

**IMMACULATE CONCEPTION  
HIGH SCHOOL**



2010-2011

**STUDENT / PARENT  
HANDBOOK**

## Regular School Day Schedule

Period A	7:55 – 8:45
Period B	8:49 – 9:39
Period C	9:43 – 10:33
Lunch D	10:37 – 11:02
Period EF	11:06 – 11:56
Period GH	12:00 – 12:50
Period DE	10:37 – 11:27
Lunch F	11:31 – 11:56
Period GH	12:00 – 12:50
Period DE	10:37 – 11:27
Period FG	11:31 – 12:21
Lunch H	12:25 – 12:50
Period I	12:54 – 1:02
Period J	1:06 – 1:56
Period K	2:00 – 2:50

### **Early Dismissal Schedule**

Period A	7:55 – 8:27
Period B	8:31 – 9:03
Period C	9:07 – 9:39
Lunch D	None
Period EF	9:43 – 10:15
Period GH	10:19 – 10:51
Period DE	9:43 – 10:15
Lunch F	None
Period GH	10:19 – 10:51
Period DE	9:43 – 10:15
Period FG	10:19 – 10:51
Lunch H	None
Period J	10:55 – 11:27
Period K	11:31 – 12:05
Period I	Homeroom will be the final 2 min of period K

### **Late Arrival Schedule**

Period A	8:55 – 9:38
Period B	9:42 – 10:25
Period C	10:29 – 11:12
Lunch D	11:16 – 11:41
Period EF	11:45 – 12:28
Period GH	12:32 – 1:15
Period DE	11:16 – 11:59
Lunch F	12:03 – 12:28
Period GH	12:32 – 1:15
Period DE	11:16 – 11:59
Period FG	12:03 – 12:46
Lunch H	12:50 – 1:15
Period J	1:19 – 2:02
Period K	2:06 – 2:50

## **MISSION STATEMENT**

Under the patronage and example of our Blessed Mother, Immaculate Conception High School inspires students to live the Catholic faith in service to their school and community. Our faith community offers endless opportunities, so our young men and women are well prepared to confidently face life's challenges, enabling them to live meaningful lives and make a positive difference in the world.

## **PHILOSOPHY AND OBJECTIVES**

The purpose of Immaculate Conception High School is to encourage students to achieve their maximum potential through an individualized college prep curriculum. Within this curriculum, students learn to exemplify Catholic values, encounter diverse cultures, excel academically, and experience personal growth. Thus, students, faculty, administration, and parents work together to form a loving, Christ-centered community.

As a result of an education at Immaculate Conception High School, students will learn the following:

1. Apply Christian values, as taught by the Catholic Church, which will be evident by their behavior. These values will be encouraged and reinforced through activities such as Christian Service, mission support, extraordinary ministers of the Eucharist, service clubs, National Honor Society and Student Council.
2. Understand the functions, goals and teachings of the Catholic Church as demonstrated by meaningful participation in liturgical services and successful completion of four years of Theology.
3. Recognize and develop their strengths through a wide variety of academic and non-academic activities. The students' success in their chosen activities will be an indication of this development.
4. Develop self-confidence which will enable students to accept leadership roles, accept more responsibilities, and demonstrate mature behavior. This confidence will be developed through individual guidance, both formal and informal.
5. Demonstrate an understanding of our system of democracy and an awareness of current local, national, and world events. Their active participation as contributing members of the community will be the measure of success.
6. Acquire the academic knowledge and skills needed to achieve success in college. A high percentage of graduates experiencing success in higher education will serve as evidence of the achievement of this objective.
7. Learn to respect every human being as an individual. This respect will be demonstrated by a friendly, cooperative spirit among students, faculty, parents, and community.

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## **PART I – GENERAL INFORMATION**

Main Office	630-530-3460
Main Office Fax	630-530-2290
Attendance Line (24 Hour)	630-530-3475
Athletic Office	630-530-3465
Athletic Fax	630-279-1365
Athletic Dept Hotline	630-415-0141
Business Office (IC Parish)	630-530-8515
Website	<a href="http://www.ichsknights.org">www.ichsknights.org</a>

## **ADMINISTRATION/STAFF**

Principal	Ms. Pamela Levar
Asst. Principal/Dean of Students	Mr. Daniel Holleman
Asst. Principal/Curriculum Director	Sr. Mary Megan Farrelly
Director of Advancement	Mrs. Carolyn Hansen
Athletic Director	Mr. Darren Howard
Guidance Director	Mrs. Jean Field
Registrar	Mrs. Aileen Bon
Administrative Assistant	Mrs. Mary Madsen
Office Assistant	Mrs. Ellen Polzin
Recruitment	Mrs. Kathryn Kowieski
Public Relations	Mrs. Nancy D'Amore
Business Manager	Mrs. Diane McGovern

## **CONTACTS**

Academic Programming/Course Selection:	Mrs. Field
Athletic Program:	Mr. Howard
Attendance:	Mrs. Polzin
Christian Service Hours/Campus Ministry:	Miss Carter
College Applications/Scholarships:	Mrs. Field
Disciplinary Policies:	Mr. Holleman
Driver Education:	Mrs. Madsen
Edline:	Mr. Holleman
Graduation/Academic Requirements:	Mrs. Field
IHSA Physical Forms/Eligibility:	Mr. Howard
Library/Media Center:	Mr. Andrusyk
Lockers:	Mr. Holleman
Retreat Program:	Miss Carter
Student Insurance Claims:	Mrs. Madsen
Student Schedule Changes:	Mrs. Field
Textbooks:	Mrs. Thomas
Transcripts/Student Records:	Mrs. Bon
Tuition:	Mrs. Madsen

## DEPARTMENT OF CHAIRPERSONS

BUSINESS	Ms. Victoria Pratt
ENGLISH	Mr. Joseph Schram
FINE ARTS	Ms. Ann Pasteur
FOREIGN LANGUAGES	Mrs. Jacqueline Gutierrez
GUIDANCE	Mrs. Jean Field
MATHEMATICS	Mrs. Linda Dolata
PHYSICAL EDUCATION	Ms. Keirstyn McEvoy
	Mr. Matthew Joslyn
SCIENCE	Mr. Michael Conroy
SOCIAL STUDIES	Mr. Michael Field
THEOLOGY	Mrs. Jane Connors

### HISTORICAL INFORMATION

Immaculate Conception High School was founded by Msgr. William J. Plunkett in 1936. The first class graduated in 1940. Immaculate Conception High School was the first Catholic, co-educational high school in DuPage County. It is still the only parish high school in the Diocese of Joliet.

The original location of the high school was on the third floor of the grammar school building. The present high school building was completed in 1953. From the very beginning, the high school was staffed by the Sisters of St. Agnes. Today, lay teachers constitute the staff, but the influence of the Sisters is still a proud part of our heritage.

### ACCREDITATION AND GENERAL INFORMATION

ICHS is accredited by the North Central Association of Colleges and Secondary Schools, the State of Illinois and the National Catholic Education Association.

Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools.

The Parent/Student Handbook has been prepared to assist your understanding of the policies of our high school. Although this publication does not contain all the facts, rules, and policies necessary for the operation of Immaculate Conception High School, the details most crucial to a student's daily routine have been included. The handbook is subject to revision throughout the academic year.

The Handbook details students' responsibilities to fellow students, the

school, and the community. Students may suggest modifications to the handbook through the Student Council or the Dean of Students.

## **PARENTAL RESPONSIBILITIES**

Parents are the primary educators responsible for their children's development. Since ICBS parents entrust their children to the care of the faculty, we realize our function in this partnership is to contribute to the spiritual, academic, cultural, and social growth of each student.

However, we also acknowledge our inability to replace parental involvement. Each parent is expected to participate in the ICBS community of faith, education, and socialization. Each parent is encouraged to model and live a Christian life as taught by Jesus Christ. Parents also are encouraged to support the academic aspect of their children's lives.

We realize that high school years are not just a matter of sending your son/daughter to school, paying tuition, and attending graduation. During the four years of their child's education at Immaculate Conception High School, parents are urged to be fully involved in the life of the school, to give of themselves when asked, and to support ICBS in a positive way. By working together, ICBS and parents can provide the best educational program for all students.

## **EDLINE**

Edline is ICBS's Web-based classroom-to-home communication system available through the Internet. It allows students and parents to see grades and other information from teachers about classes. All grades are posted to Edline from the teacher's electronic gradebooks on a weekly basis.

Any computer with Internet access may be used – at home, local public library, or school media center. Teachers will continue to use other means to communicate student progress for families without Internet access.

Parents and students have separate Edline accounts. Parent accounts can be linked to each enrolled student. Student achievement information, such as individual assignment and assessment (class quizzes and tests) scores and current course averages will be available for each class.

Parents and students new to Edline or new to the school need to activate their Edline accounts. An activation code is required to use Edline and to create a screen name and password. During the first week of school, an Edline activation code and instructions will be mailed home for parent use only. Students will receive their activation codes at school.

If you have any questions about Edline (not pertaining to the student's classes), please contact the Dean, Mr. Holleman, and he can assist you.

If you have questions about your student's grades, please contact their teacher.

## **PART II – ACADEMIC INFORMATION**

### **1. GRADING SYSTEM**

Students receive a letter grade based on the following percentages:

"A" 93 - 100	"D" 70 - 76
"B" 85 - 92	"F" Below 70
"C" 77 - 84	

To determine the grade point average, letter grades are converted to the following numerical values:

"A" 4.0	"D" 1.0
"B" 3.0	"F" 0
"C" 2.0	

All AP and Honors Course grades are weighted as follows:

"A" 5.0	"D" 2.0
"B" 4.0	"F" 0
"C" 3.0	

An "I" grade indicates an incomplete. This situation must be rectified within 10 days after the end of the semester or the grade becomes an "F." Physical Education grades are not included in the grade point average.

### **2. HONOR ROLL**

First Honors and Second Honors are determined by grade point averages at the end of each quarter and at the end of each semester.

- ❖ First Honors cannot include grades of "C," "D," and/or "F"  
Grade Point Average 3.70 - 4.00
- ❖ Second Honors cannot include grades of "D" and/or "F"  
Grade Point Average 3.20 - 3.69

Grade point averages are computed using the weighted value of the grade.

### **3. ACADEMIC LETTER QUALIFICATIONS**

Each student who attains a 3.00 grade point average without a semester grade of "D" or "F" in any subject for both semesters within an academic year will receive an ICHS embroidered academic school letter.

