



IMMACULATE CONCEPTION  
Elementary School

# Student / Family Handbook



400 Salt Springs Street / Fayetteville, NY 13066  
[www.icschool.org](http://www.icschool.org)

# Welcome



Faith & Values, Academic Excellence, Family & Community  
***This is the I.C. Way!***

# Mission Statement

Immaculate Conception School is a Roman Catholic elementary school (Pre-K – 6), an educational ministry of Immaculate Conception Parish in Fayetteville, New York. Our school welcomes students from families in Immaculate Conception Parish, its Pastoral Care area, and all other families that embrace our educational philosophy.

Founded on the teachings of Jesus Christ, with Mary as our inspiration, Immaculate Conception School has an uncompromising commitment to the mission of Jesus Christ while achieving academic excellence. We pride ourselves on our dedicated teachers, staff and our family-oriented atmosphere.

In this environment, our students develop a strong moral conscience, self-worth and integrity through prayer, example and the sacraments. We provide a challenging and an enriched education following the New York State Inter-Diocesan Curriculum which exceeds the New York State standards.

As a Roman Catholic community we encourage our students to live by Catholic principles and to develop a lifelong enthusiasm for learning that will prepare them to meet any future challenges.

# Family Involvement

The philosophy of the Immaculate Conception Catholic School community is to proclaim the Gospel message of Jesus, educate the total child, guide students in the love and service of God and others, fit the uniqueness of each student so that they grow in a nurturing and loving environment, integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at Immaculate Conception School, parents/guardians become members of the school community of students, faculty and staff that recognizes the mission of building Christ-like presence in our neighborhoods by instilling Christian values in our young men and women who will shape our future.

This membership obligates all of us to share in the responsibilities for the education of Immaculate Conception's children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services;
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff and being present at other school events to support my child/ren;
- I (We) understand the importance of reviewing my child/ren's homework daily;
- I (We) support and work with the staff to ensure a good learning environment;
- I (We) agree to consider volunteering for a specific event(s)/ project(s)/ within the school year.

This covenant is designed to implement the blessings of the Church-Family-School relationship. A successful Catholic school relies upon a partnership between parents and the school. There is an expectation that parents are active participants in the education of Immaculate Conception School students. The Catholic school becomes a faithful atmosphere with the interaction of students, parents, teachers and support staff.

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# I.C. Staff Directory

School Office: 315-637-3961 / School Fax: 315-637-2672

I.C. Parish Office: 315-637-9846

## Administration and Staff

Title	Name	Email
Pastor	Fr. Thomas Ryan	<a href="mailto:icfayetteville@syrdio.org">icfayetteville@syrdio.org</a>
Principal	Ms. Nancy Ferrarone	<a href="mailto:nferrarone@syrdioocese.org">nferrarone@syrdioocese.org</a>
Office Manager	Mrs. Ellen Faigle	<a href="mailto:efaigle@syrdioocese.org">efaigle@syrdioocese.org</a>
Office Assistant	Sr. Margaret Fay	<a href="mailto:mfay@syrdioocese.org">mfay@syrdioocese.org</a>
Nurse	Mrs. Anne Dyczka	<a href="mailto:adyczka@syrdioocese.org">adyczka@syrdioocese.org</a>
Accountant	Mrs. Meme Cavanaugh	<a href="mailto:mcavanaugh@syrdio.org">mcavanaugh@syrdio.org</a>
Pre-K 3 Teacher / Aide	Mrs. Amy Barrett / Mrs. Krista Petrie / Mrs. Andrea Rapasadi	<a href="mailto:abarrett@syrdioocese.org">abarrett@syrdioocese.org</a> / <a href="mailto:kpetrie@syrdioocese.org">kpetrie@syrdioocese.org</a> / <a href="mailto:arapasadi@syrdioocese.org">arapasadi@syrdioocese.org</a>
Pre-K 3 Teacher / Aide	Mrs. Dawn Smalley / Mrs. Laurie Newbery	<a href="mailto:dsmalley@syrdioocese.org">dsmalley@syrdioocese.org</a> / <a href="mailto:lnewbery@syrdioocese.org">lnewbery@syrdioocese.org</a>
Pre-K 4 Teacher / Aide	Mrs. Christa Koon / Ms. Kathleen Gurney	<a href="mailto:csitnikkoon@syrdioocese.org">csitnikkoon@syrdioocese.org</a> / <a href="mailto:kgurney@syrdioocese.org">kgurney@syrdioocese.org</a>
Pre-K 4 Teacher / Aide	Ms. Anna Watkins Mrs. Theresa Letcher	<a href="mailto:awatkins@syrdioocese.org">awatkins@syrdioocese.org</a> / <a href="mailto:tletcher@syrdioocese.org">tletcher@syrdioocese.org</a>
Pre-K 4 Teacher / Aide	Mrs. Christin Schaefer / Mrs. Karen Palmer	<a href="mailto:cschaefer@syrdioocese.org">cschaefer@syrdioocese.org</a> / <a href="mailto:kpalmer@syrdioocese.org">kpalmer@syrdioocese.org</a>
Kindergarten / Aide	Mrs. Maureen Pierret / Mrs. Julie Addonizio	<a href="mailto:mpierret@syrdioocese.org">mpierret@syrdioocese.org</a> / <a href="mailto:jaddonizio@syrdioocese.org">jaddonizio@syrdioocese.org</a>
Kindergarten / Aide	Mrs. Emily Schmidt / Mrs. Bev Hill	<a href="mailto:eschmidt@syrdioocese.org">eschmidt@syrdioocese.org</a> / <a href="mailto:bhill@syrdioocese.org">bhill@syrdioocese.org</a>
First Grade	Ms. Jenny Centore	<a href="mailto:jcentore@syrdioocese.org">jcentore@syrdioocese.org</a>
First Grade Grade	Mr. Corey Stone	<a href="mailto:cstone@syrdioocese.org">cstone@syrdioocese.org</a>
Second Grade	Mrs. Danielle Paige	<a href="mailto:dpaige@syrdioocese.org">dpaige@syrdioocese.org</a>
Second Grade	Mrs. Diane Cretaro	<a href="mailto:dcretaro@syrdioocese.org">dcretaro@syrdioocese.org</a>
Third Grade	Mrs. Bridget DeVito	<a href="mailto:bdevito@syrdioocese.org">bdevito@syrdioocese.org</a>
Fourth Grade	Mrs. Janet Kirkgasser	<a href="mailto:jkirkgasser@syrdioocese.org">jkirkgasser@syrdioocese.org</a>
Fourth Grade	Ms. Sarah Papini	<a href="mailto:spapini@syrdioocese.org">spapini@syrdioocese.org</a>
Fifth Grade	Mrs. Maddy Duffy	<a href="mailto:mduffy@syrdioocese.org">mduffy@syrdioocese.org</a>
Sixth Grade	Mrs. Doreen Conrad	<a href="mailto:conrad@syrdioocese.org">conrad@syrdioocese.org</a>

