

# Parent / Student Handbook

## 2022-2023



# Immaculate Conception

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## C a t h o l i c   S c h o o l

OVER 60 YEARS OF OUTSTANDING CATHOLIC EDUCATION

125 West 45th Street  
Hialeah, Florida 33012  
Office 305 822-6461  
Fax 305 822-0289

Website: [www.icsmiami.org](http://www.icsmiami.org)  
E-mail Address - [icsoffice@icsmiami.org](mailto:icsoffice@icsmiami.org)

**Rev. Rolando Cabrera**  
*Pastor*

**Mrs. Victoria Flutie-Leon**  
*Principal*

**Mrs. Michelle Pacheco-Roof**  
*Counselor / Administrator*

*Last updated on October 2022*

## MISSION STATEMENT

*The mission of  
Immaculate Conception Catholic School  
is to offer all students from  
early childhood to adolescence  
a quality Roman Catholic education  
by meeting the specific needs of the students  
in their spiritual, academic, cultural, physical, and social development.  
This will ensure a Christ-centered life  
And an awareness of God  
in an ever-changing world.*

## STATEMENTS OF BELIEFS

- ICCS reflects the integration of Catholic faith and values by teaching the Gospel message of Jesus, building faith communities, celebrating Mass, and experiencing faith-based traditions as part of a student's educational formation.
- Each student is valued and recognized as a unique child of God in his or her spiritual, social, cultural, physical, emotional, and academic needs.
- Clergy, administrators, teachers, staff, parents, students and members of the parish share in the responsibility of providing a supportive learning environment within the school community.
- Various innovative and instructional approaches are used to enhance student learning.
- A challenging curriculum motivates students to demonstrate essential knowledge and skills evident in active problem solving and a quality work ethic.
- The teaching of cultural diversity increases the students' understanding and respect of different religions, peoples, and cultures, and encourages compassion for others.
- In the curriculum, Catholic instruction in truths and moral values promotes social justice and peace.
- A supportive, safe, comfortable, and challenging environment enhances learning and increases a student's potential for success.

## **Introduction**

Welcome to Immaculate Conception Catholic School. An interesting, challenging and faith-filled experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

**NOTE:** All the rules set forth here are for the safety of **all** our children, and **all** must follow them in order to ensure the safety of **each** student.

## **Catholic Identity/Faith Formation**

As a Catholic school, we recognize that there is no greater opportunity for parent directed religious education than your presence at Sunday Mass. It is essential to our mission as Catholic educators, in partnership with parents, that families attend Mass on a regular basis to support the Catholic education of their children. It is our expectation that all of our school families attend Sunday Mass, ideally here at Immaculate Conception Church. As the primary religious educators of their children, parents are expected to follow through consistently on this most serious obligation.

School Masses are held weekly. All students are required to attend and participate in school Masses and dress in regular school uniform (Mass uniform for Middle School).

The Sacrament of Reconciliation is available at scheduled times for the students especially during Advent and Lent. Children participate in the reception of ashes on Ash Wednesday, Stations of the Cross, regular visits to our school chapel with their class, praying of the rosary, and liturgies at the appropriate seasons of the liturgical year.

The priests of our parish are always available to our students for the Sacrament of Confession or for spiritual counseling.

## **Complaints and Grievances**

From time to time, parents may have complaints or problems with school operations. Parents are asked to follow school procedure in order to obtain information and resolution.

1. Seek facts.
2. First discuss the problem with the teacher as soon as possible.
3. If necessary, contact the principal or counselor/administrator.
4. If the concern involves another student or family, it must be handled through the principal.
5. All school issues must be directed to the principal before seeking outside assistance including assistance from the pastor.

# Academic Policies

## CURRICULUM

ICCS is required to meet the standards established by the state of Florida and the Florida Catholic Conference. State and diocesan supervision regulate hours of the school day, attendance records, and reports.

Beginning in PK4 and continuing through grade 8, the adopted Curriculum in the Archdiocese of Miami includes instruction in the following areas:

<i>Reading</i>	<i>Phonics</i>
<i>English</i>	<i>Spelling</i>
<i>Literature</i>	<i>Religion</i>
<i>Mathematics</i>	<i>Social Studies</i>
<i>Science</i>	<i>Art</i>
<i>Music</i>	<i>Spanish</i>
<i>Handwriting</i>	<i>Technology</i>
<i>Physical Education</i>	

## iPad Requirements for 6<sup>th</sup> through 8<sup>th</sup> Grade

Students in grades 6 through 8 participate in a one-to-one iPad curriculum. As such, all 6<sup>th</sup>- 8<sup>th</sup> grade students must bring their fully charged and functioning iPad to school daily. If the student's iPad is lost, stolen or damaged, the student will be provided with a rental from the main office at a rate of \$10.00 per day.