Students meeting the above criteria for a second, third or fourth time will be given pins to add to the letter.

#### **4. NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is designed to give recognition to students who display outstanding scholarship, character, leadership and service. Once elected, members have the responsibility to continue to demonstrate the qualities of scholarship, character, leadership and service. Consequently, any member who violates a "major infraction" as outlined in the Parent/Student Handbook may be recommended for dismissal. In all cases of impending dismissal, a member shall have a right to a hearing before the NHS Faculty Council. The NHS Faculty Council will make a recommendation to the Principal, who will then make the final decision. (Membership, Section I of the National Honor Society Constitution). (2005)

The first requirement for NHS is a 3.50 cumulative grade point average or higher. A student with a 3.50 cumulative grade point average or higher may apply for membership or renewal. Juniors and seniors who apply will be evaluated on the basis of scholarship, character, leadership and service. Not all students who apply are accepted. No student is accepted automatically.

If any NHS member fails to maintain the required grade point average, or any other standards of the NHS, they will be warned in writing and placed on probation for one semester in order to correct the deficiency. If the deficiency is not corrected after this period of time, that student will be recommended for dismissal. Again, the NHS Faculty Council shall hear all cases of impending dismissal. The NHS Faculty Council will make a recommendation to the Principal, who will then make the final decision. (2005)

#### **PROCESS FOR APPLICATION AND ACCEPTANCE TO THE NATIONAL HONOR SOCIETY:**

1. Student will complete the Student Activity Information form. All information will be verified by the faculty advisor.
2. The Faculty Council will evaluate each student in the areas of scholarship, character, leadership and service on a confidential form.
3. The Faculty Council will make the final evaluation and acceptance of NHS members.
4. Each new member and renewal member will be notified personally of his/her acceptance.
5. Each renewing member will be re-evaluated each year by the NHS Faculty Council.
6. Qualifying students who are not accepted their junior year will again be invited to apply their senior year.

Each member will be inducted into the National Honor Society in the fall of the school year. The Society will have six officers: President, Vice-President, Secretary, Assistant Secretary, Public Relations and Treasurer to be elected annually.

## **5. FINAL EXAM POLICY / EXEMPTION POLICY**

Final exams are given each semester at dates and times assigned by the Administration. Student must take exams as scheduled. Final exams will not be given early under any circumstances.

Students who earn a grade of "A" during first quarter, second quarter, first semester, third quarter, and fourth quarter in a course that covers the whole year may be excused from taking the final examination.

Students who have earned a grade of "A" for each of the two preceding quarters in semester courses may also be granted an exemption from the final examination.

Exemptions are granted at the discretion of the instructor and must have administrative approval for the student to qualify.

## **6. ELIGIBILITY CHECK**

Any athlete receiving an "F" in two separate classes during the weekly eligibility check will be ineligible for a period of one week, as described by the Illinois High School Association (IHSAA).

## **7. ACADEMIC WARNING, PROBATION, DISMISSAL**

The ICHS administration and faculty review the academic progress of all students on a periodic basis. A student whose academic performance raises serious concern and a need for immediate improvement may be notified by the Assistant Principal of Curriculum of actions taken regarding his/her academic standing. Parents should contact the teacher, Guidance Counselor or the Curriculum Director if they have concerns regarding the academic progress of their students. Possible official academic actions include:

### **Academic Warning**

At the mid-point of each quarter, progress reports are mailed home from each of the student's teachers. A report in one or more courses that the student's academic performance is not consistent with his/her abilities and our expectations will constitute an academic warning. Specific concerns and suggestions for improvement will be cited on the report; a parent conference with one or more teachers may be initiated by either party.

### **Academic Probation**

Academic probation constitutes an official acknowledgment that a student's academic performance reflects a flagrant disregard for the educational aims of Immaculate Conception High School. The following students may be placed on probation:

- Students who have three failures during any semester or two failures for two consecutive semesters, and

- Students who have failed to respond responsibly to previous academic action.

Students who have been placed on academic probation will be required to attend, with a parent, an academic conference with the Guidance Counselor/Administration.

### Academic Dismissal

It is expected that a student on academic probation will exhibit academic improvement within one semester. Students who fail to demonstrate sufficient academic improvement in one semester will be recommended for academic dismissal. Students who fail MORE than two required credits (four semester courses) in one academic year will not be allowed to return to Immaculate Conception High School.

## **8. SUMMER SCHOOL**

Students failing required courses must make up the course work at a summer school, which has been approved in advance by ICHS, prior to returning in August. The maximum number of courses a student may make up in summer school is four semester courses (two full credits). Credits from summer school programs are not included in determining Grade Point Average or class rank.

## **9. CLASS RANK AND GRADE POINT AVERAGES**

Class rank is determined at the semester based on cumulative grade point averages. Transfer credits from other schools, physical education credits, and/or summer school programs are not included in determining Grade Point Average. Only credits earned at Immaculate Conception High school are used to determine Grade Point Average or Class Rank.

To qualify for senior graduation awards based, solely or in part, on Grade Point Average or Class Rank, seniors must be enrolled at Immaculate Conception High School for at least three years. Seniors enrolled for less than three years are eligible for the Honor Roll and Academic Letter since these awards are based on semester Grade Point Averages.

## **10. CHEATING/PLAGIARISM POLICY**

Cheating - the act of copying, taking another's assignments, giving another student your assignment, obtaining copies of exams or answers to exams in advance, giving or accepting another student's answers to a test or quiz in advance, etc. - is conduct not in keeping with the Christian tradition of Immaculate Conception High School. By its very nature, it violates the values for which we stand. Therefore, it will not be tolerated in any manner. Because of the serious nature of this violation, the following policy will be followed:

All cases of cheating will be documented by teachers who will give

copies of materials to the Curriculum Director and Dean of Students. Students caught cheating may not be eligible for the National Honor Society, class or student council positions, or named class valedictorian or salutatorian.

First offense of cheating on a test, quiz, or project: The student will automatically receive a zero for that test, quiz, or project. The zero will count in computing the quarter grade for the course. Parents will be notified of the incident by the classroom teacher via a phone call.

Second offense of cheating on a test, quiz, or project: In the same course, the student may receive a failure for the quarter or semester in that course. Parents will be informed at a conference with administrators. If the cheating offense involves a different course, the incident will be referred to the Curriculum Director and the Dean of Students.

Third offense of cheating on a test, quiz, or project: The Curriculum Director and Dean will review the student's record to make a recommendation to the Principal regarding the immediate expulsion of the student.

Students who cheat on homework assignments, by either taking information or willingly giving information, will be subject to the respective teacher's policy on homework cheating. The teacher will maintain records of all instances of homework cheating; copies will be forwarded to the Curriculum Director and the Dean of Students. Repeated instances of cheating on homework in the same class will be referred to the Curriculum Director and Dean of Students for appropriate action, including consequences similar to those outlined above for cheating on tests, quizzes, and projects.

**Computer Ethics:** A student has a responsibility to display honesty when completing a computer generated assignment. A student may be found to have violated this responsibility if a student plagiarizes. Plagiarism is presenting the work of another as your own. Plagiarism carries the same consequence as cheating.

**Turnitin®:** Immaculate Conception High School has a license agreement with Turnitin.com. This is an Internet-based computer system that uses a compilation of the Internet, academic database and student submissions to check papers for original writing. The goal is to teach students to express themselves effectively through writing and to avoid both accidental and intentional plagiarism. Students will be required to submit their writing assignments to TURNITIN® during the school year. Turnitin® has taken steps to insure that student privacy is not violated and is the final arbitrator of the originality of the paper.

## PART III – DISCIPLINARY PROCEDURES

It is the intention of Immaculate Conception High School to assist students in becoming responsible, self-directed citizens who live and practice Christian values. Students are responsible for their behavior and are helped in evaluating it.

Students should be aware that they are representing Immaculate Conception High School at all times. Each student has an obligation to his/her fellow students, to the faculty, administration, and his/her parents to uphold the reputation of Immaculate Conception High School by appropriate conduct at all times. Rules and regulations are expectations and guides to assist in maintaining an orderly educational environment. They also provide for the safety and security of the entire school community.

Disciplinary steps are proportional to the actions involved as well as the prior disciplinary record of a student. While there is a general consistency of response to any given disciplinary violation, efforts are made to keep in mind the needs of the individual as well as the entire school.

**1. Reciprocal Reporting Policy:** It is the intention of Immaculate Conception High School to comply with the requirements of the School Code, to report to local authorities, criminal offenses committed by students and to receive from local law enforcement, authorities' reports of criminal offenses committed by students of Immaculate Conception High School to the extent permitted by law. (2004)

The following types of **disciplinary methods** may be used to maintain an orderly educational environment:

### **2. Demerit**

A demerit is a mark against a student for minor infractions. The penalty for these infractions must be served at the time assigned by the Dean of Students. A demerit is 30 minutes in length. The student will be informed at least twenty-four hours in advance.

Students reporting before and after school **MUST** be in full school uniform. Failure to report at the assigned time will result in further disciplinary measures. Students are expected to meet all school requirements, including serving penalties for demerits before work or extracurricular activities.

A demerit may be issued for the following **but not limited to** the following violations: tardiness to school or class, all uniform and dress code violations, gum chewing, food/beverages outside the cafeteria or lunch rooms, locker violations, jaywalking to or from student parking lot.

### **3. Detention**

A detention is a mark against a student for major infractions. The penalties for these infractions must be served at the time assigned by the Dean of Students which may include Saturday mornings from 8:00 a.m. until 11:00 a.m. A detention is 60 minutes in length. The student will be informed at least twenty-four hours in advance.

Students reporting before and after school **MUST** be in full school uniform. At various times, detention service will be turned into a work force cleaning the school area. Failure to report at the assigned time will result in further disciplinary measures.

After a student receives a third detention in a given quarter, the parents will be contacted; if the fourth detention is assigned in the same quarter, further action will be taken by the Dean of Students which may include suspension.

### **4. In-School Suspension**

This rarely used form of disciplinary measure isolates a student from the student body during the school day. A student is required to complete all class assignments given during the suspension period. Students may not attend or participate in any school activities on the day(s) of suspension. Note: Two percentage points will be deducted from the student's quarter grade.