# I.C. Staff Directory

School Office: 315-637-3961 / School Fax: 315-637-2672

I.C. Parish Office: 315-637-9846

## Administration and Staff

Title	Name	Email
AIS Teacher	Mrs. Jen Hayden	<a href="mailto:jhayden@syrdiocese.org">jhayden@syrdiocese.org</a>
Art Teacher	Mrs. Valerie Ross	<a href="mailto:vross@syrdiocese.org">vross@syrdiocese.org</a>
Music Teacher	Mrs. Maria Constantine	<a href="mailto:mconstantine@syrdiocese.org">mconstantine@syrdiocese.org</a>
Library Teacher	Mrs. Beth Bonacci	<a href="mailto:bbonacci@syrdiocese.org">bbonacci@syrdiocese.org</a>
Technology Teacher	Mr. Frank McCarthy	<a href="mailto:fmccarthy@syrdiocese.org">fmccarthy@syrdiocese.org</a>
Physical Education	Mr. Don Bell	<a href="mailto:dbell@syrdiocese.org">dbell@syrdiocese.org</a>
Spanish Teacher	Ms. Jennifer Roethel	<a href="mailto:jroethel@syrdiocese.org">jroethel@syrdiocese.org</a>
Violin Program	Mrs. Muriel Bodley	<a href="mailto:mbodley@syrdiocese.org">mbodley@syrdiocese.org</a>
Counselor	Mrs. Brenda Reichert	<a href="mailto:breichert@syrdiocese.org">breichert@syrdiocese.org</a>
Maintenance	Mr. Louie Fortin	<a href="mailto:lfortin@syrdiocese.org">lfortin@syrdiocese.org</a>
Development Director	Mrs. Erin Zacholl	<a href="mailto:icdevelopment@syrdiocese.org">icdevelopment@syrdiocese.org</a>

# School Hours / Drop-Off and Pickup Procedures

## **School Hours**

Classes begin at 9:00 a.m. and end at 3:00 p.m. for full day enrollment. Students may be dropped off at school between 8:30 and 9:00 a.m. Supervision will not be provided prior to that time. The school cannot assume the responsibility of unsupervised students that arrive prior to this time.

The YMCA runs a morning program here at I.C., starting at 7 a.m. Parents that need to drop off students prior to the school's 8:30 a.m. opening time, are encouraged to register for the YMCA's Before-School program.

## **Morning Drop Off Procedures**

If you plan on dropping your child/ren off at school in the morning, please pull-up to the Multi-Purpose Entrance of the School and properly follow the sign guidance indicating traffic direction. Parents should not get out of the car. Cars should remain in a line and the line should keep moving.

