updates as well. These communications will contain timely information from the school. If parents do not have access to a computer, it is the parent's responsibility to notify the school.

## **USE OF TELEPHONE**

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission.

Students in fifth through eighth grade are permitted to have cellular phones. However, they must be handed to their homeroom teacher first thing in the morning, turned off, and kept in a container designated by the teacher. If a student has 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.

## **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. Parents must park in a parking space and wait for their child to be dismissed under the portico. Drivers are to avoid excessive speeds at all times.

All students will be directed to their classrooms or the cafeteria in the morning. Supervision of students begins at 7:30.

### **1. Bus riders**

-The state provides school bus transportation in all Parish sections 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 permit 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 students will have a written card stating the means of transportation to and from school for at least the first two weeks.

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- If the child travels on the bus, the name and number of the bus are needed. (Ex. Daniel Boone 420)

- Transportation - Mask Policy - Each family must follow their school district's policy on masking while on the bus. Please check with your district for updated guidelines.

#### 1. **Dismissal -**

At dismissal car riders will be dismissed first for safety reasons. Parents should park in the upper parking lots, 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 will then be applied.

## **FIELD TRIPS/ CLASS TRIPS -**

Every class trip's purpose is to broaden each child's intellectual, cultural, and social experiences. Each student's parents must provide permission in writing for each trip 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 their child to attend the trip, 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 not to bring other siblings or children on the trip. This presents a liability issue. Chaperones are not to share or post images of other students online or on social media. They may share photographs with students' families. We ask that families refrain from posting photographs of other students to any online platform. All chaperones must have the appropriate clearances. Please contact Mrs. Dawn O'Donnell at dawn.odonnell@icaknights.org if you have any questions regarding your clearances.

## **Inclusive Catholic Education**

Our ICE Team can be utilized to observe and offer suggestions on the next steps needed for support through your school district.

### **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

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Health Nurse's services – provided by Daniel Boone School District.

## **HEALTH**

### **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), four 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 the date of vaccine. After the basic series of Oral Polio vaccines, 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 7th grade.

Please inform the school nurse in writing when boosters are given. - State-mandated physical examinations are required in Kindergarten and 6th grades.

- Dental exams are required in Kindergarten, 3rd, and 7th grades. - Each child, Kindergarten through 8th grade, has vision, height, and weight checks each year. Children in Kindergarten, 1st, 2nd, 3rd, and 7th 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 maintains all health records. The nurse is responsible for checking every child's height, weight, hearing, and vision and making referrals to parents when problems are found.

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 or after school per 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: the 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.

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- Parents will receive a form at 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 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 school pays the cost of this program.

### **LUNCH**

The Immaculate Conception Academy lunch program provides its food service. Each week the students are provided with a lunch menu 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. A choice of a beverage is included. **The price of lunch is \$4.00.** Students who forget their money may "charge" their lunch. After four charges, the student will only be given cereal, fruit, and a drink until their debt is paid. \*\*Online line ticket ordering will also be available. All past year tickets with a balance will be honored.

#### **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 from 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. Invitations may not be brought to school if every boy and/or girl in the class is

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not invited. Students should tell their homeroom teachers they have the invitations before they are distributed.

## **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. Parents of children in these grades must prepare their children to receive these sacraments by being actively involved. Since religious Education is a partnership between school and parents, parent meetings are held to establish the roles of family and school during these crucial preparation times. Attendance at these meetings is strongly encouraged.

## **LITURGIES**

The students attend Mass at least twice a month and are responsible for preparing 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 in 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 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 an election for executive positions. 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. The student must maintain good academic and behavioral standing to remain an active member.

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# TUITION

Simple Tuition Solutions manage ICA's tuition. All families must sign up for STS. Current tuition rates are available on our website.

To complete the setup of your STS tuition payment plan, please follow these four simple steps:

1.) Click on the unique link specific to ICA:

<https://app.simpletuitionsolutions.org/register?sc=20428>

a. If you happen to land on a page that asks you to enter a School or Scholarship Organization Code, you want to enter code: 20428

2.) If you do not already have an account with STS, you want to click "Create a new account." \*\* If you already have an account with STS, click "Sign in" and enter your previously created login and password. \*\*

3.) Upon creating your account, you will be sent to a page allowing you to "Start a new Payment Plan ."Be sure you are selecting the proper school year for creating the payment plan.

4.) The payment plan creation process is in five easy steps counting the review/authorization page; each step will save as you advance to the next step. You can use the 5-step toolbar across the top of the page to toggle back to a previous

step and make any necessary edits. However, please note that once you submit the payment plan and enter "Pending" status, any changes need to be made by reaching out to your school's administrator.