## iPad specifications:

- iPad with iOS 10.3 or later.
- iPad (3<sup>rd</sup> generation or later), iPad Air or later, iPad mini (3<sup>rd</sup> generation or later).
- Minimum: 32 GB of storage. Recommended: 64 GB of storage or higher.
- Wi-Fi only iPad models are required. iPads with Cellular Data capabilities are not allowed.

All incoming 6<sup>th</sup> grade students will receive their iPad from the school (charged through your FACTS account).

## Resource Program (Mrs. Jeanette Nieves)

The Resource program at ICCS is a remedial program in Reading and offered to students in grades 1 through 8 who are eligible to receive Exceptional Student Education services. To be eligible for participation, the student must have a current psychoeducational evaluation.

*\*The Resource program incurs an additional fee.*

## Homework

Homework is given for drill and practice purposes and for challenging students to read and research. Homework will not be assigned on school sponsored activity nights. This excludes sports activities. If a student forgets a homework assignment, parents may not deliver the assignment to the school office. When a student misses three homework assignments, he/she will receive a lunch detention and the parent

will be notified. If a student misses six homework assignments, he/she will receive an after school detention and a parent conference will be held.

No homework, project supplies or other any other school related supplies may be dropped off in the school office.

iPads may be dropped off if forgotten by the student no later than 8:30 am.

### Grading

The evaluation of student progress is one of the most complex and important duties of the teachers. Grades for report cards are apportioned to include class work, class participation, projects, test and quizzes. Homework will not be graded or be included in the final average.

Assignments, projects and homework are mandatory unless otherwise specified by the teacher. Failure to complete work may cause the student to receive an incomplete on his report card. A student must complete missing task(s) to remove the incomplete grade.

Students are evaluated for mastery of skill and content during each marking period. Each grade level has evaluation procedures suited to the levels of the students. The purpose of the evaluation is to assist the student with academic progress.

### Report Cards

**Grades 3 through 8<sup>th</sup>**

### Developmental Checklist

**Pre-Kindergarten 3 through 2<sup>nd</sup>**

*\*(Distributed every 9 weeks)*

### Progress Reports

Plus Portals is used to keep parents informed of their child's progress. The school does not send written progress reports. It is each parent's responsibility to check the Plus Portal database on a regular basis to remain informed as to his/her child's performance in each class. Parents experiencing difficulties with the system or who do not have computers, may contact tech support (Mrs. Gandarillas) at 305-822-6461/sgandarillas@icsmiami.org.

Parents who wish to contact teachers to monitor their child's progress must schedule an appointment with the teacher, send a note to the teacher, email them, or leave a message for the teacher in the main office. The teacher will contact the parent to set an appointment within 48 hours. If contact is not made, please contact the main office.

If a student fails to perform on grade level, the teacher, counselor or the principal may request interventions, and that the student be tested for a learning disability. If such a request is made, it is made after serious consideration of the student's needs; therefore a parent's refusal to comply may result in the student being withdrawn from ICCS.

### Grading Scale

**PK 3 through 2<sup>nd</sup> grade:** Checklist for student mastery will be used as measure of achievement

***\*Archdiocesan Grading Scale***

**3<sup>rd</sup> through 8<sup>th</sup> grade:**

100-90:	A
89-80:	B
79-70:	C
69-60:	D
59-50:	F

Behavior may also affect the student's grades. Any student who has been caught cheating is given a zero and the work cannot be made up.

Honor Roll:

Immaculate Conception Catholic School has determined honor roll eligibility for grades 4-8.

Principal's Honor Roll Criteria:

All A's in major core subjects, and all A's in special area subjects (PE, Music Art, and Spanish). Any student who receives a minus for any Active Learner Trait will not be eligible for Principal's Honor Roll. All students on the Principal's Honor Roll will receive a certificate of recognition.

First Honor Roll Criteria:

Four or more A's in major core subjects and B's (two) in remaining core subjects, and A's or B's in special area subjects (PE, Music, Art, and Spanish).

Retention and Promotion

If a student receives an overall failing grade in two or more of the core subjects: Religion, Reading, Grammar, Mathematics, Science, Social Studies (K-8), that student will be required to repeat the grade.

Generally, all students should be promoted unless retention would enable a student to achieve academic success. Promotion to the next grade presupposes that a student has mastered the basic skills and subject matter taught to each grade level. Written notice will be given to parents indicating possible retention, and final decision on retention will be made by the end of May.

Criteria for Retention

A below average grade in Religion, Reading, Grammar, Math, Social Studies or Science may require the successful completion of summer school for promotion. A failure in two or more subject areas may require retention (K-8).