If it is necessary for a parent to come into the school for any reason, then please park your car in the lot and enter the facility through the Main Entrance. This is for security protocol.

The only parents that should be parking and walking their children to their designated entrance, are the Pre-K parents. Pre-K parents are asked to park in the Multi-Purpose Room Parking Lot and meet staff outside of the building for drop-off.

## **Afternoon Pick-Up Procedures**

We ask that students are not picked up in the Main Office between 2:45 and 3:15 p.m. This will help greatly with the safety of the bus dismissal. No child will be dismissed from the Main Entrance of the school during Pickup / Dismissal time. Only bus students will be dismissed from the front of the school.

If you are picking up children in the afternoon, please follow the same driving lanes as the Morning Drop-Off. Last year, we successfully implemented Pick Up Patrol as our method for dismissal. Please make sure you are registered with Pick Up Patrol® at the beginning of the school year.



# School Hours / Drop-Off and Pickup Procedures



## Convenient

Submit changes from your smartphone or computer.



## Flexible

Make plan changes days, weeks, or months in advance.



## Better Communication

Tracking of student plans is more accurate and efficient.



## Safe & Secure

Student data is secure and the program is managed entirely by our school staff.



PickUp Patrol eliminates the need to write notes or make phone calls when changing your student's dismissal plans.

## REGISTER

- When it's time to sign up, you'll receive a registration email. Use the provided link to create a password.
- Already registered? Add [app.pickuppatrol.net/parents](http://app.pickuppatrol.net/parents) to your home screen for easy access.



## MAKE A PLAN CHANGE

Submit a plan change whenever there is a change to your student's regular schedule.

- 1 A date
- 2 Your student
- 3 A plan change option and a message if needed
- 4 Hit submit and that's it!

## AFTER YOU HIT SUBMIT

- Our school will be notified of the plan change
- Teachers will relay the information to your student before dismissal on the day the change occurs
- You'll receive a confirmation email for each change

## CONFIRM YOUR STUDENT'S DEFAULT PLANS

A default plan is the regular dismissal plan your student follows when no changes have been submitted. For example:

- Katie rides Bus #2 every day
- Jacob goes to Aftercare M, W, F, and is a Pickup every T, H

Please set/confirm your student's default plan the first time you log in.

To learn more visit [www.pickuppatrol.net](http://www.pickuppatrol.net)

# Student Expectations

## Expectations and Responsibilities

I.C. Students have the right to a full and complete education along with spiritual development in a safe and supportive environment. In order to ensure this right for themselves and others, they have the following responsibilities:

- The responsibility to be attentive, cooperative and respectful to all adults and to each other.
- The responsibility to complete assignments according to each teacher's direction and to participate in activities in all classrooms.
- The responsibility to walk quietly through the halls.
- The responsibility to use play equipment safely and follow the directions of the staff and / or volunteers, while participating in approved activities.
- The responsibility to attend assembly programs, prayer services and Masses quietly and respectfully.
- The responsibility to dress appropriately and in full uniform at all times, unless otherwise specified.
- The responsibility to present themselves with attention to personal cleanliness.
- Each student has the right to enjoy lunch in a pleasant, clean and orderly place. The responsibility to show good eating habits, to speak quietly to other and keep their area neat and clean as well as enter exit lunch periods and recess periods in a calm and orderly way.
- The responsibility to care for school property and to respect the wishes of others regarding their personal property.
- The responsibility to ask and receive permission before handling the property of others.
- The responsibility to observe all good conduct and safety rules when riding the school bus.
- The responsibility to treat others with respect. They do this by choosing words and actions that will not hurt others.
- I.C. Students are expected to use appropriate behavior and use positive language when communicating with one another.
- I.C. Students are to consider the feelings of their peers.
- I.C. Students are expected to resolve disagreements without physical contact.

# Sacramental Preparation / Faith Formation

## **Sacramental Preparation**

First Communion and Penance Grade Two – These two sacraments are taught to the children in their regular classes. When it comes near the date of receiving these sacraments the students (parochial and non-parochial) must attend special classes together for final preparation. There is a specific set of guidelines that is mandated by the Diocese. These classes are arranged by the Parish Director of Religious Education.

## **Liturgy / School Masses**

The part which liturgy plays in the life of the students at Immaculate Conception School is a vital one. “A fully Christian life cannot be conceived without participation in the liturgical services in which the faithful, gathered into a single assembly, celebrate the Paschal Mystery.” School Masses are celebrated frequently. The students will prepare and participate in these liturgies. All parents and friends are welcome to attend and share in this liturgy. Students will participate in liturgies on Holy Days. Each grade (1-6) plans and lectures at the Masses.

## **Service Projects**

A main focus of our mission at Immaculate Conception School is to engage students in reaching out to others in our community. One way this is done is through the various service projects that take place throughout the year. Some of the projects are school wide, such as the Thanksgiving food collection and others are done by grade level. More information regarding the projects will be given throughout the year.