To view your balance, update your information or make payments, you can access your STS account anytime at:

<https://app.simpletuitionsolutions.org> and log in using your previously created account information.

\*STS simply manages tuition and billing payments for your school and follows policies established by your

school. Tuition amounts, financial aid amounts, scholarships, and all other tuition and billing-related decisions are made by ICA.

\*If you have any questions regarding this setup process or software functionality, please contact STS support using the following contact information: (Please be sure to have your Payment Plan ID readily accessible)

STS Customer Support

[support@simpletuitionsolutions.org](mailto:support@simpletuitionsolutions.org)

717-599-7611 Option 1

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## VISITORS/ VOLUNTEERS

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. 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. Classes may not be disturbed for these reasons.

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 must be professional, maintain confidentiality, and respect the individual child, their families, and the school. Volunteers are required to attend ICA's Volunteer meeting.

**Photography of our students during the school day** - Volunteers are permitted to photograph children during the school day as long as it does not disrupt class or activities. These photographs can be shared with the Advancement Director, [debra.petras@icaknights.org](mailto:debra.petras@icaknights.org), your teacher, class parents, or the yearbook coordinator. These are important memories that we would like to commemorate. However, do not post pictures of other students online or on any social media platform.

**Photography at Events:** Photographs taken at events when school is not in session; we ask our families to exercise discretion and kindness. Please ensure you have the parent's permission to share or post an image of their child.

### 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 five 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

## PARENT CODE OF CONDUCT

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Just as we expect faculty and staff to treat our students with care and respect, Immaculate Conception Academy also expects parents/guardians to treat persons in the school community in a Christ-like manner. Parents/Guardians may not conduct themselves in a way detrimental to the school's reputation or sow discord among the school community. This includes in-school and at school-sponsored events, CYO events, in the school/parish community, outside the school/parish community, and in an online environment. Gossiping or revealing personal information, embarrassing or publicly humiliating another person, or posting defamatory or damaging statements about the school or school personnel on social media is considered conduct inconsistent with the school's mission. Non-compliance may result in exclusion from school events or the dismissal of their children from ICA.

## HOME AND SCHOOL ORGANIZATION

Parents of students attending Immaculate Conception Academy are encouraged to be active members of the Home School Organization. This is a volunteer group that supports the Academy. ICA HSO does not set school policy.

### **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 total functioning of all civic and educational facilities that can be made available.

## BOOKS

Students must 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, except copybooks. Workbooks are to be covered in clear contact paper. Hardback books are to be covered with book covers. The student's name, the book's name, and the grade are the only things written on the book's cover. 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.

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## HOMework

Homework refers to an assignment given by a teacher to reinforce and stimulate a concept presented in class. Parents are responsible for providing an atmosphere conducive to study and showing genuine interest in accomplishing 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 (8th 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**

**\*\*Please note that infractions and detentions effect your child's Effort and Conduct grades.**

## 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

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

## **PARENT CONTACT OF TEACHERS AND ADMINISTRATION**

Parents are not permitted to send text messages, make phone calls to a teacher's cell phone, or contact teachers and staff through personal social media. All phone calls must be to the school office. Teachers and staff will respond to messages promptly during their office hours. Parents may reach Teachers and Administration at their school email address.

## **PROMOTION**

Students will be promoted to the next grade if they have completed the requirements for the current grade. If an academic area is deficient, 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's Kindergarten cut-off date of 5 by September 1.

## **TESTING**

Standardized tests are conducted in school per 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, and 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, and volunteers

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- Treat others with kindness, compassion, and tolerance
- Respect for all school property
- Refrain from fighting and causing any harm to another
- Abide by the acceptable technology 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

The individual teachers handle disciplinary procedures in grades K-4. Exceptional cases involving severe offenses 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 receive one warning per issue after that they 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 4 infractions will result in 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 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 4 infractions will result in 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 approved outwear during classroom instruction
- Unsigned infraction notice

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*Four infractions = 1 Detention – Detentions will be served weekly 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, administrators, volunteers, or classmates.
- 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 due to severe 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.)**

Sports Participation (CYO) – Students who receive detention must sit out of the CYO activity closest to the date when the fourth infraction is issued.

Student Council – Suspension from Student Council, will occur 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 students' personal effects when a reasonable cause exists regarding contraband or a threat to the general welfare of the school. The Administration will determine the reasonableness of the cause to ensure the health, safety, and welfare of the school community.**

## **Hand-Held Devices**

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Students are not allowed to use any hand-held devices/cell phones/smartwatches that can be used as phones during school hours. Bringing inappropriate items to school disrupts the educational atmosphere and can 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. A teacher or coach who supervises an after school activity will be the adult responsible for contacting 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 (or teacher designated holder,) 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 field trips off school grounds.
- ICA reserves the right to take a cell phone if it is not in their homeroom teacher's pocket chart or if they are misusing the device 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 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. 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. A student's parent(s) shall be notified immediately by the Principal or his or her designee.