- By the end of the first quarter, the teacher may recommend tutoring or testing.
- Written notice will be given to parents indicating possible retention.
- The final decision on retention will be made in late May.

## **Section 504-Policy Statement**

Immaculate Conception Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Immaculate Conception Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Brenda Cummings, (305) 762-1268. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator.

Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Jim Rigg  
Archdiocese of Miami  
Superintendent of Schools  
9401 South Biscayne Boulevard  
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

## **Admission Policy**

ICCS will not discriminate against any individual based on the grounds of race, color, gender, national origin or physical limitations.

ICCS is not a private school. ICCS is a Catholic school, for practicing, believing Catholics who want their children to know, love and serve God. The school does not exist for students of certain intellect or financial means. It will focus on its primary purpose of serving as a parish school.

ICCS cannot offer a continuum of services, as financed through the public system under IDEA (Individuals with Disabilities Education Act), or section 504 of the Rehabilitation Act. In some cases, parents of students attending ICCS may be asked to provide additional outside support services to insure student success.

ICCS reserves the right to refuse admission or readmission to students for the following:

- Educational needs cannot be met
- Discipline records are below standard
- Difficulties in collecting fees from families
- Little or no cooperation has been received concerning school events or policies.
- Excessive absences and/or tardiness

Acceptance to Immaculate Conception Catholic School is contingent upon:

- Parental commitment to the parish school's religious, education and social programs.
- Fulfillment of all parish school financial obligations
- Review of student's academic & behavioral performance records
- Active practicing Catholics at Immaculate Conception Church or any other Archdiocese of Miami parish.

Mandatory Documents for all students:

- Birth Certificate
- Baptismal Certificate
- Registration information form
- Social Security Number
- Health Forms (HRS form 3040 & 680)
- Standardized Test Results (2 to 8)
- Complete report card from previous grades (K-8)
- Signed permission for release of records
- Signed Parent Agreement
- In addition, any neurological, speech, or other professional evaluations, which may assist us in identifying student needs is requested.

Florida Voluntary Pre-Kindergarten Program:

\*All students enrolled in Pre-Kinder 4 are eligible for approx \$2,400 credit from the state VPK program.

- Parents are responsible for registering for the program and reimbursement.
- Please visit the following website (<http://www.floridajobs.org/VPK/index.html>) for registration information

Children and Family Services Requirements:

- Children entering, attending, or transferring to kindergarten in Florida schools are required to have completed the Hepatitis B vaccination series and varicella.
- A second dose of measles vaccine (preferably MMR) will be required for children attending grades kindergarten through fifth grade.
- ALL STUDENTS entering, attending or transferring to SEVENTH GRADE will be required to have a completed hepatitis B vaccination series, a second measles vaccination (preferably MMR) and a tetanus-diphtheria booster.
- All students are required to have an up-to-date Florida Certificate of Immunization (HRS 680) and physical exam from a doctor (HRS 3040).

NOTE: Failure to provide the correct vaccination information will exclude the student from classes until the original forms are brought into the office.

ICCS in accordance with Florida Statue 61.13(3) will make school records and in person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.



## Open Admission Policy

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## Immunization

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## Anti-Bullying Policy

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

### I. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

### II. Scope

- a. This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

### III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

### IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

## **Bullying/Harassment Investigation Disclosures**

While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

## **Arrival and Dismissal Procedures**

- All students should arrive between 7:40 am and 7:55 am. School begins at 8:05 am.
- All students who arrive between 7:00 am and 7:40 am must report to Mercy Hall.
- Students may not be left at school before 7:00 am. No supervision is provided before 7:00 am.
- Arrivals: (Kinder through 8<sup>th</sup> grade students) Cars are required to use the West 2<sup>nd</sup> Ave entrance where there will be two car lines. One at the long car port (students in 4<sup>th</sup> and up) and another in front of Mercy Hall (Kinder- 2<sup>nd</sup>)
- Pre-K Students Arrival and Dismissal takes place at West 2<sup>nd</sup> Ave- Pre-K gate.
- Dismissal for the Pre-K building is at 2:30 pm, grades Kindergarten through 5<sup>th</sup> is at 3:00 pm, and 6<sup>th</sup> through 8<sup>th</sup> at 3:15 pm.