# Dress Code

## **Uniform Policy for All Students K-6th Grade**

Our Immaculate Conception School Uniform is a show of pride for our school. It sets us apart and communicates a message of excellence at I.C. The I.C. Uniform Policy is guided by a philosophy that uniforms promote a common bond among students and provide school identification, fostering a more accepting environment. This unity and identification create an environment where the students' focus is on Christian values and education.

Students are to be well groomed, clean and neat at all times in order to develop a healthy self-concept. Uniforms are to be pressed, free of stains with no rips or holes and of appropriate length.

Parents are responsible for making sure students comply with the uniform policy set forth. Please keep your child's modesty and safety in mind, as well as our Catholic values, when buying clothing. Clothing should be size appropriate for the student. PLEASE BE SURE THAT YOUR CHILDREN ARE DRESSED IN THE REQUIRED SCHOOL UNIFORM EACH DAY (UNLESS OTHERWISE SPECIFIED). There will be regular "uniform checks" and parents will be called to bring appropriate clothing to the school for children who are not in proper uniform attire.

We ask for your cooperation in strictly enforcing these uniform regulations. The administration reserves the right to determine what is appropriate for both dress and grooming.

## **Uniform Resources**

I.C. School maintain a partnership with Flynn O'Hara Uniforms. All components of our school's uniform are available at: <https://flynnohara.com/>

## **Uniform Exchange**

Parents turn in "gently used" uniforms that then are available for other families to take. These uniforms are made available at various times throughout the year. Please take advantage of this great opportunity.

# Dress Code

## Uniform Guidelines for All Students K-6<sup>th</sup> Grade

### **Shoes:**

Proper School Shoes Black, Navy or Brown or sneakers (clogs, Crocs, jellies, open-toed shoes, sandals or shoes with heels are never permitted on any day including non-uniform days)

Athletic Shoes must be worn on gym days and may be worn on non-uniform days.

All school and athletic shoes must have non-marking soles (as they track in dirt)

No light up shoes are allowed as they are a distraction to the learning process

Shoes are to be laced up and tied at all times

### **Regular Uniform Days: Grades K to 6:**

Boys: White or Blue Knit “Immaculate Conception School” imprinted polo-style shirt, navy blue pants, tucked in with a brown or black leather belt. Black, navy or white crew-length socks (above the ankle).

Girls: Girls may wear white or blue “Immaculate Conception School” knit shirts as well as pants; Jumpers may be worn in Grades K-4, Skorts maybe worn Grades K-6, Skirts only may be worn in Grades 5 and 6. Navy blue leggings maybe warn under jumper or skirts.

### **Mass Uniform Days: Grades K to 6:**

Girls: White or blue dress shirt and pants, Dress Shirt and jumper (grades 1-4), skorts K-6, skirt only (grades 5-6) and dress shoes

Boys: Button-down dress shirt and (navy) pants with tie and dress shoes.

Any Student K to 6 that has gym on Mass day needs to wear their Gym Uniform however, if they are the presenters of Mass then they need to wear Mass Uniform.

**Sweaters:** Navy or white crew neck cardigans.

**Sweatshirts:** Uniform approved from spirit store.

**Fleece Jacket:** Navy fleece logo.

### **Gym Day Uniforms: Grades K-6:**

Girls and Boys: Tie dyed IC gym shirt and gym shorts and sneakers

For the 2023-2024 School Year, ALL students may wear their gym uniform to school on gym days.

Gym Uniforms are available for purchase through the school’s main office.

### **Field Trip Uniform:**

The tie-dyed I.C. gym shirt is the typical uniform for school field trips unless otherwise specified.

# Dress Code

## **Non-Uniform Day Guidelines:**

Good jeans or pants may be worn.

For Girls - skirts, dresses (no mini-skirts) good jeans or pants.

NO - short shorts, cut-off jeans, leggings, cropped shirts, Spandex, bike shorts, jeans or pants with holes, halter tops, sheer material, etc.

NO - clothing or accessories with inappropriate sayings.

Good Taste - Modesty - Cleanliness - Propriety - will be expected at all times.

## **Seasonal Uniform Option**

Please note that participation in the seasonal uniform is optional. The uniform may be worn September through October 31st and begin again May 1st through the end of the school year. Should you decide to have your child/children participate in the optional policy, purchasing the uniforms through Flynn & O'Hara, or utilizing our Uniform Exchange are the mandatory options.

The Seasonal Uniform consists of Navy blue dress shorts, white or blue knit shirt imprinted with "Immaculate Conception School", worn with white, black or navy crew socks (above the ankle) and nice looking sneakers. Shorts and shirts may be purchased through Flynn & O'Hara Uniform Company. Shirts must be purchased through Flynn and O'Hara.