### **5. Out-of-School Suspension**

This type of suspension will result when school regulations have been violated and it is necessary to remove a student for the good of the student or the school. The length of the suspension will be determined by the Dean of Students depending upon the nature of the offense. During the period of the suspension, a student is not permitted on school property and may not participate in or attend any school activities (home or away). A student is required to complete all class assignments given during the suspension period. Note: Two percentage points will be deducted from the student's quarter grade.

### **6. Individual Classroom Suspension**

If it is necessary to remove a student from a specific class, the student will remain out of the class until a parent-student-teacher-administrator conference is held. A student is required to complete all class assignments given during the suspension period. Note: Two percentage points will be deducted from the student's quarter grade.

### **7. Social Probation**

A student who violates ICHS rules at school sponsored activities whether home or away may be placed on social probation for the duration of time indicated by the Dean of Students. The student will not be allowed to

attend or participate in any school sponsored activities, i.e., games, dances, activities, meetings, etc. A parent conference with the Dean of Students will be held if a student is placed on social probation.

### **8. Disciplinary Probation**

A student is placed on disciplinary probation if he/she accumulates excessive detentions or has violated a major school regulation or policy (refer to sections 9 and 10 of Disciplinary Procedures). Violation of the specific restrictions of disciplinary probation may result in expulsion from school. A parent contact will be made by the Dean of Students to outline specific restrictions when a student is placed on disciplinary probation.

### **9. Expulsion**

Expulsion is the final exclusion of a student from Immaculate Conception High School. Expulsion may result from a single offense against major school regulations, repeated acts of minor infractions and/or the repeated display of attitudes contrary to the spirit of the school.

The Disciplinary Review Board will convene when a situation could result in the expulsion or mandated withdrawal of a student from ICHS. If a student is expelled, there is no possibility of re-admittance to Immaculate Conception High School.

### **10. Minor Infractions**

The following are examples of minor violations. These behaviors are no longer considered “minor” when they are repeated: chewing gum, food outside of cafeteria, tardiness to school or class, locker violations, violation of uniform policy/appearance, jaywalking to or from student lot.

### **11. Major Infractions**

The following violations are considered major infractions of school policy. A student may be suspended or expelled for gross disobedience or misconduct. Gross disobedience or misconduct shall include one or more of the following offenses, or any other offense specifically set forth in the ICHS Parent/Student Handbook, or in any other directive, bulletin, or memorandum concerning student conduct:

- Willful damage to school property, such as: stealing, vandalism, defacement of school or personal property (including graffiti).
- Obscene language or possession of obscene materials.
- Possession or use of tobacco products.
- Possession or use of alcohol, narcotics, depressants, stimulants, drug paraphernalia, unauthorized prescription medication or other drugs on or around the school premises.
- Gross disrespect, insubordination, harassment, or verbal abuse of school personnel and/or fellow students.
- Any act that could or might result in the injury of oneself or another, such as:

- Physical assault, fighting, throwing objects, etc.
  - Possession of weapons or explosives
  - False sounding of fire alarms, or any type of threat which causes evacuation of the school building
  - Extortion or intimidation
  - Any action disruptive to the operation of the school or school activities
  - Any involvement with Satanic activity (this includes advertisement of Satanic music groups or Gothic lettering)
  - Any involvement with gang activity (this includes gang signs, symbols, or attire)
- Cheating/Plagiarism.
  - Willful disobedience to administrators, teachers, or school personnel
  - Forgery of passes, admits, or other school documents.
  - Truancy.
  - Students can be held responsible for evidence of illegal or inappropriate behavior posted on the internet (Blogs, websites, etc.) Please refer to the Internet Policy. (2006)
  - Police involvement - the extent of school action will depend upon the seriousness of the activity in which police are involved. This includes the regular school year and the summer months.

If a student exhibits inappropriate behavior or violates “a major infraction”, he/she may be removed from offices or titles held (i.e. President, Captain, Representative, etc.). In addition, the student may not be eligible for school character-related awards. (2005)

## **12. Disciplinary Review Procedures**

a) If there is probable cause to believe a student is guilty of gross disobedience or misconduct, the student will be notified of the alleged offense(s) as soon as possible by the Dean of Students. The student will be given an initial opportunity to respond orally to the charge(s) against him/her.

If a student's presence poses a possible continuing danger to persons or property, or an ongoing threat that may disrupt the academic process, the student will be suspended immediately. The parent(s)/guardian(s) will be notified by telephone of the alleged offense(s), and a written copy of the charge(s) will be kept in the student's file.

b) Any situation that may result in suspension from school – A conference between the parent(s) and/or guardian(s) and the Dean of Students will be held as soon as possible to review the charge(s) of gross disobedience or misconduct.

c) Any situation that could result in expulsion/mandated withdrawal from school – The Disciplinary Review Board will be notified to convene.

d) The student and parent(s)/guardian(s) shall be accorded the following opportunities: examination of written reports and statements (if any) constituting evidence supporting the charges and the presentation of oral and written evidence on behalf of the student.

e) After hearing the evidence, disciplinary sanctions will be imposed, if necessary. Final decisions regarding disciplinary action or expulsion are made by the Principal.

f) After a decision is made the results shall be reported to the parent(s)/guardian(s) and the student.

### **13. Disciplinary Review Board**

The Disciplinary Review Board will convene when a situation could result in expulsion or mandated withdrawal of a student from ICHS. The student called before the Board will be suspended from classes and all activities until the Board convenes, and a decision is rendered.

The committee is composed of the Dean of Students (Hearing Officer), three teachers (two are appointed by the Principal/Pastor), and the third is selected by the student. The Board will meet to provide the student with a “fair hearing” if expulsion is under consideration. In addition, the hearing will provide the administration and Disciplinary Review Board with the details of the situation from all perspectives. The Disciplinary Review Board will make a recommendation to the Principal, who will then make the final decision.

### **14. Corporal Punishment**

Corporal punishment or physical assault is prohibited. (2003)

### **15. Vehicle Search**

When there is reasonable concern for the safety and welfare of student and staff or reliable information that a car contains illegal items, the ICHS administration reserves the right to search cars on school/parish property. (2004)

## **PART IV – ATTENDANCE POLICY and PROCEDURES**

### **1. School Day Attendance**

Parents can assist the school by encouraging their son/daughter to attend school regularly; consistent attendance and punctuality are necessary for academic success. In order to assure these possibilities, students attending ICHS may NOT miss more than eight (8) classes

during a semester. Students who exceed the number of acceptable days absent or who are excessively tardy will be required to attend a parent-student conference with an administrator. The purpose of this meeting is to discuss whether the student will be allowed to remain in the class or withdrawn from the class without credit.

The regular school day begins PROMPTLY at 7:55 a.m. and ends at 2:50 p.m. Homeroom begins at 12:54 p.m. at which time announcements are made. The regular school day is divided into seven fifty minute class periods, one twenty-five minute lunch period and one eight minute homeroom period. The faculty is present from 7:35 a.m. until 3:15 p.m.

## **2. Absences**

According to Section 26.2A of the Illinois School Code, "valid cause for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as approved by the principal or circumstances which cause reasonable concern to the parent for the safety or health of the student."

## **3. Excused Absences**

In cases of excused absences, it is the student's responsibility to make arrangements with teachers concerning work missed. Teachers will provide sufficient opportunity for the student to submit make-up work. Generally, students will be allowed one school day for each excused absence to make-up assignments. Individual teachers will establish deadlines for the completion of work for credit when a student's absence is excused.

A pre-arranged absence such as medical, dental, court, college visits, etc... must be cleared through the Main Office or Dean's Office.

## **4. Extended Absences**

Students with excessive absences or missing consecutive days of school due to illness may be required to provide documentation to verify the reason for absences. Students hospitalized or confined for communicable diseases must provide a doctor's note or parent note before returning to class. Students will be required to make up all academic work.

## **5. Unexcused Absences**

Invalid reasons for absence include oversleeping, transportation problems, car problems, going to work with a parent, work, and completing work for an academic class, etc... Please note that a phone call from a parent or guardian for these reasons will not validate the absence for the student. Students will not receive credit for work missed while absent.

## **6. Tardiness**

A student is considered tardy if he/she is not in the classroom by the end of the bell. A parent/guardian phone call and/or note are necessary if a student is tardy to school. Tardiness will not be tolerated and will incur a penalty assigned by the Dean of Students. If a student misses 10 (ten) minutes of a class period they will be marked absent from that period. During all periods (A-K), the teacher will record tardiness and report it to the Attendance Office.

## **7. Reporting an Absence**

A student who is absent is required to have his/her parent or guardian call the school attendance line (630-530-3475) between 6:00 a.m. and 8:30 a.m. on the day of the absence or if the student is late to school.

**Failure to properly report an absence will result in an unexcused absence.**

Telephone calls from anyone other than a parent or guardian will not be accepted. A phone call must be made each day of an extended absence unless cleared through the Dean's Office. No student will be readmitted to class after an absence or tardy unless a parent or guardian has properly reported an absence.

A falsified note or telephone call may result in the suspension of the student from school.

Students must sign in or out through the Main Office when arriving late to school or when leaving the building. Failure to follow this procedure may be considered truancy. Students who are not feeling well or ill must report to the Main Office, Guidance Office, or Dean's Office PRIOR to contacting their parent or guardian. Students are reminded NOT to use cell phones to notify parents of illness. A parental contact will be made from an administrative office.

Any student who arrives late and/or leaves early and who has an assignment or test due that day MUST personally contact teachers to turn in the assignment; and/or take the test/quiz; and/or make specific arrangements with the teacher regarding make-up work.

## **8. Extracurricular Activity Days**

In order to attend or participate in any school-sponsored activity, a student must attend for a minimum of four class periods on the school day of the event. Homeroom/lunch does not count as one of the four periods.

If a student does not meet the minimum requirements of attendance of four class periods and appears as a spectator or participant at a school-sponsored event without the specific permission of the Dean of Students or Administration, he/she will be subject to disciplinary action.

## 9. Truancy from School

A student absent from class(es) without the consent of either home or the school is considered truant. In the event of truancy, parents or guardian will be contacted by telephone. No credit will be allowed for work missed during the period of truancy. Truancy may result in suspension or expulsion from school. No student will be readmitted until a parent-student conference is held with the Dean of Students.

## 10. Ditch Day

ICHS does not sanction a “ditch day” for seniors or any students. Students who participate in this type of activity will be considered truant and will face disciplinary action. Any senior who participates in such activities will jeopardize their participation in the end of the year activities, such as prom, graduation, etc...