- For Dismissal:  
(Kinder & 4<sup>th</sup> through 8<sup>th</sup> grade students) Cars are required to use the West 2<sup>nd</sup> Ave entrance, so that we may operate a one-way traffic system.  
(1<sup>st</sup> through 3<sup>rd</sup> grade students) Cars line up on West 45<sup>th</sup> street starting at the large white gate opening facing West.
- For the safety of the children, cars are not permitted to drop off the students in front of the school on West 45<sup>th</sup> Street.
- Limousine pick-ups or drop offs are not permitted.
- An authorized person must pick up students at the designated location.
- At dismissal and arrival no parking is allowed and no one should be getting out of their vehicles. (Pre-K parents may park at Pre-K area to drop off & pick up at the Pre-K gate).
- Cooperation with the teachers is mandatory for the safety of students.
- Changes in regular dismissal for any student must be in writing.
- For your child's safety students to be released as walkers must be approved by the administration.
- Please note that students not picked up by 3:30 p.m. are automatically placed into the Extended Day Program. Parents will be charged a fee of \$5.00 per day if student is picked up from 3:31pm-3:45 pm, and \$10.00 per day from 3:46 pm-6:00 pm. The school expects the cooperation of all parents in this matter in order to keep students safe and protected.
- After 3:30 pm all students MUST report to either, Extended Day Program or their authorized activity, otherwise disciplinary action will be taken.
- Students who serve detention must be picked up from the detention center.
- School Early Dismissal Days: Pre-K building students are dismissed at 12:45 pm, Kindergarten through 5<sup>th</sup> grade students at 1:00 pm, and 6<sup>th</sup> through 8<sup>th</sup> students at 1:15 pm.

## **Attendance Policies**

School is in session 180 days. This is a Florida State Law. However, a student who is absent more than 20 days in a year, may not be promoted to the next grade unless the administration grants an exception and determines a way in which the student may receive additional instruction. Students are required to bring a note the following day upon returning from an absence. Summer School or retention may be required for excessive absences.

Late arrivals disrupt the learning environment for the student and his peers. All students should be in class by 7:55 am Failure to be in class by 8:05 am will incur a late arrival. Excessive tardiness may result in mandatory summer school.

Students who do not report to school by 11:00 a.m. or leave home early and do not have a valid reason are ineligible to participate in any extra curricular activity on that day.

### **Excused/Unexcused Absences:**

- **Excused:** Absences are excused for illness of student, doctor's appointment or death in the family. Please be reminded that it is encouraged that the child attend a portion of the school day before or after doctor's appointments whenever possible. Students may make up any missed work under these circumstances.
- **Unexcused:** Absences are unexcused when a student is not in school due to a personal reason such as a family trip, vacation or any activity not related to illness, medical appointment or death in the family. Students may NOT make up work under these circumstances.

### Attendance Contract

If any student accumulates a total of 10 absences or more by the end of the 2<sup>nd</sup> quarter, the student will be placed on an Attendance Contract. This contract will be executed during a scheduled parent conference.

### Parent Request For Early Dismissal

Parents who need to pick up students for dismissal before the regular dismissal time must come to the school office to sign the student out. Request for early dismissal must be made before 2:00 p.m. on regular days, and 11:30 a.m. on early dismissal days. After these times, early dismissal requests are issued only under emergency circumstances. A doctor's note will be required on the day following the early dismissal (if applicable). Early dismissal times will be accumulated on the students' records for attendance purposes.

## **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

## **Communication to Parents**

ICCS uses several media to communicate information to its families. Parents may receive paper documents such as letters, notes, and information. Student grading for those in Grades 3-8 may be viewed via Plus Portal. Official School communication may be made via e-mail. As a general rule most personnel's email address will include initial, last-name, and @icsmiami.org. Another resource of information available to parents is the school website [www.icsmiami.org](http://www.icsmiami.org).

Traditional phone calls and messages may be made to the school office. The school has also contracted the telephone service of Rediker Notify. Rediker Notify allows the school to communicate to all or a group of parents via an electronic message that can be transmitted from school or remote location. Please be advised that the school will use your provided home and cellular numbers. Please be sure to keep those up to date. If an emergency arises that involves our school or immediate area during the school day, before 6 pm, a message will be sent as soon as possible to advise of the apprised situation. If the school needs to send out general information or requests, the calls will come in after 5 pm or on weekends.

## **Text Messaging/Telephone Calls**

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

## **Community Service Hours**

All families are required 20 hours of community service (four of these hours are to be served during the Parish Carnival). The purpose of Community Service hours is to assist our school with service or goods that would otherwise cause us to incur additional cost. We are aware that many other worthwhile activities exist; however, these do not defray the cost of regular maintenance and activities at ICCS.

Community Service hours will be given for pre-approved material donations, carnival set-up, carnival volunteer workers, recess supervision, snow cones sales, lunch supervision, morning & afternoon traffic supervision, early arrival supervision, general school maintenance, approved Home & School projects and classroom aide (approved by administration). Eucharistic Ministers may only be credited time for their documented ministry to hospital patients and shut-ins. Any other activities must be approved in advance by the administration or may not be considered. Community Service hours will not be given for parties, field days, field trips, for attending performances and ministries that are only performed during Sunday Mass.