## **Special "Out-of-Uniform" Dress Code**

Students may dress out-of-uniform on specified days, such as Halloween and when specifically announced by the school. All out-of-uniform clothing must be appropriate and meet the following expectations:

- No words, sayings or images may be on clothing if they do not reflect Christian values.
- Clothing should not be tight-fitting or revealing. No tank tops or crop tops are allowed; shoulders must be covered.
- Nice jeans/shorts (seasonally) may be worn.
- Clothing should be in good repair with no holes or rips.

## **Spirit Wear**

On designated Spirit Wear days, students may wear any I.C. Spirit Wear, including I.C. sweatshirts.



# Policies / Procedures / Protocols

## **Attendance**

There is a direct correlation between a student's attendance and academic performance. Students are expected to be in attendance on every school day. It is in the students' best interest to be in attendance every school day. We understand that illness may prevent attendance, however, school attendance should be regarded as the first priority in other circumstances.

## **Children who are tardy to school, must enter the school at the Main Entrance.**

Tardiness is considered when students are not seated in the classroom by the 9:00 a.m. bell. If students are late to school, they must bring in a written excuse of explanation, unless it is due to a bus problem.

## **Absences**

When your child is absent, for any reason, please contact the School Nurse by calling the school between 9:00 a.m. and 9:30 a.m. Provide the date, student's name, grade and reason for absence. The School Nurse will contact parents / guardians of absent students if you do not call the school.

Children should bring a written excuse for any period of absence on the day they return to school. This written excuse should be dated, the reason for and dates of the absence must be included and the excuse must be signed by the parent / guardian. And absence without a written excuse is considered an unexcused absence.

### Excused Absences:

- Sickness
- Medical or Dental Appointment
- Serious Family Illness
- Court
- Death of a Family Member or Close Friend
- Approved School-Related Program
- Religious
- Participation in a School Sponsored Event

# Policies / Procedures / Protocols

## **Attendance, con't.**

### Unexcused Absences:

- Oversleeping
- Missing the School Bus
- Weather-Related
- Late Ride
- Family Vacation
- Traffic
- Non-School Trips

**Students and / or parents are responsible for contacting teachers (upon return to school) to arrange to make-up missed work and assignments.**

FACTS Account: Families are responsible to ensure information included in their FACTS accounts would be up to date.

## **Vacations**

All vacations that do not follow the school calendar are Unexcused Absences. Tests and work missed for these vacations must be made up by the student. Time missed is difficult for children, teachers and parents to make up. Vacations scheduled during school time should be avoided.

## **Participation in After-School Activities**

Students who are absent, or leave school due to illness, are not eligible to participate in any after school activities. These include practices, special events and concerts.

## **Absence Intervention**

The principal will schedule meetings with the students and parents when attendance issues interfere with academic progress. Together, the group will formulate an attendance improvement plan. Consequences for unexcused absence / tardiness may result in additional disciplinary sanctions, including suspension, probation, dismissal and exclusion from co-curricular activities. The principal may request a physician's note for cases of excessive absence.

# Policies / Procedures / Protocols

## **Appointments and Release of Students**

Please keep the school calendar in mind when it is necessary to make dental, eye, medical and other appointments for your child to minimize the loss of instruction time. If a parent is aware that a student must leave the building during the school day, a written request must be submitted by the parent or guardian to the principal stating the date, reason, time and anticipated time of return (if applicable). The student's parent or guardian must also come to the school office to sign the student out. Upon the student's return, the student must be signed back in by the parent.

**The school will presume that either parent may obtain the release of their child unless the school has been provided with a certified copy of a legally binding instrument, such as a court order or a decree of divorce, separation or custody, which specifically directs otherwise.** The school will not be held responsible for failing to honor arrangements that have not been made known. A student may not be released from school to anyone other than the parent or guardian without explicit written permission. This permission must be directed to the principal, state the name of the person to whom the student is to be released, the date and time this person will report to the school office, and it must be signed by the parent. The principal will attempt to contact the student's parent or guardian or the parent's designated emergency contact. If the principal is unable to reach any of the above, in his or her own discretion, may authorize the student's release.

## **Emergency Contacts**

Each parent/guardian shall provide the school with telephone numbers where they may be contacted in the event of emergencies. Further, the school requests that the parent provide the names, addresses and telephone numbers of individuals who act in the parent's absence should an unexpected event occur and the parents cannot be contacted. Persons on this list who are not personally known to the school staff will be permitted to take the students from school only after providing appropriate identification. The emergency cards must be returned to the school no later than the second day of school.

# Policies / Procedures / Protocols

Please note that the following information are the school's standard policy regarding visitors and volunteers.

## Visitors

All parents and visitors must report to the Main Office, sign in, and be prepared to show proper I.D. All visitors are required to wear a Visitor Badge while in the school. If parents are entering the school to drop items off for a student, the Main Office Staff will receive them and deliver them to the student.