## 11. Sign-In / Out from School

Occasionally, a student may arrive late to school or need to leave before the end of his/her school day (i.e. medical appointments or emergencies). **All students are required to sign in or out in the main office even if they arrive or depart at the change of class.** Medical appointments should be made for Saturdays, holidays, or after-school hours. Please check the school calendar closely.

- A note from a parent which includes the reason for the early dismissal must be brought to the Main Office before 7:45 a.m. on the day the student is to leave early. The student will be given an early dismissal pass indicating the time he/she will need to leave.
- When picking up a student, the parent must sign the student out in the main office.
- Emergency exceptions must be cleared by a parent telephone call to the Dean of Students.

## 12. Drop-off / Pickup of Students

Drop-off: If you are dropping off your student in front of the school heading NORTH, you must proceed NORTH. Likewise, if you are heading SOUTH, you must proceed SOUTH. In other words, there are absolutely NO U-TURNS allowed on Cottage Hill.

Pickup during the school day: When you must come in to sign your student out, do not leave your car unattended in front of the school. You will be ticketed. Please park behind the building or in a designated parking space.

## 13. Family Emergency Travel Policy

The school does not condone family vacations taken during regular class days. Permission for any extended absence (2 days or more) must be obtained from the Dean of Students. Parents must contact the Dean by letter, at least one week in advance.

If permission is granted, the student must report to the Dean's office and obtain a pre-absence form. This form must be signed by all of the student's teachers before being returned to the Dean's office. All assignments missed must be made up and turned in upon the day of the student's return. Student absences will be recorded while the family is traveling and will accrue on the student's attendance record.

Make-up work is the responsibility of the student. Teachers are under no obligation to tutor, extend due dates, etc...during this time period. If arrangements are not made in advance, the absence will be considered unexcused.

#### **14. College Days**

- Seniors are granted a maximum of two days to visit colleges or vocational schools.
- No visits may be scheduled on Friday prior to, or Monday following school vacations or after April 1st.
- Seniors must bring a note to the Dean of Students from his/her parents at least one week in advance of the planned or proposed visit. The note must state the name and location of the college or vocational school.
- Upon his/her return to school the student must submit to the Dean of Students a letter (on letterhead) from a school official verifying the date and time of the college visit.
- Juniors may take one day during the second semester prior to April 1st. Special arrangements for juniors must be made through the Dean's Office.
- A phone call must be made to the Attendance Office the day of the student's absence.
- Visits to local colleges/universities should not require students to be absent from school. These institutions generally schedule visits and open houses during non-school hours and vacation periods.

#### **15. Early Release/Late Arrival**

The privilege of early release/late arrival will only be granted to seniors. Seniors who have a scheduled study hall during the first period (A) or last period (K) of the school day may arrive late or leave early under certain conditions.

Attendance is mandatory at all school liturgies and assemblies that are scheduled during Periods A or K, superseding early release/late arrival privileges.

Documentation and qualifications for early release/late arrival privileges will be given only to those seniors who may be eligible. This privilege will be addressed the first week of each semester.

## PART V – DAILY OPERATING PROCEDURES

### 1. Advertising on School Premises

Distribution or display of any signs, posters or solicitation must be approved through the Dean's Office.

### 2. After-School Jobs

It is the policy of Immaculate Conception High School that a student's primary responsibility is to his/her academic studies. At no time does the necessity to work take priority over the need to devote sufficient time and effort to one's studies. Students are required to meet all their obligations at school before going to work. No schedule changes will be made to allow for early dismissal.

### 3. Announcements

All announcements must have the approval of the Faculty Moderator and the Dean of Students. Announcements will be made during Homeroom period. All announcement requests **MUST** be submitted before 12 Noon of that same day to the Main Office.

### 4. Attendance Values

Absent	Value
1 Class Period	0.0
2 - 3 Class Periods	0.50 (1/2 day absent)
4 - 7 Class Periods	1.00 (Full day absent)
Suspension	1.00 (Full day absent)
Truancy	1.00 (Full day absent)

### 5. Backpacks

Students will only be allowed to carry back packs to school in the morning and from school in the afternoon. Back packs will **NOT** be allowed during the regular school day and must be kept in lockers. (revised 2004)

### 6. Cafeteria

When using the cafeteria, all students are expected to:

- Deposit all waste in the containers provided.
- Leave eating area clean.
- Consume all food and drink only in the cafeteria.
- Cooperate with the faculty moderator when he/she makes requests to maintain order and cleanliness.
- Sit six at a table to avoid congestion.
- Remain in the cafeteria for the entire lunch period.
- Birthday cakes/pies are not permitted during the student lunch hours.
- Students/parents are not permitted to order carry outs for their lunch period.

## **7. Cell Phones/Camera Cell Phones/Signaling Devices**

The use of camera cell phones and laser pointers is NOT allowed anywhere on school or parish grounds. Cell phones and electronic signaling devices must be turned off before entering the high school buildings and must be stored in the student locker during the school day.

Cell phones may not be used at any time between the hours of 7:30 a.m. until 3:00 p.m. A student's first offense will result in confiscation of the phone. The phone will then be returned at the end of the school day. Any subsequent offense will result in confiscation of the phone and a \$25.00 fine. The phone will be returned to the student upon payment of the fine. Parents will be notified. (2010)

## **8. Class Trips**

Immaculate Conception High School assumes no sponsorship or legal responsibility for class trips planned by students at any time during the school year or during the summer. If a trip is school sponsored, parents are notified in writing and expected to sign a permission slip.

## **9. Closed Campus**

Immaculate Conception High School has a closed campus. Our school is bounded on the:

North: Arthur Street

East: York Road

South: IC Church property

West: Cottage Hill Avenue

No student is permitted to leave the high school premises during the school day without the express permission of his/her parents/guardian and the Principal. Students found to be in violation of this policy will be considered truant.

## **10. Deliveries to Students**

Flowers/gifts will not be delivered to students during the school day. Forgotten lunches, practice jerseys, homework, projects, etc...MUST be delivered through the Main Office.

## **11. Emergency School Closing / School Reach Notification System**

The School Reach notification system (automated phone calls) will be used to alert families of school closings, reminders and other important announcements.

Announcements concerning the emergency closing of school will be also be broadcast by the following Radio and TV stations:

CLTV, FOX (32), WGN (9), WGN (720 AM), WBBM (96 FM), WMAQ(5), WBBM (780 AM), WLS (890 AM), WLS (94.7 FM)

Unless these stations broadcast the cancellation of school at Immaculate Conception High School in Elmhurst, it can be assumed that school will be held. **PLEASE DO NOT CALL THE SCHOOL.** Check the home page at [www.ichsknights.org](http://www.ichsknights.org) for closing or delayed start information.

## **12. Gambling**

Card playing, dice, games of chance and any form of gambling are not permitted. (2004)

## **13. Hallways**

Students are expected to use the shortest route possible when going from any classroom, study hall, etc., to the Media Center or Guidance Office. There will be no passing through Costello Hall at any time during classes. Running is not permitted at any time. Avoid making loud noises, yelling or shouting in the hallways. Please throw waste paper in the trash cans to keep the halls clean.

## **14. Harassment**

Students who engage in any type of harassment will be subject to appropriate discipline, including suspension or expulsion. Harassment by others on behalf of students will not be tolerated and must be reported immediately to school officials. Harassment includes, but is not limited to unwanted touching, name calling, rumor spreading and intimidation, whether physical, verbal, or written.

## **15. Hazing**

Hazing or initiation activities for any school-sponsored club or athletic team on or off school property are strictly forbidden. Participation in any events that are in conflict with the philosophy and guidelines of ICHS will result in disciplinary action.

## **16. Identification Cards**

Each student receives a picture Identification Card (I.D.). This card is to be carried during the school day and when attending any school-related event. Students will pay \$7.00 for each I.D. card issued after the initial one. Students must relinquish their I.D. cards upon the request of any teacher or supervisor. Failure to have an I.D. or having a defaced I.D. may result in detention.

## **17. Lockers**

Each student is rented an IC lock/locker at the beginning of the school year and is expected to keep that assignment. Students are responsible for keeping lockers neat and in good order. Lockers are subject to inspection at any time by the school. The school assumes no liability for missing articles, but any missing articles should be reported to the Dean of Students.

**LOCKERS MUST BE LOCKED AT ALL TIMES.** Students who lodge foreign objects in the locker mechanism to keep the locker from locking and students who do not lock their lockers are subject to detention.

Any student causing destruction/defacement (graffiti) to school property (locks, lockers, etc.) will be responsible for repair or replacement costs

and be subject to further disciplinary action. If necessary, replacement locks (\$6.00) must be purchased in the Dean's Office.

If signs are affixed to the lockers (i.e. birthdays, athletic events), they must be affixed with masking tape (available in the Dean's Office or Main Office). Decorations may be affixed to the front of the locker and ceramic wall surfaces only. They may not impede traffic flow. Confetti is not permitted in the school building.

**NOTE:** LOCKERS ARE THE PROPERTY OF THE SCHOOL AND SUBJECT TO INSPECTION AT ANY TIME. BROKEN LOCKS/LOCKERS OR MISSING ITEMS MUST BE REPORTED TO THE DEAN IMMEDIATELY. **ONLY SCHOOL ISSUED LOCKS CAN BE USED.**

### **18. Lost and Found**

Students who have found articles or wish to claim a lost article should inquire in the Dean's Office or the Main Office. Students who have lost articles in the gymnasium area should first check with their teacher, then the Dean's Office or Main Office.

### **19. Physical Education Procedures**

Each student purchases a gym uniform and lock from the school in the freshman year. Gym uniforms will be marked and are expected to be kept clean. Gym lockers must be kept locked at all times. The school is not responsible for any loss suffered through the student's failure to put valuables in his/her assigned locker and lock it.

### **20. Pregnant Students**

From time to time, ICHS is faced with situations involving pregnant students. To arbitrarily exclude an unwed mother from school conveys a negative message, namely, that terminating a pregnancy is an answer that will permit the student to remain in school. Therefore, the policy at ICHS is that pregnancy itself is not a reason for dismissal. Each case will be reviewed on the basis of a number of factors, including but not limited to: the stage of the student's pregnancy in relation to the school year and the health, safety, and well-being of the student and the school community.