Community Service hours may only be performed by parents and grandparents. Documentation of these hours is the responsibility of each family. Community Service hours that require student supervision require volunteers to meet the Archdiocese of Miami requirements for Level II Digital Fingerprints and Virtus Training. (See Volunteers)

## **Conduct**

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

We want all students to realize that the observance of rules will bring happiness to themselves and others. We are very much dependent upon the parents to uphold and support our code of discipline. It is the policy of ICCS to notify and involve parents in disciplinary action. Parents are their children's primary educators and need to be aware of their behavior while at school. The reason for disciplinary consequences is teach the child limits and correct behavior. Every child has choices and consequences for those choices. Students must learn to take responsibility for their actions.

The following are expected behaviors:

- Self-Respect
- Respect Others
- Follow School & Classroom Rules

Any behavior deemed unacceptable by teachers or administration may result in detention, probation, Principal's Warning, suspension, and/or expulsion. The student is considered a student of the school at ALL times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school will be disciplined. Excuses such as, "I was only kidding, joking; everybody does it," will not be accepted and will be dealt with accordingly. Immediacy of consequences is judged to be a key element in properly instructing the student as to the seriousness of the offense.

Listed below are some examples of inappropriate behavior, including but not limited to:

- using of profanity, racial slurs, and sexual language
- disrupting learning time
- chewing gum on campus
- students in an unsupervised location during school hours
- not complying with the Dress Code policies
- failing to be prepared for class and/or complete assignments

The following steps are in place for punishable infractions acquired throughout the entire length of the 2022-23 school year:

First Infraction	Detention
Second Infraction	Detention
Third Infraction	Automatic removal of Privilege (athletic team, field trip, event, social, etc.)
Fourth Infraction	Automatic Indoor Suspension and Behavior Contract (student work may be made up)
Fifth Infraction	Automatic Outdoor Suspension (student work may NOT be made up)/Superintendent approval required.
Sixth Infraction	Administrative withdrawal

Major infraction with consequences of Indoor/Outdoor Suspension or Administrative Withdrawal:

- Disrespect to another person
- Cheating
- Using, displaying or ringing of cellular phones on school grounds during school hours (in addition the device will be held for 2 weeks by the office for the first offense). Second offense: phone will be confiscated for the remainder of the school year. **\*\*ALL CELLULAR PHONES MUST BE TURNED OFF WHILE ON SCHOOL PREMISES.**
- Using, displaying or generating sound with an unauthorized electronic device (any electronic device other than an Apple iPad for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades) during regular school hours. Additionally, the device will be held for up to 2 weeks by the main office for the first offense. Second offense: electronic device will be confiscated for the remainder of the school year.
- Using of profanity, racial slurs, and sexual language to a person
- Sexual harassment in verbal or physical form
- Physical, verbal or technological violence of any form, including harassment of individuals

- Conduct of a sexual nature
- Inappropriate displays of affection
- Students leaving school property during school hours without proper authorization
- Use of laser lights by students
- Possession of a weapon and/or threatening any person with a weapon
- Use, possession or sale of drugs, tobacco, alcohol or intoxicants during school or school-sponsored events
- Vandalism, theft or any activity, which may cause harm or damage to others, the school or property

All situations involving major infractions, will be reviewed by the ICCS discipline committee.

The following disciplinary terms are defined for your information:

**DETENTION** is an acceptable consequence for student violation of school and/or classroom rules. Detentions are usually issued with a minimum of 24 hours notice. Discipline is not up for negotiation and the consequences assigned must be served in a timely manner. Detentions will be served on Thursdays from 7:00am-7:45am.

**INDOOR/OUTDOOR SUSPENSION** depending on the severity of the infraction it may become necessary for a student to be removed from the classroom environment or the school environment. Administration reserves the right to determine which would be the appropriate consequence for the individual situation. All outdoor suspensions must be approved by the Superintendent of the Archdiocese of Miami.

severity of the threat and will take appropriate actions which may include any or all of the above steps.

## **COVID-19 and related items**

Attendance at school and participation in school activities poses some risks including the transmission of COVID-19 and exposure to related variants. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration, make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical, by way of distanced learning and/or other methods. There will be no suspensions, reductions, or refunds of tuition in these circumstances.

# Dress Code Policy

No excuse will be accepted for any violation of the dress code. Dress Code violations will cause disciplinary consequences.