Visits by parents, potential students and tours are arranged through the Principal's Office. Please contact the Main Office to make an appointment.

Teachers are not able to meet with parents during school hours, when they have classroom responsibilities. If you wish to speak with or meet a teacher or the principal, please call for an appointment.

## Volunteer Policy

Volunteers are a vital part of Immaculate Conception School and we encourage everyone to give of their time and talents. Volunteers coming to school during the day must report to the main office upon entering the building, sign in and wear a Visitor's Pass while in the building. Upon leaving the building, please return to the office to sign out and return the pass. Several things should be kept in mind when visiting the school:

- classrooms should not be disturbed
- respect the confidential nature of the school
- you are a guest in the building
- the safety of all students

## Safe Environment Certification

Without exception, ALL employees and volunteers coming into the school MUST have be currently certified in the Safe Environment Training. Visit the Syracuse Diocese website to sign up for the training.

# Policies / Procedures / Protocols

## **School Closings**

If the decision is made to delay or close school due to weather, I.C. will follow the Fayetteville-Manlius School District closing. Please look for a text alert from the school for statements regarding delays and closings. Local media resources may also have notification about delays and closings, including local TV stations.

## **Emergency Closing During School**

Occasionally, it is necessary to send students home early because of poor weather or other emergency conditions. Student safety is the primary consideration when deciding about a school closing. We recognize that this can cause difficulty for parents. Please know that we will make every effort to get information out as early as possible.

## **Field Trips**

Field trips are a privilege and should be a learning experience for the student and one that correlates to what is being taught in the classroom. In order to participate in any field trip sponsored by Immaculate Conception School, the student must present a consent form, signed by his/her parent on or before the date established by the teacher or principal. Consent of one parent is sufficient to authorize the student's participation. All field trip costs must be paid in full prior to the actual event.

## **Birthdays**

Birthdays may be acknowledged in the classroom with prior arrangements with the classroom teacher. If you plan on bringing in a special birthday treat for your child's birthday, please check with the School Nurse to make sure it is correctly labeled Tree Nut Free/Peanut Free - "School Safe." (Italian Ice is a favorite). Any treat MAY NOT be homemade, due to the allergies.

Children's birthday party invitations are not to be sent to school for distribution unless the entire class is invited. Always keep in mind the feelings of the child that is not included.

# Policies / Procedures / Protocols

## **Home School Association (HSA)**

All parents in the school belong to the Home School Association (H.S.A.) This organization is the backbone of the many social and classroom events which take place in the school. Meetings are held throughout the school year and parents are encouraged to attend and become involved. This group also consists of our room parents who assist teachers in the various activities that take place in the classroom for the holidays and special events.

## **I.C. Advisory Board**

The School Advisory Board is a group made up of parents, faculty and Parish members. The purpose of the school Advisory Board is to advise the principal and Pastor on various matters dealing with the school. A complete listing of the can be found on the I.C. School website.

## **Lunch Program**

Lunch Service is available to all I.C. Students through School Eatery. School Eatery coordinates lunch service through area restaurants and allows for easy and direct ordering and payment. Parents would sign-in at <https://schooleatery.ahotlunch.com>. The default password is hotlunch (all in lowercase with no space). When adding your child/children, a school code is required. Your school code for the new software is CONCEPT (all caps).

## **Extracurricular Activities**

I.C. offers a wide variety of extracurricular activities. Many of these take place during school hours or require extra time after school. Interscholastic athletics are extracurricular.

Participation in interscholastic athletics is a privilege for students. They, in turn, have a responsibility to themselves, their team, school, family and community to maintain high standards of physical and mental fitness and citizenship, thereby allowing the education benefits of the activities.



# Policies / Procedures / Protocols

## Health / Nurse's Office

There is a Full-Time Nurse at I.C. during school hours. Our nurse is provided by the Fayetteville-Manlius School District.

## Annual Health Office Requirements

- **NYS Physicals** are required within **30 days** of the start of the school year for Pre-K, Kindergarten, and 1st, 3rd and 5th grade. Please send in a current physical as soon as possible. NYS also requests a dental certificate at the time you have your child's next dental appointment. Your Pediatrician and dentist will have the correct forms available.
- **Immunization Records** are required, and if your child is missing any immunizations, they have 30 days from the start of school to receive them or they may not attend school until received. Immunizations are necessary for a healthy school year. Here are the NYS requirements:  
<https://www.health.ny.gov/publications/2370.pdf>
- **Allergy Care Plans** need to be current for every student who has food allergies/intolerances that may be life threatening and require an epi-pen. If you have a student that requires this, please have your child's allergy action plan and medication forms filled out by your physician and signed. Once signed please bring these documents along with your child's medication to me. Also, you can bring in some safe snacks for your child to have in the classroom in case there is a time they need something extra.
- **Asthma** If your child needs an Asthma medication/inhaler please have your doctor's office fill out the medication form, signed by the parent and bring it in with the medication.
- **Medication(s)** If your child needs medication during school hours I will need a doctor's note with the medication in the original labeled bottle from the pharmacy to be able to dispense the medication to them. This includes over the counter medication.