### **21. Public Display of Affection**

Public display of affection in school or at school related events is considered inappropriate. Repeated incidents will be referred to the Dean's Office.

### **22. Radios/Electronic Devices/Headphones**

Headphones, radio and "Walkman" type radios, stereos, CD players, I-pods, MP3 players, etc., are not permitted during the school day. Any violation of this restriction may result in confiscation of the item.

### 23. Recording Devices

Students must obtain permission from the school administration and classroom teacher to produce an audio/video tape during the school day.

### 24. Schedule Changes

Schedule changes will only be granted for academic reasons. Ordinarily, students will not be moved from a section/class with a lower enrollment to one having a higher enrollment. Changes in schedules may be requested prior to the first day of the beginning of each semester at times so designated. Each change in schedule will be examined individually and must be made within the first ten school days of each semester. Senior schedule changes can not result in a student having three study halls in one semester without administrative approval. All schedule changes require a written request from the student's parents and a \$30.00 fee.

### 25. School Office

The Main Office of the high school is open on school days from 7:30 a.m. until 3:30 p.m.

### 26. Senior Lounge

Senior students in study halls during periods that do not overlap lunch periods may be granted "Senior Lounge" privileges. During their study hall time, they are permitted to go to the cafeteria to study and/or talk quietly. They may purchase food and beverages. The following procedures must be followed:

- Students report to study hall as usual.
- Study hall teacher dismisses seniors to the cafeteria after attendance is taken and checks the cafeteria at least 2-3 times per period for attendance.
- Any student present for initial attendance check but not present for "head count" will lose senior lounge privileges. The time period for lost privileges will be determined by the Dean of Students. This loss of privileges will apply to **all** of the student's study halls.
- Official passes to go to various areas of campus must be delivered to the study hall teacher **before** leaving.
- Permission to go to the main floor (200 level) must be given by the study hall teacher prior to going. Failure to seek permission may result in missing a "head count" and, therefore, senior lounge privileges.
- Loss of Senior Lounge privileges will also occur for those students who have a grade of D or F at any marking period. Senior Lounge privileges will be reinstated **only** at the next grade review juncture (progress reports, quarter or semester grades).

## **27. Skateboards**

Skateboards are not allowed on school premises.

## **28. Snowballs**

Since the health and safety of all individuals is one of our primary concerns, snowballs may not be thrown on or around school premises. Violators are subject to disciplinary action.

## **29. Student Behavior**

Students are expected to address members of the faculty, staff, and adults in a respectful manner at all times (i.e. Yes - Father, Sister, Mr., Mrs., Miss, or Coach).

Students are expected to refrain from the following conduct in class:  
Words or actions which are disrespectful to teachers or fellow students.  
Disruptive behavior.  
Talking or answering out of turn.  
Chewing gum or eating.  
Moving around the classroom without permission.

## **30. Student Parking**

A limited amount of space is available for parking. ICBS reserves the right to grant or deny a student permission to drive a car to school. The school assumes no liability for damage or theft to vehicles.

Students who drive to school must submit a parking permit application to the Dean of Students on the appropriate August due date for their grade level. Students who begin driving to school after the start of the school year must check with the Dean of Students regarding availability of spaces before a parking permit application is submitted.

The cost of a parking permit is \$75.00. The parking permit decal must be displayed in the rear window at all times. Students must park cars and other vehicles in the south end of the lot on York Road. Students parking in any other area around the school, driving a car that does not have a sticker, or violating any other parking permit regulations will be fined \$25.00 and may be subject to additional disciplinary measures.

The north section of the parking lot is reserved for the grade school faculty. ICBS students are NOT permitted to park in this section.

All students when coming to and from the parking lot are required to cross at the corner of York/Arthur. All students must be extremely carefully and courteous when crossing.

Students may not congregate in the student parking lot before, during or after school hours.

NOTE: Students driving recklessly or irresponsibly before, during, or after the school day may lose driving privileges and will be subject to suspension until a decision is made relative to expulsion.

### **31. Student-Teacher Conferences**

Teachers reserve the right to require that a student meet with them for either academic or disciplinary reasons. These conferences will generally take place after the end of the school day (2:50 p.m.). Unless otherwise specified, they will begin at 2:50 p.m. and end no later than 3:15 p.m. In all cases, these conferences will take place on school days, and the student will receive at least twenty-four hours notice.

### **32. Telephone Messages**

Parents should NOT expect the school office to deliver routine messages to students. Only emergency messages will be delivered through an administrator.

### **33. Transcripts**

Immaculate Conception High School will not release any transcript without the written consent of a parent or guardian for any student under the age of 18. Students 18 and older may request transcripts with their own signature. Each senior is allowed one free transcript. There is a cost for each additional transcript. Final transcripts will not be released until all outstanding financial accounts have been paid in full.

### **34. Transportation**

Students who reside in District 205 and live 1-1/2 miles or more from school are eligible for free public school transportation. Metra and Pace provide a student discount when a school I.D. is shown. Parents will be notified if the State Transportation Reimbursement Form becomes available for parental signature.

### **35. Tuition Policy**

Immaculate Conception High School has contracted with SMART Tuition Management Services for tuition payment/collection. The SMART Tuition Plan is mandatory for all ICHS families. Please read the following tuition policy information carefully.

- Any outstanding obligation (i.e., from prior year) must be paid prior to the beginning of the following school year in August.
- The total tuition for a year less the tuition portion of the registration fee is divided into ten equal monthly payments which begin in August and end in May.
- Students whose tuition and fee accounts are IN ARREARS will not receive exam passes for first or second semester final exams.
- Very Important: In the event that any account becomes past due, the student(s) will be suspended from attending classes and

participation in all school activities until the account is made current.

- All mandatory student fundraiser monies are due at the time the fund-raising event ends.
- Tuition refund policy: If a student withdraws during the school year, his/her tuition will be pro-rated based on the date of withdrawal and any additional payment will be due or any excess payment will be refunded after the withdrawal process is complete. (2003)
- Official transcripts will not be released until all financial obligations are paid in full.

### **36. Visitors to School**

In accordance with Illinois Revised Statute Chapter 720 ILCS 5/21-3 (Criminal Trespass to Land) only authorized personnel and presently enrolled students are permitted to enter. **All Visitors** are directed to apply for a Visitor's Permit at the school office. Unauthorized persons on school premises will be reported to the local police.

All adult visitors to ICHS, whether parents, relatives, alumni, or friends, should gain access to the school building via the main entrance on Cottage Hill Avenue. Entryways are equipped with video and buzzer systems for greeting visitors. Visitors must report to the main office to sign in and receive a visitor's permit. At the conclusion of their visit, adult visitors are required to sign out and return their visitor's permit.

Do not feel offended when a faculty member or an administrator requests that you obtain a Visitor's Permit from the Main Office. It is only with the cooperation of all school community members that we can insure the safety of your children.

### **37. Work Permits**

Work permit applications may be obtained from the Main Office or downloaded from the school website (Students/Forms). Once the application is completed, return it to the main office with the following as required by state law: A student under the age of 16 must present a birth certificate and a letter from the prospective employer stating the kind of work and number of hours per week required.

## **PART VI – STUDENT SERVICES**

### **1. Book Store / Textbooks**

The school uses an on-line bookstore for the purchase of textbooks. Students may be eligible to receive selected textbooks loaned by the State of Illinois. These "State Books" will be issued in August and must be returned and inspected during the final week of the semester of their use. Since the life expectancy of such textbooks is five years, students

are to keep the books assigned to them free of permanent writing, torn pages, punctures, etc. Fines or the cost of replacement will be assigned for damaged books. Students who fail to return State Books during the designated time must pay for the full cost of the books. Any financial obligations for textbooks must be met before exam passes will be issued.

## **2. Guidance Program**

The Guidance Department is open to students at any time during the school day for academic, personal, or vocational counseling. Conferences are usually arranged by appointment.

Testing:

The ICHS testing program is supervised by the Guidance Department. The testing program includes: high school placement tests, career, college, vocational tests, interest and aptitude tests, and college entrance examinations.

On-Campus Representatives:

College and career representatives are scheduled to visit the school during the school day. All visits are normally announced at least 48 hours in advance.

**NOTE:** See the Curriculum Guide for more complete information on the Curriculum of ICHS, including: requirements for graduation, AP courses, honors programs, course load, grading scale, honor roll, academic failure policy, etc.

## **3. Health / Medication**

No student will be allowed to enter Immaculate Conception High School without a physical examination. All freshmen are required by State Law to have a physical examination.

Students who become ill or are injured should report to the Main Office or the Dean's Office. A student will not be sent home without first contacting the parents, guardian, or designated person in the case of an emergency. All parents and students must fill out and update an Emergency Medical Information Form each year.

The Illinois Nursing Act, Section 4, prohibits the administration of any type of medication, including aspirin, ibuprofen, or acetaminophen.

Notification of any unusual health condition or use of a prescription drug medicine must be reported to the main office.

The administration of medication or the supervision of self-medication to students during regular school hours is discouraged, unless necessary to maintain the student in school. Any student requiring medication during school hours must have on file a written authorization form signed by the student's parents or guardian, as well as a physician's authorization and

permission for administration of medication.

A designated administrator will either administer the medication in accordance with the physician's instructions or supervise self-medication in accordance with the physician's authorization of medication.

All medications must be delivered to the Main Office as soon as one enters the building and prior to attending class. A student may keep prescribed medication in his or her possession only when a physician has verified that a student must possess the medication for emergency reasons.

#### **4. Student Accident Insurance / Claims**

Sometime during the school year, your child may be accidentally injured at a school-related activity. If this happens, you have student accident coverage to assist you with out-of-pocket expenses. **The Christian Brothers Student Accident Plan ACTS AS A SUPPLEMENT TO YOUR MEDICAL INSURANCE.** They are not an insurance company but they do provide low-cost coverage in addition to your family's medical plan(s). Parents should always take their child to their primary care physician or medical provider. If the parents choose to go outside of their healthcare network, even at the referral of school personnel, medical payments will be denied by their carrier and the Student Accident Plan.

Report the injury immediately to the school secretary (Main Office) who will provide you with the forms necessary to submit a claim to the Christian Brothers Student Accident Plan. All communication regarding your claim should be directed to the Student Accident Plan. Do not contact the school or send us any information concerning your claim as the school is unable to provide the proper professional assistance you may need.