### **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

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

## Anti-Hazing Policy

The Diocese of Allentown prohibits any form of hazing by employees, volunteers, or students. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. *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 under Pennsylvania state law. Superintendent's Regulation - Adopted: August 1, 2016

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## **BULLYING AND HARASSMENT 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 that 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 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 is defined as :**

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 that disrupts the educational process includes, but is not limited to the following:

- Behavior that threatens the health, safety, or welfare of others;
- Behavior that 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 seldom interpreted by the perpetrator as a sign that the student wants him/her to stop.

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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. They 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 to and including termination.

For unsubstantiated incidents, an investigation will occur, 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:

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

### **Social/relational aggression/harassment:**

It is defined as the systemic diminishment of another's sense of self and/or damaging of 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.

### **Cyberbullying/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 technical communications to intimidate, bully, harass, or embarrass others in any area included in this policy.

**• NOTE: Students' home and personal use of technology can impact 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 disrupting the educational process, the student may face school discipline and criminal penalties. The courts have ruled that the school has an ethical and legal obligation to take action in these situations.**

Cyber-Bullying shall also include the creation of a webpage, blog, or other social accounts in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages if the creation or impersonation creates any of the

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conditions enumerated in the definition of bullying. Cyberbullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that one or more persons may access if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Cyberbullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that one or more persons may access if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

- Harassment, hazing, intimidation – acts, words, or other behaviors by an individual or group against another individual or group characterized by:
    - Intent to harm.
    - Intensity and duration over some time.
    - An interpersonal relationship with an imbalance of power, not mutual or intentional provocation by the victim.
    - Inflicting physical or emotional harm, discomfort, or damage to the person's reputation and/or relationships.
    - A level so severe, persistent, or pervasive that intimidation or a threatening education environment is created or the orderly operation of the school is substantially disrupted.
- Name-calling – the use of language to defame, demean or degrade individuals or groups.

#### Prohibitions

- Bullying, harassment, hazing, intimidation, and name-calling are prohibited:
  - On school grounds owned, leased, or used by a school;
  - On property immediately adjacent to school grounds;
  - At any school-sponsored or school-related activity, function, or program, whether on or off school grounds;
  - At a school bus stop;
  - On a school bus or any other vehicle owned, leased, or used by the school
  - Through technology or an electronic device owned, leased, or used by a school or personal devices.

Bullying, harassment, hazing, intimidation, and name-calling are also prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by a school if the act or acts in questions:

- Create a hostile environment at school for the individual.
- Infringe on the rights of the individual at school.
- Materially and substantially disrupt a school's education process or orderly operation.

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### **Visual bullying/harassment:**

This harassment includes derogatory, demeaning, or inflammatory posters, 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 others' belongings or property; it also includes physical acts that are demeaning and humiliating but not bodily harmful.

### **Retaliation:**

Includes intimidation, coercion, discrimination, or retaliation against an individual who reports or threatens to report harassment or who testifies, assists, or participates in any investigation.

### **Sexual harassment/bullying:**

Unwelcome sexual advances, requests 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 creating an intimidating, hostile, or offensive school or work environment.

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

### **Discipline and Remedial Action**

The response to those who commit one or more acts of bullying, harassment, hazing, intimidation, or name-calling should be determined based on the totality of the circumstances. In all cases, the Principal will determine if a bullying offense occurred or did not occur.

- Initiate immediate talks with the bully or bullies.
- Talk with the target student(s) and her/her parents/guardians.
- In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider:
  - o The development, maturity levels, and/or special learning needs of the parties involved.
  - o The levels of harm.

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- o The surrounding circumstances.
- o The nature of the behaviors.
- o Past incidences or past or continuing patterns of behavior.
- o The relationship between the parties involved.
- o The context in which the alleged incidents occurred.

Depending on the severity of the incident, or the series of incidents, the Administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, exclusion of parents of involved students (victim and offender) from school premises and school-sponsored activities to prevent extension of the conflict, providing staff support for students when necessary, contacting IU mental health professionals for counseling, reporting incidents to law enforcement, in school/out of school suspension or expulsion, loss of privileges in school.

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# **Immaculate Conception Academy**

## **Policy Agreement**

### **Handbook**

We have carefully read and understand the policies, procedures and regulations of Immaculate Conception Academy stated in the 2022-2023 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: \_\_\_\_\_

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

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

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

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

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

This handbook is 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 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.

*9/8/2022*