School uniforms for ICCS must be purchased from:

Risse Brothers  
4350 Oaks Road #525  
Davie, Florida  
(954)769-1159

Shoes may be purchased from:

Victory Shoes  
1450 West 49th Street  
Hialeah, Florida 33012  
Telephone: 305 822-7416

Students in Pre-K1 through Pre-K3 may wear black sneakers. Students in Pre-K4 through 8<sup>th</sup> grade are to wear the approved school shoes which may be purchased at Victory Shoes. All students are required to wear the official uniform shoe adopted by ICCS.



## UNIFORM SHOES

PRE-K1 - PRE-K3 (BOYS & GIRLS)  
BLACK SNEAKERS FROM STORE OF CHOICE

GIRLS PRE-K4 - 2ND GRADE  
VICTORY SHOES  
(NAVY WITH VELCRO)



BOYS PRE-K4 - 2ND GRADE  
VICTORY SHOES  
(BLACK WITH VELCRO)



GIRLS & BOYS 1st - 8TH GRADE  
STORE OF CHOICE  
(BLACK PENNY LOAFERS/ NO BUCKLES)



GIRLS 3RD - 8TH GRADE  
VICTORY SHOES  
(NAVY WITH LACES)



BOYS 3RD - 8TH GRADE  
VICTORY SHOES  
(BLACK WITH LACES)



Victory Shoes: 1450 W 49th St, Hialeah, FL 33012 (305) 822-7416

Black penny loafers (no buckles) may be worn by any student in grades 1<sup>st</sup> through 8<sup>th</sup>. When not opting for penny loafers please refer to Victory shoes for uniform shoe styles.

It is suggested that parents purchase at least two sets of uniforms. Personal cleanliness and neatness are important lessons. Uniforms should be neat and clean with no rips or tears.

### Girl's Uniforms

#### Pre K1

Uniform shirt (purchased at school main office) and navy shorts from store of choice



Pre K2 through Pre K3

Uniform Shirt

Uniform Shorts

Pre Kindergarten 4 through Grade 8

Uniform Jumper, blouse, shirt, skirt, and/or split skirt

Uniform pants (6<sup>th</sup>-8<sup>th</sup> grade only) belt must be worn

Uniform navy shoe (Victory Shoes or Penny Loafer)

Uniform school jacket

Uniform school sweatshirt or cheerleading jacket (no hooded jackets allowed)

Solid Black Belt (no design on buckle)

School cross tie with blouse and skirt must be worn on Mass days. It must be worn all day (6<sup>th</sup>-8<sup>th</sup> Grade).

Note: The hem of the girl's jumper or split skirt must be no shorter than 2" above the knee. The only shorts permitted under the school jumper or skirt are the ICCS PE shorts. Only ankle length leggings or tights of solid navy, white or black may be worn under the uniform in cold weather.

Boy's Uniform

Pre K1

Uniform shirt (purchased at school main office) and navy shorts from store of choice

Pre K2 through Pre K3

Uniform Shirt

Uniform Shorts

Pre-Kindergarten 4 thru Grade 8

Uniform Shirt

Uniform pants

Uniform shorts (PK 3-2<sup>nd</sup> Grade)

Uniform black shoe (Victory Shoes or penny loafers)

Uniform school jacket

Uniform school sweatshirt

Solid black belt (no design on buckle)

School tie to be worn on Mass days. It must be worn all day. (6<sup>th</sup>-8<sup>th</sup> Grade)

Note: Pants must be worn at the waist. If undershirts are worn they must be either white (without any design) or the gray ICCS PE shirt.

Required Physical Education Uniform for Boys and Girls in Grades K through 8<sup>th</sup>

- Uniform PE shorts (3 inches above the knee or longer)
- ICCS PE T-shirt
- Running Sneakers
- \*Note: T-shirts must be tucked in.

### General Regulations

- No make-up, nail polish or artificial nails or tips.
- No tattoos-real or fake.
- Hats are not permitted. Girls may wear navy blue, black, beige, or white hair ribbons or bows. Bows may not be bigger than the palm of the student's hand.
- Only a small religious medal or cross on a thin chain may be worn. No cord style chains allowed.
- No bracelets are to be worn, unless for medical identification. No pendants or good luck charms are to be worn.
- No rings are to be worn.
- Earrings:  
Girls- One pair of plain small stud earrings for pierced ears on the lower lobe is permitted. No dangling or hoop earrings are allowed. Earrings may only be worn on the ears.  
Boys-No earrings are permitted.
- A simple watch may be worn. Apple Watch is not permitted.
- Shirts and blouses must be tucked in during school hours and school functions.
- Socks – All students must wear plain white socks, navy or black (no logos). Socks must be ankle length or higher. The length must be 1 inch above the ankles.
- Boys in seventh and eighth grade will be required to be clean-shaven. (Mustaches, goatees, side burns, or other trimmed facial hair are not permitted)
- Hairstyles:  
Properly groomed hair is required at all times.  
Girls- No extreme hair styles. Students must keep their natural hair color. Chemically dyed, tinted, Sun-In, highlighted or chemically treated hair is not permitted. Students with treatments applied will be required to return hair to natural color or have it cut to length that removes the color treated portion.  
Boys- Hair should be short on sides, above the eyebrows, above the shirt collar and ½ inch over the ear. Extreme cuts, wedges, line, coloring or shaved heads are not permitted. Side burns must be kept short and cut straight (no pointed side burns permitted) Hairstyle must be simple and neat. No excessive use of gel. Hairstyles are subject to the approval of the administration.