## Excuse from Physical Education

Excuse from Physical Education requires a note from a physician for excusing activity and a separate note for resuming activity.

# Policies / Procedures / Protocols

## Health / Nurse's Office, con't.

### Screening

New York State Education Law requires the following screening to be done during the school year in these grades:

- Vision –Pre-k, K, 1, 2, 3 & 5
- Hearing – Pre-k, K, 1, 3 & 5
- Color Vision – K and new students
- Scoliosis – 5 If any irregularity is found, you will receive a written notice. If screening is within normal limits, you will not hear from us. If you have any questions or concerns, please call the nurse's office to discuss the matter.

# Academic Policies

## **Homework**

Coming to school prepared each day with assigned homework completed, helps students to develop a responsible work ethic. Each grade level has expectations which are reviewed throughout the school year.

## **Homework During Absences**

Parents / guardians of children who are absent from school are to call the main office and make arrangements for homework to be collected. Homework may be collected after 2:15 p.m. in the main office. Specific details about due expectations must be communicated with each assigning teacher.

## **Report Cards**

Report Cards are distributed four times each academic year in November, January, April and June. Kindergarten Report Cards begin being distributed in January. Pre-K Students receive Progress Reports in both January and June.

# Catholic Schools Policies

## **Educational Technology Statement of Policy**

The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of the new discoveries and technologies,” (Aetatis Novae,#2). Developments in communications technology present new possibilities and challenges for the mission of the Church and Catholic Education. The Catholic Schools of the Diocese of Syracuse recognize that changes in telecommunications and other new technologies that alter the ways information is accessed, processed, communicated and transferred by and among members of society, may also alter instruction and student learning. The Catholic Schools of the Diocese of Syracuse support access by students to rich information resources and the development by staff of appropriate skills to analyze and evaluate such resources. In addition, educational technologies must be used, both by Catholic educators and students, in a manner that is educationally appropriate, in accord with the religious goals of the schools, and consistent with standards of electronic ethics and copyright laws.

## **Code of Ethics Regarding Copyright**

It is the policy of the Catholic Schools of the Diocese of Syracuse that all employees, volunteers, and students will abide by the Federal copyright laws. Employees, volunteers, and students may copy print or non-print materials as authorized by a specific license or other contractual agreement or as permitted by the Fair Use guidelines of the Copyright Law. Employees, volunteers, and students who willfully disregard copyright laws are in violation of the policy of the Diocese of Syracuse, do so at their own risk, and assume all liability for such acts.

## **Internet acceptable Use**

It is the policy of the Catholic Schools of the Diocese of Syracuse to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. The Internet and related technologies must be used in support of education and research and consistent with the educational objectives and religious goals of the Catholic Schools of the Diocese of Syracuse. Use of other organizations’ networks or computing resources must comply with the rules that apply to such networks, including the following:

# Catholic Schools Policies

## **Internet Acceptable Use, con't.**

- Transmission of any material in violation of any federal, state, or local regulations is prohibited. This includes, but is not limited to violating the Copyright law, sending or receiving material that is threatening, violent or obscene, or material that is protected by trade secret.
- Use for commercial activities is not acceptable. Use for product advertisement, political activities, game playing, unauthorized “chat” or chain letter communication is also prohibited. Examples of unacceptable information include, but are not limited to, pornography, information on bombs, inappropriate language and communications, flame letters, etc.
- Acts of vandalism are prohibited. Vandalism is defined as any intentional effort to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading and/or creation of computer viruses.
- Unauthorized use of another’s computer, access accounts, and/or files is prohibited.

## **Nature of Privilege**

Access to the Internet and the use of related technologies via the Catholic Schools’ computers and equipment are a privilege and not a right, and inappropriate use may result in cancellation of those privileges. Users of the Catholic Schools’ computer network are responsible for their own behavior and shall comply with all appropriate standards of conduct. Access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken for any violations that are unethical and/or appropriate legal action may be taken for any violations that are unethical and/or may constitute a criminal offense. Before anyone is provided access to Internet and related technologies, they will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user’s access to the Internet and related technologies due to unacceptable use.

# Catholic Schools Policies

## **No Expectations of Privacy**

The Catholic Schools of the Diocese of Syracuse reserve the right to access all files and to monitor all uses of its computer technology equipment at its own discretion so as to establish and maintain an assurance that such equipment is not being used inappropriately. Subject to the restrictions of applicable law, the Catholic Schools of the Diocese of Syracuse reserve the right to disclose content from a computer that utilizes the Catholic Schools' computer network. Thus, users of the Catholic Schools' computer equipment shall have no expectation of privacy with respect to such use.