Submit your bills to your primary valid coverage organization. After having collected from the other valid insurance, submit a copy of the Explanation of Benefits from the primary other insurance carrier(s) to the Student Accident Plan with your claim form. The unpaid portion of the charges will be considered for payment and paid in accordance with the terms of the Student Accident Plan. Treatment must commence within thirty days and medical/dental expenses are only reimbursable if incurred within one hundred and four (104) weeks from the date of injury. Bills must be submitted within one hundred eighty (180) days of treatment. This secondary coverage insurance includes all students at ICHS and is included in the Special Area Fee paid at orientation. Full and complete details of the program are on file in the Main Office of the school. (revised 2003)

## **5. Library / Media Center**

The school library assists students by providing materials that will enrich his/her curricular and extracurricular interests. It is the responsibility of the student to become informed of and cooperate with the rules and procedures of the library. Failure to do so may result in the loss of library privileges.

A student must have an I.D. to enter the library and to check out any materials. Any student who has not paid all library fines and returned all overdue materials by the end of each semester will not receive an exam pass or his/her grades. **NOTE:** The library is a place for quiet work and individual study.

## **6. Physical Education Requirements**

All students are required to participate in physical education classes. Temporary excuses from the class must be in writing from a parent/guardian or physician citing the reason for and duration of the excuse. All permanent excuses from the class for physical reasons must be certified by a written statement from a physician and presented to the Director of Guidance. A grade of "P" OR "F" is given in these cases.

## **7. Release of Student Records**

In compliance with the Illinois School Student Records Act, parents have the right to inspect their student's records (i.e. medical, academic and transcripts). The records will be made available, within 10 school days of a request by the parent/guardian.

## **8. School Activity Bus Rules**

- The driver is in full charge of the bus and students. Students must obey the driver, promptly and willingly. All passengers must wear a seat belt.
- Loud talking, boisterous behavior or the use of profanity is prohibited.
- No music is to be played by students.
- Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Students must also refrain from throwing refuse out of the windows.
- No student shall open a window on the bus without first getting permission from the driver.
- No student shall at any time extend head, hands, or arms out of the windows whether the bus is in motion or standing still.
- Students must see that they have nothing in their possession that may cause injury to another.
- Each student must observe that his/her books and personal belongings are kept out of the aisles.
- No student shall sit in the driver's seat, nor shall any student sit to the immediate right of the driver causing interference.

- Students are to remain seated while the bus is in motion and are not to proceed on or off the bus until the bus comes to a full stop.
- Students must cross the street **ONLY IN FRONT** of the bus after consent of the driver.
- Students must not stand or play in the roadway or on other people's property while waiting for the bus.
- Students are not permitted to chew gum, eat, drink, smoke, or chew tobacco.
- Any damage to the bus is to be reported to the driver immediately (offenders will be responsible for cost).

School rules and policies of the Parent/Student Handbook apply to all riders. Complaints from the driver pertaining to any violation will be processed with a disciplinary referral.

## **9. School Dances**

Dances are intended for the enjoyment of ICHS students. They are, in fact, an internal program of the high school. The following expectations exist for all students:

- All dances (unless specifically stated) are restricted to ICHS students.
- A student who leaves the building unescorted by a faculty member during the dance may not return to the dance.
- All dances must be coordinated through the Dean of Students at least two weeks in advance.
- Students will not be admitted to a dance if they arrive after the posted entry time.
- Any student found to be in possession of/or using any drug/alcohol, or who, by his/her behavior gives evidence of being under the influence of any drug, will only be allowed to go home with his/her parent(s)/guardian(s). The student will be subject to the school discipline procedures.
- Administration will make all decisions regarding appropriate appearance. If dressed inappropriately, students will not be allowed to enter the dance.

## **10. Spiritual Program**

The on-going religious development of all members of the Immaculate Conception High School faith community is very important. The school takes great pride in its resources for helping both students and staff to grow spiritually.

In the area of curriculum, all students are required to successfully complete the Theology Department course of studies. Freshmen and sophomores take a full year of theology studies; juniors and seniors take a semester course each year.

In the area of spiritual formation, the following services are provided:

- All-School Liturgies are celebrated on Holy Days of Obligation when school is in session and at other appropriate times during the year. Attendance at all-school liturgies is mandatory and considered part of the school day.
- Small Group Liturgies/Prayer Services are celebrated in each theology class. These celebrations are planned by the class with their teacher and a priest.
- A Retreat at LaSalle Manor in Plano is a graduation requirement that is fulfilled during the junior year. This two-day retreat is conducted by the staff of LaSalle Manor. The cost for this retreat is included in the fee list for the junior year.
- An optional Retreat for seniors conducted by the staff at LaSalle Manor is also offered.
- The Sacrament of Reconciliation, Spiritual Direction and Spiritual Counseling are available for all students and staff. Priests from Immaculate Conception Parish and surrounding parishes are available and they are most generous in giving time and talent for this ministry.

Students at Immaculate Conception High School and their families are encouraged to be as active as possible in their home parishes and parish sponsored activities. It is the school's belief that the family and the home parish are the most important sources for a person's spiritual growth and formation. The school's services in these areas are meant to supplement the spiritual formation that family and parish provide.

### **Days of Recollection/Retreat**

Days of Recollection for freshmen and sophomores will be conducted by the Theology Department. Attendance at these services is required of all students.

### **Christian Service Requirement**

It is important for students to utilize their talents, gifts, and energies to the best of their abilities in the building and nurturing of their community. Therefore, offering service to the school, parish and community is required for all ICHS students. To facilitate growth in their understanding of the Christian call to service, **students are required to complete a minimum 10 hours of service each year** for a total minimum of 40 service hours over the course of their high school career. (This requirement will be prorated for students completing fewer than 4 years at ICHS.) Suggestions for service opportunities can be obtained from the Director of Christian Service. The requirement is completed when all the appropriate documentation has been submitted. Christian Service Report Forms may be obtained from the high school Director of Christian Service, theology teachers, the ICHS website, or the main office. Completion of the minimum 40 hours of service is required for

graduation. No diploma or transcript will be issued without the completion of this requirement.

The appropriate report forms may be submitted at any time, but the minimum requirement must be submitted by the annual due dates listed below.

May 1<sup>st</sup>—Students in grades 9, 10, 11 must submit documentation showing a minimum of 10 hours of service for that year.

Last day of 3<sup>rd</sup> quarter—Students in grade 12 must submit documentation showing 10 hours of service for that year.

Students who have not completed the service requirement will be ineligible to take semester exams.

It is recommended that the service hours be distributed among the following categories:

Immaculate Conception Parish or the student's home parish

Immaculate Conception High School

Charitable or nonprofit organization

Other—Must be pre-approved by Director of Christian Service.

Seniors who fail to meet the 3<sup>rd</sup> quarter deadline will also be required to write an integration paper. The content of the paper shall address the student's understanding of the Christian call to service, describe the student's service projects, and include a reflection on his/her service experience(s). The paper must be 4 pages in length, typed, and double spaced. The paper will not substitute for the required hours which must still be completed and documented. (revised 2008)

## **PART VII – POLICIES**

### **1. UNIFORM POLICY**

The authorized uniform company for Immaculate Conception High School is:

DENNIS UNIFORM COMPANY

1141 NORTH MAIN STREET

LOMBARD, IL 60148

School Code: G49GL

or on-line at [www.dennisuniform.com](http://www.dennisuniform.com)

Phone: (630) 932-7171

Students who appear at school not in uniform must report to the Dean's Office before 7:45 a.m. with a note of explanation from a parent. Failure to comply with the uniform policy may result in disciplinary action. The uniform code is very simple to follow. With the cooperation of all parents, insuring that your sons/daughters know what we expect, problems can and will be avoided. Students should leave home in the morning dressed in the manner described below:



footwear (style or color) are not allowed.

All moccasin shoes are to be dress-like. Moccasin shoes must have a hard-soled bottom and must be worn around the heel. Presentable athletic or gym shoes are acceptable only when wearing the uniform shorts. Shoes with laces or straps must be tied/fastened at all times.

### **Socks**

Socks must be worn by all students. Knee-high, crew or ankle style socks are permitted. Low-cut socks are not permitted. Socks should be Only solid navy blue, white, or gray leg coverings may be worn. Long underwear, stretch pants, spandex, leggings or sweatpants **are not** considered tights and **may not** be worn during the school day.

**General Uniform Notes** - A clean, neat appearance (shirt tucked in/shoes tied) is expected at all times.

- **Uniform shirts must be worn under the Quarter Zip Sweatshirt.**
- Uniform shirts (unless banded bottom) and spirit wear shirts must be tucked in at all times.
- Uniform skirts must be hemmed to the appropriate length. Stapled and pinned hems are not permitted. Failure to comply with skirt length requirement - Student will be required to wear the uniform slacks.
- T-shirts or turtlenecks may be worn underneath the uniform shirt, however, t-shirts or turtleneck sleeves may not extend past the uniform shirt sleeves. T-shirts or turtlenecks must be tucked in and must be white, navy or grey; **No inappropriate designs, advertising, logos, trims, or imprints.**
- Clothing which displays obscenities, gang or cult symbols, sexual connotations, drugs, alcohol or violence is prohibited. (2004)
- Extraordinary fashion accessories, clothing and jewelry that are distracting or are not specifically stated as part of the school uniform are not to be worn during the school day. Such items include but are not limited to, studded collars/bracelets, adornment with safety pins, rubber/elastic bands, chains, chain wallets and gloves. This also includes tongue, eye, nose or any other body piercing. (revised 2008)
- Females are not permitted to wear an excessive number of earrings in each ear.
- Male students are forbidden to wear earrings or studs.
- Male students are to be clean shaven at all times.
- Student hair color must be of a natural hair color. No lines, numbers, colored braids, or designs of any sort are permitted. (revised 2004)

- Hats are not to be worn in the high school building at any time. Hats must be removed before entering the building.
- Students and athletes are not permitted to wear bandannas at any time.
- Coats or jackets may not be worn in the classroom during the school day unless authorized by the Administration.
- Tattoos are not acceptable and may not be visible during the course of the school day, or at athletic or school social events. Writing of any sort is not permitted on the body or uniform.