### Dress-up Days

- No jeans are permitted or jean style pants.
- No T-shirts are permitted.
- No Shorts are permitted.
- Split skirts of appropriate length may be worn.
- No spaghetti straps, backless tops, halter tops, sleeveless shirts or bare midriffs are permitted.
- No flip-flops, open sandals or shoes without backs are permitted, dress sneakers are permitted.
- Dresses and skirts must be appropriate length
- Boys must wear socks.
- Only school sweaters and jackets may be worn on cold days.

### Dress-down Days

- Jeans are permitted. No torn jeans are allowed, only black or blue jeans may be worn.
- No leggings or jeggings allowed.
- Class Shirts or if specifically announced an appropriate T-shirt may be worn.
- Split skirts of appropriate length may be worn when approved by Administration.

- No spaghetti straps, backless, halter-tops, sleeveless shirts or bare midriffs are permitted.
- No flip-flops, open sandals or shoes without backs are permitted, sneakers are permitted.
- Dresses and skirts must be appropriate length (e: Hispanic Heritage) when approved by Administration.
- Boys must wear socks.
- Only school sweaters and jackets may be worn on cold days.

NOTE: General appearance is subject to the approval of the administration. The student may be sent home until the problem is corrected

Violations of Dress Code Policy, including hair:

1<sup>st</sup> Offense: Lunch Detention

2<sup>nd</sup> Offense: Lunch Detention

3<sup>rd</sup> Offense: After school detention

## **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

## **Electronic Acknowledgments**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Anytime a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians

are responsible for reviewing the contents of any electronic documents prior to making any electronic acknowledgments. In addition, **parents/guardians, by executing the acknowledgment of receipt of this handbook, hereby agree** to receive and be bound by electronic acknowledgments.

## **Extended Day Program**

The Extended Day Program is offered from 3:30 pm to 6:00 pm Monday through Friday on school days. The only exceptions are early dismissal days before Carnival, Christmas Vacation, Easter Vacation and the last day of school. The cost is \$50.00 per week for one child. A \$5.00 discount from the weekly rate will be given for each additional child in the same family. The program provides homework/study time, organized play and a snack. The charge for the program is for the entire week regardless of how many days are needed. Please refer to the School Office for further information.

## **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts, or any other student records, and/or disallow participation in or access to school activities and/or administratively withdraw the student if any financial obligations are not met. The school may also disallow access to Plus Portal. Furthermore, students may not participate on any sports team if tuition is not up to date.

## **Tuition**

### *2022-2023 Rates & Information*

All tuition rates and information may be discussed with our tuition manager, Ivette Roderick. She may be reached at extension 217.

## **Fundraising**

No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

Since tuition is not the source of funding for maintenance and upgrades to facilities and/or technologies, all families are expected to participate in school-sponsored fundraisers.

## **Field Trip Procedures**

Field trips are arranged for educational purposes. Permission slips are sent home in advance and must be returned before the trip. Only those students who meet the requirements set and return the field trip form with parents' signature will be allowed to participate. Private buses are used to provide transportation. The method of transportation will be listed on the field trip form.

Chaperones on field trips must realize that they must follow teacher's requests. Chaperones are responsible for all students assigned to them, not only for their own child. Chaperones must meet the

requirements set for school volunteers. Teachers request the appropriate number of chaperones according to the needs of the activity. For some field trips, teachers may only request a limited number of chaperones. Parents must follow the teacher's request; however, they may choose not to allow their children to participate. Siblings are not to attend field trips.

## **General Procedures**

### **Main Office Hours of Operation**

The School office is open 7:30 a.m. to 3:30 p.m. on school days.

### **Use of Phone by Students**

The use of cell phones by students during school hours (8:00-3:30) is prohibited. If an emergency arises an official school phone must be used.

### **School Visitors Expectation**

All persons entering the school during school hours must enter and register at the main office. This includes visits to the classrooms. All visitors are reminded that ICCS strives to maintain an educational environment and children learn from our example; appropriate attire is mandatory.

NO Pets allowed in the main office or on school grounds, unless it is a service pet. If it is a service pet, proper documentation must be provided upon entering.