## **No Warranties**

The Catholic Schools of the Diocese of Syracuse make no warranties of any kind, whither expressed or implied, with respect to the Internet and related technology service it is providing and will not be responsible for any damages that a user may suffer. This includes loss of data resulting from delays, non deliveries, misdeliveries, or service interruptions via the Internet and related technologies. The Catholic Schools of the Diocese of Syracuse specifically deny any responsibility for the accuracy or quality of information obtained through its services. Employees, volunteers, students or parents/guardians will be responsible for any financial obligation incurred through the use of Internet related technologies.

## **Terms and Conditions for Acceptable Use of the Internet by Students**

Student use of the Internet on school computer hardware on school premises, or through School obtained accounts, both on-site and through remote connections, is governed by the policies of the Catholic Schools of the Diocese of Syracuse and the local school regulations.

Student use of the Internet is also governed by principles of electronic ethical use and current laws governing copyrighted materials etc. Each user is responsible for all material sent and received under their user account. The use of Internet accounts is a privilege and may be revoked by the principal, Internet coordinator, teacher or Internet provider at any time for violations of policies. All telecommunications access on school computers limited to school-obtained accounts and is restricted to educational business and school related projects. Personal accounts on commercial services or other Internet providers may not be used in school.



# Catholic Schools Policies

## **Terms and Conditions for Acceptable Use of the Internet by Students, etc.**

The teacher, Internet coordinator or network administrator must supervise student use. The student and parent/guardian must sign an Agreement for Internet Access by Students before student use will be granted. This form must be kept on file and renewed annually.

Computers, including all information, programs, software and use privileges, belong solely to the school and are subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy and/or delete all files and records on school computers or accessed through school accounts. Privacy is to be insured at all times. Students may not reveal their personal address or phone numbers or those of others. All communications and information accessible via the network should be assumed to be public property. Account holders/users are responsible to safeguard passwords and access protocols, and insure their account is protected from unauthorized access. Account holders will be held accountable for all activity logged on their account, regardless if they were personally the user. All users are required to adhere to the following password controls:

- Passwords shall be non-meaningful terms. Passwords should not be of a common nature such as last name, street name, etc.
- Passwords should not be displayed, divulged, accessible or shared. If there is reason to believe that a password has become known, it should be changed immediately.
- Passwords should never be written down, attached to the terminal, placed under the keyboard, or any other insecure place.
- Account holders should notify their teacher-sponsor or the teacher of the class if unauthorized access to their account is detected or suspected.

Student use of the Internet is governed by the student behavior code as included in the school's handbook and the policy of the Catholic Schools of the Diocese of Syracuse as included in the Diocesan Policy Hand- book, and current state and federal laws. Access is a privilege, not a right. Access entails responsibility. Inappropriate computer behavior/use includes, but is not limited to the following:

# Catholic Schools Policies

## **Terms and Conditions for Acceptable Use of the Internet by Students, etc.**

- Sending or displaying offensive messages, pictures or unlawful information on the Internet:
- Using impolite, abusive, or otherwise objectionable language in either public or private;
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws;
- Unauthorized access (“hacking”) and trespassing in others’ folders, work, or files;
- Intentionally wasting limited resources; or
- Employing the network for commercial purposes or in ways that violate federal, state, or local laws or statutes. Consequences of inappropriate computer use shall be:
  - In accord with the minimum and maximum penalties as listed for the Violation of the Technology Policy in the school’s handbook. In addition, a student may lose computer privileges for a period of time. A student reinstated under this provision must be supervised at all times.
  - For major infractions, or at the discretion of the principal in discussion with the teacher, student computer privileges may be revoked for the remainder of the academic year.
  - Notification to parents of a student’s inappropriate computer use may be made at any time.
  - When applicable, law enforcement agencies may be involved.

Users of the Catholic Schools of the Diocese of Syracuse’s computer network are responsible for their own behavior and shall comply with all appropriate standards of conduct. The Catholic Schools of the Diocese of Syracuse reserve the right to access all files and monitor all uses of its computer technology equipment at its own discretion so as to establish and maintain an assurance that such equipment is not being used inappropriately. Subject to the restrictions of applicable law, the Catholic Schools of the Diocese of Syracuse also reserve the right to disclose content from a computer that utilizes the Catholic Schools’ computer network. Thus, users of the Catholic Schools’ computer equipment shall have no expectation of privacy with respect to such use.

# Catholic Schools Policies

## **Terms and Conditions for Acceptable Use of the Internet by Students, etc.**

The content of the web pages that are accessed via the servers of the Catholic Schools of the Diocese of Syracuse may be monitored, at any time, by Catholic Schools officials or their agents, and may be either deleted or modified as said officials or agents may, in their sole discretion, deem appropriate.