### **Dress-down Days**

Occasionally, students will be permitted a non-uniform day which will be announced by the Dean of Students. On a dress-down day students will not be required to wear the regular school uniform if they adhere to the following guidelines:

- No spandex, lycra, or tear away sweat pants
- No low-cut, sleeveless or bare-midriff shirts
- No altered shirts (torn, cut, etc)
- No inappropriate or offensive advertising or sayings
- No sandals or flip flops. Socks must be worn.
- No ripped jeans or jeans with holes.
- No tight fitting clothing.
- Shorts of appropriate length may be worn from May 1<sup>st</sup> through September 30<sup>th</sup>.

### **Spirit Days**

On Fridays, students are encouraged to wear ICHS spirit shirts with their uniform skirts or pants. Spirit shirts must be tucked in at all times.

**The Dean of Students will make all decisions regarding APPROPRIATE appearance.**

## **2. INTERNET ACCESS AND RELATED TECHNOLOGY USE POLICY STUDENT AGREEMENT (revised 2010)**

The Catholic Schools Office of the Diocese of Joliet and Immaculate Conception High School support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned hand-held devices, the Internet, including Web 2.0 tools (sometimes collectively referred to as “Technology Resources”) as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School’s goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to privately owned electronic devices, including, but not limited to cell phones and other handheld devices, laptops or desktop computers and notebook/tablets (“Privately Owned Devices”).

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges and/or disciplinary action.

## **Terms and Conditions**

### **Acceptable Use**

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

### **Responsibility**

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student’s family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication throughout the School network system.

The students, teachers and staff have the responsibility to respect and protect the right of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

### **Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law and the terms of this Agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child(ren). The Principal has the right to intercede when the Parish, School, their employees, volunteers, Administration or students are affected by the inappropriate use of

Technology Resources or Privately Owned Devices which are governed by the terms of this agreement including, but not limited to the following:

- All users are to be polite and use appropriate language. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for blogging. While we encourage students to engage in debate and conversation with other bloggers, we also expect that they will conduct themselves in a manner reflective of representatives of this School.
- No inappropriate, obscene, or pornographic pictures or drawings are to be downloaded, displayed, printed, or communicated through any electronic or handheld device.
- No School related picture, video, or other digital images of students, School employees, volunteers and/or School related activities are to be uploaded to any site on the Internet, including video sharing sites, such as You Tube, without the expressed permission of the Principal or Principal's designee.
- No offensive, harassing or threatening remarks or comments related to another student, teacher, administrator, employee or volunteer of the School or Parish are to be placed on the Internet, personal websites, blogging sites, social networking sites, or sent via texting, instant messaging, email or on handheld devices.
- Cyber bullying is not tolerated. No student shall participate in communication that spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
- No students shall transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through Technology Resources or Privately Owned Devices.
- No student shall upload, download, copy, forward or transmit any copyrighted material or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
- No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.
- The use of the School network shall not disrupt the work of other users and this includes, but is not limited to disrupting the School network's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

- The personal address, phone number, or social security number of any student, administrator, teacher, volunteer or staff member is not to be used in email or on the Internet.
- The School network may not be used for the purchase of any type of merchandise, services, copying of copyrighted material or to send material or communication likely objectionable to the recipients.
- At School, no user shall be involved in, or participate in, chat rooms, blogs or discussion groups without express permission and/or supervision of the teacher/system administrator.
- No student shall post or send defamatory comments or materials regarding the Diocese, School, administration, faculty, staff, or other students that could damage the reputation of the Diocese, School administration, faculty, staff or other students.
- No student shall install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT administrator or IT staff.
- No student shall use or disclose someone else's code or password without authorization.

### **Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.

### **Internet Filtering**

The School will use technology protection measures in compliance with the **Children's Internet Protection Act** (CIPA) to protect minors and all users against access through such computers to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

### **Privacy**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or e-mail. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School, or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving or stored, and all files created and saved in the system. The system administrator (Principal or designee, Pastor)

may remove any material stored by the users which violates the terms of this Agreement.

### **Consequences for Inappropriate Use**

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the School network, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

### **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School web site will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of the student may be matched up with the student's name.

The Principal or his/her designee shall monitor school web publications.

### **Handheld Devices**

The use of handheld devices for educational purposes is limited solely to those devices purchased and distributed by the School. All rules of conduct shall apply. The beaming of information that is considered threatening, unwelcome or inappropriate shall be reported to the teacher or adult supervisor immediately.

### **Personal Electronic or Cellular Devices**

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to:

cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in “Handheld Devices” of this agreement).

### **Indemnification**

The user’s parent/guardian hereby agrees to indemnify the School, Parish, or Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of, this Agreement or the School/Parish/Diocese enforcement thereof.

### **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

### **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the School’s computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

### **ACCEPTABLE USE ACKNOWLEDGEMENT**

The Schools within the Diocese of Joliet believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other network services available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of all our students.

Acceptable and ethical uses of technology are devoted to activities that support teaching and learning. Using the computer and the School network correctly and responsibly is very important.

*Your student and parent signatures on the Handbook Agreement Form indicate that both the student and parent/guardian have received, read, discussed, and agreed to abide by the Student Agreement for Internet Access and Related Technology Use Policy.*

### **3. DIOCESE OF JOLIET VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS AGREEMENT**

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share

information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

- I. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the school website shall not be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes / photographs include documenting science experiments, presentations, etc.
  - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
- IV. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- V. Forms of release for videotaping, photographing of students **are not required** from the parent/guardian when:
  1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a

- spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
  3. Stock videotape footage or generic pictures. (ie. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
  4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
  5. Video cameras are in use to monitor public areas of a school/church facility or bus.

#### PARENT/GUARDIAN OBJECTION

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e. Website), digital or still photograph productions that may involve the use of students' names, likenesses or voices. Such productions may be used for the educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students is permitted without parent permissions as stated in the Videotaping and/or Photographing of Students Agreement. Parents/guardians have the right to object to the use of the child's /children's name, picture, or voice in these media and may do so by requesting an Opt out form from the School office, completing the form and returning it to the Principal of the school to be kept on file there.

*Your student and parent signatures on the Handbook Agreement Form indicate that both the student and parent/guardian have received and read the Diocese of Joliet Videotaping and/or Photographing of Students Agreement.*

#### **4. UNDERSTANDING & PREVENTING CHILD SEXUAL ABUSE (DIOCESE OF JOLIET POLICY)**

The Diocese of Joliet is committed to promoting an environment that will help ensure the safety of children and young people. If you have participated in a Protecting God's Children session, you have already received much information. You are the primary educators of your children, so it is important that you talk with them personally about their

safety. This information is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children. Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about this material or if you need more information.

### **What Is Child Sexual Abuse?**

Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. It is a crime in all 50 states. Sexual abuse is called incest when it happens between family members.

### **Who Are the Offenders?**

Most sexual abuse is committed by a person the child knows and trusts. Offenders come from all walks of life and from all social and ethnic groups. Offenders actively work to develop trusting relationships with children.

### **Who Is At Risk?**

Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years. Young children are especially at risk.

### **Why Don't Children Tell?**

Some reasons children do not tell are: They have been taught to obey adults. They promised or have been bribed to keep the abuse secret. They have been threatened by the offender and are afraid to tell. They feel guilty because they believe that the abuse is their fault and are ashamed to tell. They are confused because the offender is someone whom they know and trust. They have been convinced that the abuse is normal or okay. They are too young to know the touching is not appropriate, especially if someone they know and trust does it. They don't know the words to tell about the abuse.

### **Do Children Lie About Abuse?**

Children rarely lie about sexual abuse. More often, they are afraid to tell.

### **PROTECTING YOUR CHILDREN**

Here are some things you can do: Educate yourself about sexual abuse. Learn and practice specific guidelines for protecting children from sexual abuse. Talk to your children about touching safety. (See Teaching Personal Safety Skills.) Teach your children personal safety rules before they reach school age. Allow your children to participate in personal safety instruction.

## SAFETY WITH BABYSITTERS

Ask babysitters for references and check them. Interview babysitters in person. Ask how they discipline children. Ask what if questions to find out how they would cope with tricky situations. Inform them about your family safety rules, including touching safety rules. Set other rules for the sitter. (TV, phone use, and friends) Make surprise visits to check on them. Ask your children what happens when a babysitter is there and whether they like him or her. If they don't like the babysitter, ask for reasons. *Follow these guidelines even if the babysitter is a family member.*

## GUIDELINES FOR SINGLE PARENTS

If you are a single parent and are dating, this brings unfamiliar adults into your home. Let your new friend know your family's safety rules, especially about touching. Tell him or her that your children have been taught to tell if any of these rules are broken. Don't leave your children alone with a new friend until you know him or her well. Ask your children if they like the new person and why or why not. Watch your children's reactions for clues to how they feel.

## TEACHING PERSONAL SAFETY SKILLS

Talking openly and honestly sets a tone that helps children feel safe and allows them to talk to you about anything. *Talk with them about touching and private body parts.* Here are some tips: Make touching safety a part of your family's safety rules. Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you. Read a book or view a video on touching safety together with your child. Revisit the conversation. Don't just talk about this important matter once!

## TEACH YOUR CHILDREN THESE RULES

It is not okay for someone to touch your private body parts. It is not okay for someone to touch his or her own private body parts in front of you or to ask you to touch them. It is not okay for someone to ask you to take your clothes off or to take photos/ videos of you with your clothes off. It is not okay for someone to show you photos or videos of people without their clothes on.

## TYPES OF TOUCHES

Teach your children the names of their private body parts. Help them understand that they are the boss of their own body. Explain that there are three kinds of touches:

**Safe touches:** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.

**Unsafe touches:** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.

**Unwanted touches:** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say no to an unwanted touch, even if it is from a familiar person.

### FOR YOUNG CHILDREN

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules. Say *no* or words that mean *no*; Get away; Tell a grown-up. Expand your child's understanding of how to tell a grown-up by teaching the following: Never keep secrets about touching. Always tell about a touching problem even if it has gone on for a long time. Keep telling until someone believes you.

### TEACH ASSERTIVENESS SKILLS

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations. Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

### SAFETY ON THE INTERNET

It is important for parents to educate children about Internet risks and monitor use of the Internet. Some rules: Never give out personal information or use a credit card online without your parent's permission. Never share passwords with anyone. Never arrange to meet someone in person you have met online unless parents go along with you. Never reply to uncomfortable messages. Always tell parents about them.

### FOR TEENS OR PRE-TEENS

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make a difference. Teens should: Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage. Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date's limits and respect them.

Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right. Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say no. Be assertive and act immediately if their limits are reached, even if it means making a scene. Understand that it is never too late to say no and never too late to hear no.

## MORE SAFETY TIPS FOR TEENS

Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior. Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable. Go to parties with a buddy and look after each other. Always have a safe way home.

Meet a date in a public place or stay around others. Tell someone about the date, where it will take place, and what time it will end. Take a cell phone along if possible.

## THE BOTTOM LINE

"No" means "no" whenever a person feels pressured about anything and it should be respected! If a person says "no" and the other person continues to touch or to force touch it is abusive behavior. If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

## SAFE FAMILIES

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problem-solving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit

<http://www.cfchildren.org/parents/parenttips/>

If someone has been abused, contact the Illinois Department of Children and Family Services at 1-800-25ABUSE (1-800-252-2873)

*Your parent signature on the Handbook Agreement Form indicates that you have received this Diocesan Policy information.*

## **5. ALCOHOL / DRUG POLICY**

As a Catholic high school, dedicated to the education of the whole person, Immaculate Conception High School will make every effort to assist students who are involved in the abuse/misuse of alcohol and drugs. While corrective measures will clearly indicate the School's displeasure at the harm the individual is doing both to himself/herself and the institution, our primary concern is for the physical and emotional health of the student. The School will take immediate action to insure that students involved in the abuse/misuse of alcohol and drugs receive a prompt professional evaluation.

- Any student using, in possession of, or under the influence of alcohol or drugs during the regular school day or at a school sponsored event will:
  - a) be required to submit to an evaluation and, if it is subsequently determined to be necessary, to accept professional assistance. While the choice of the specific professional is left to the student's family, the school must approve of the selection in advance; and,

- b) be subject to disciplinary measures to be decided upon by the Dean of Students.
- School officials are not expected to police off-campus, non-school activities. However, if a violation brought to public attention is sufficiently severe to bring discredit upon Immaculate Conception High School, and is clearly proven, the school reserves the right to review the situation.

### **Immaculate Conception Parish and Schools – Alcohol Policy**

In support of the spiritual development, education, and safety of our children, alcoholic beverages may not be served, sold, or consumed during any school-related events (parent conferences, open houses, athletic contests -- home or away). (Revised 2009)

### **6. SMOKING POLICY**

Smoking or tobacco chewing are forbidden by a student before, during, and after school in every area of the school building and school property. Smoking is not permitted by students within a one mile radius of school grounds or at any school sponsored event (home or away). Any student observed smoking or chewing tobacco is subject to suspension from school, as well as additional punishment.

Since smoking and chewing are not allowed, there is no reason for students to carry cigarettes, tobacco, cigars, matches, lighters, smoking papers, etc., on their person during the school day. These items are not to be stored in lockers. Possession of such materials will result in disciplinary action.

### **7. TRAINING RULES/CONSENT FOR PARTICIPATION IN ICHS ACTIVITY PROGRAMS**

I hereby give permission for \_\_\_\_\_ to have the privilege of participating in the ICHS Extracurricular Program during the 2010-2011 school year. To the best of my knowledge, there is no physical condition that could cause him/her to be endangered by such participation. It is understood that athletic activities are strenuous and the possibility of injury exists. The school assumes no financial responsibility for accidents. Athletes will be responsible for all equipment issued and will agree to the training rules.

Members of ICHS organizations shall not use nor attempt to use, have in their possession, aid and abet anyone else to use, tobacco, alcoholic beverages, or any form of narcotics or controlled substances, unless prescribed by a physician.

#### Infraction During the Athletic Season

If an infraction occurs while the student is participating and the infraction includes the use of alcohol and/or drugs, the provisions of All-School

Policy regarding alcohol and drugs will be implemented. In addition, other sanctions may be imposed by the Dean of Students after consultation with the Head Coach, or Moderator of the activity in which the student is participating, and, in case of an athlete, the Athletic Director.

Any student who demonstrates poor behavior not conducive to the spirit of sportsmanship and good citizenship or is in violation of the Parent/Student Handbook, may be subject to disciplinary action, including exclusion or suspension from participation.

#### Infraction Not During the Athletic Season

If an infraction occurs while the student is not actively participating in an activity and the infraction includes the use of alcohol and/or drugs, the provisions of the All-School Policy regarding alcohol and drugs will be implemented. In addition, other sanctions may be imposed on the student by the Dean of Students after consultation with the Head Coach, Moderator of the activity in which the student participates, or in the case of an athlete, the Athletic Director.

Any student who demonstrates poor behavior not conducive to the spirit of sportsmanship and good citizenship or is in violation of the Parent/Student Handbook may be subject to disciplinary action, including possible future exclusion or suspension from participation.

#### Regarding Suspension

If a decision is made to suspend a student from participating either in the current season or in a future season, it will be the decision of the Head Coach or Moderator with the written approval of the Dean, and, in the case of an athlete, the Athletic Director, regarding whether the student may continue to practice or attend meetings.

All final decisions regarding any infractions by the students are to be decided by the Dean of Students.

**PART VIII – ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA) RULES**

[http://www.ihsa.org/forms/current/elgrules\\_sm\\_1011.pdf](http://www.ihsa.org/forms/current/elgrules_sm_1011.pdf)

## Immaculate Conception High School 2010-2011 Important Dates

Monday, August 9	Freshmen Get Acquainted Day, 10 am – 12pm
Tuesday, August 10	Grade 10-11-12 Students – Mandatory Student Orientation/Fee Payment in Costello Hall Sophes 11:30-12:30, Jrs. 12:45-1:45, Srs. 2-3
Thursday, August 12	Faculty In-Service, 11 am – 3 pm, Media Center Freshman Orientation, 7 - 8:30 pm, MPH
Friday, August 13	Faculty In-Service, 10 am - 3:15 pm
Sunday, August 15	ICHS Mass for Parents & Students, 1:00 pm
Monday, August 16	First Day of Classes
Thursday, August 19	Student & Faculty/Staff Pictures
Wednesday, August 25	Sports Orientation Program, 7-9 pm
Saturday, August 28	Back to School Dance, 7-10 pm, MPH
Monday, September 6	No School - Labor Day
Tuesday, September 14	Back to School Night, 7-9 pm
Wednesday, September 15	Late arrival schedule
Friday, September 24	Freshman Retreat (on campus)
Wednesday, September 29	Homecoming Week Mass
Thursday, September 30	Homecoming Pep Rally, 7:00 pm
Friday, October 1	Homecoming FB Games, Late Arrival Schedule
Saturday, October 2	Homecoming Dance, 7-10 pm, MPH
Monday, October 11	Columbus Day - No School
Wednesday, October 13	PSAT, PLAN, STS Testing Day, 9 am – 12 pm No school-Seniors only
Thursday, October 14	Open House, Class of 2015
Friday, October 15	End of the First Quarter
Tuesday, October 19	Early Dismissal for students. Faculty In-service
Fri/Sat/Sun, October 22-24	Fall Play
Monday, October 25	Parent-Teacher Conferences, 3-5 pm, 6-8:30 pm
Tuesday, October 26	Parent-Teacher Conferences 6-9 pm
Wednesday, October 27	Late arrival schedule
Mon. Nov 1/Tues. Nov 2	Senior Retreat # 1
Wednesday, November 3	NHS Induction Ceremony, 8:15 am, Chapel
Saturday, November 6	Jr. Hi Dodgeball Tournament, 6:45 – 10:00 pm
Friday, November 12	No School - Veterans Day (Observed)
Sunday, November 21	Open House, Class of 2015, 2:00 – 4:00 pm
Thurs/Fri, November 25 & 26	No School - Thanksgiving Holiday
Mon. Nov 29/Tues Nov 30	Senior Retreat #2
Wednesday, Dec 1	Fall Sports Banquet, 7:00 pm
Tuesday, December 7	Early Dismissal for students. Faculty In-service
Tues/Wed/Thurs/Fri, Dec 14-17	Semester I Final Exams. Christmas Break begins after exams on 12/17.
Friday, December 17	End of Semester I

Tuesday, January 4	Classes Resume
Thursday, January 6	HS Placement test Workshop/Pre-reg 6:30-8:00
Saturday, January 8	HS Placement test, Class of 2015, 8:00 am
Friday, January 14	No School – Faculty Institute Day
Monday, January 17	No School - Martin Luther King Jr. Day
Tuesday, February 1	Catholic Schools Week Mass/Distinguished Alumni Induction, 8am, Chapel
Wednesday, February 2	Consumer Ed Test, 3:00 pm
Saturday, February 12	Turnabout Dance, 7-10 pm, MPH
Monday, February 21	President's Day, No School
Mon. Feb 28/Tues. Mar 1	Junior Retreat #1
Wednesday, March 2	Ring Ceremony, 8:15 am
Friday, March 4	No School - Faculty Institute
Wednesday, March 9	ICHS Student Art Show, 6-8 pm
Friday, March 11	End of Quarter III, Senior Service Hours due
Friday, March 18	Sophomore Retreat (on campus)
Tuesday, March 22	Early Dismissal for students. Faculty In-service
Wednesday, March 23	Winter Sports Banquet, 7:00 pm
Friday, March 25	Spring Break begins at 2:50 pm
Monday, April 4	Classes resume
Monday, Apr 4/Tues Apr 5	Junior Retreat # 2
Saturday, April 9	ACT Test
Thursday, April 14	Energy Symposium, 1-3 pm, MPH
Fri/Sat/Sun, April 15,16,17	Spring Musical
Thursday, Apr 21	Early dismissal at 12:05 pm. Easter Break begins
Tuesday, Apr 26	Classes resume
Thursday, April 28	Faculty vs. Sr VB game, 11:30-1:00 pm, 1:00 pm dismissal for students. Prom
Friday, April 29	No School
Monday, May 2	Christian Service Hours due, Grades 9-11
Thursday, May 12	Recognition Awards Assembly, 8:15 am, Chapel
Monday/Wednesday, May 16-18	Senior Final Exams
Thursday, May 19	Graduation Dinner, 6:30 pm
Friday, May 20	Late Arrival Schedule
Saturday, May 21	Graduation, 7:30 pm, Chapel
M/T/W/Thurs, May 23-26	Semester II Final Exams.
Thursday, May 26	End of Semester II
Friday, May 27	Emergency Day
Monday, May 30	Memorial Day
*Tue-Fri/May 31- June 3	Emergency Days

\*Emergency Days - School may be in session if regular school days are missed for bad weather or other emergencies. Please do not plan vacation during this time. Exams will not be given early.