### **Change of Address/Phone Number**

Notify the School Office of any change of address or phone number as soon as possible. This applies to both home and business and is vital in case of emergency notification.

### **Weather Emergencies**

In the event of any weather emergency such as hurricane, tornado, or flooding, stay tuned to the news channels and follow the procedures for Miami Dade County Public Schools. If the emergency arises during the school day the school will make arrangements to safeguard students; however, parents are encouraged to pick up their children. All students not picked up early by parents will be held until regular dismissal time.

### **Emergency Contact Information**

In case of emergency all students are required to maintain up-to-date emergency information with correct contact information and proper health conditions.

### **Accidents and Injuries**

All accidents on school grounds must be reported to the office immediately and parents will be notified if the seriousness of the situation warrants.

### **Health Emergencies**

In case of a serious health emergency the school will call the Health Department and notify the Department of Schools.

### **Lost and Found**

The school is not responsible for the loss of personal property, money or books. Any property found by a student should be turned in to the office.

### **Backpacks**

All students are required to have a backpack to protect their books and materials as well as take care of their personal belongings. Backpacks with wheels are only permitted in grades 3-5. If a student forgets the entire backpack and the parent delivers the backpack to the school office, it will be given to the student.

### **Parties**

Simple birthday celebrations are permitted at the discretion of the teacher and principal in Pre-K only. In grades kindergarten-8<sup>th</sup> grade, parent/designated adult may deliver cupcakes or donuts to

the school office. Please check with the classroom teacher before making preparations. Students may not bring any kind of treats/goodie bags to school for any occasion.

## **Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

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

The Home and School Association is the official organization of the school, which provides support for parents and teachers. ICCS's HSA does not require a fee for membership; all parents or guardians of ICCS students are members. Regular meetings are held at the school before open house or throughout the year. The organization is involved in providing school volunteers, assisting the school in fundraising, planning functions to foster a feeling of school spirit, and promoting activities to improve the school. All parents are urged to be active and to support all events sponsored by the HSA.

## **Medications Guidelines**

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary, will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), and as authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide healthcare interventions that go beyond a minor adjustment for a particular student. In those cases, parents hereby release the school, the Archdiocese, and their corporate members, officers, employees, affiliates and agents from any claims or liabilities that allegedly arise from or are related to the provision of those healthcare interventions that are beyond minor adjustments.

## **Peanut Allergy Policy**

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy.

All allergies must be listed in Emergency Cards that are part of the registration forms. If an Epipen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdrawal a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

### School Clubs

<i>Choir</i>	(Dr. Diaz)	Grades 3-8
<i>Media Club</i>	(Mrs. Gandarillas)	Grade 8
<i>NJHS</i>	(Mrs. Leon and Mrs. Roof)	Grades 7-8
<i>Student Council</i>	(Mrs. Tome)	Grades 4-8
<i>Dance</i>	(Mrs. Velez)	Pre-Kinder-8

### Sports Program

The sports program is meant to promote the overall education, growth and development of our students. We believe that the sports programs should foster the teachings and Catholic philosophy of ICCS. It is important that each athlete develop individual responsibility. While having winning teams is an important part of any sports program, the primary goal is to develop students who put forth a winning attitude toward life and school. Success is knowing that you have done your best and have represented your



school by exhibiting excellent sportsmanship.

Athletic Director: Mr. Gabriel de la Vega

The following sports are coached and supervised by school personnel or qualified volunteer coaches under the direct supervision of the athletic director.

Girls Soccer, Grades 4–8  
Boys Soccer, Grades 7-8  
Girls Volleyball, Grades 6-8  
Boys Volleyball, Grades 6-8  
Girls Basketball, Grades 6-8  
Boys Basketball, Grades 2-8  
Girls Flag Football, Grades 7-8  
Boys Flag Football, Grades 7-8  
Girls Softball, Grades 5-8  
Boys Baseball, Grades 2-8  
Cheerleading, Grades 2-8  
Cross Country, Grades 2-8

The following criteria must be met to participate in the sports program:

- The athlete must have the approved Diocesan Medical forms turned in prior to trying out for any sport. In addition, all students must have an EKG done by September 15, 2022.
- Students must have proper attire and/or equipment.
- The student must not receive an F in any major subject area. He/She must also maintain a 3 or better in conduct and effort.
- The team coach is responsible for supervision and discipline at practice and games.
- If absent on the day of practice, a game or a competition, a student may not participate that day.
- It is a privilege to participate as a member of ICCS sports team. The administration reserves the right to remove a student, temporarily or permanently from a team, according to the Catholic Conference rules.
- Individual fees associated with each sport are the responsibility of the athlete and must be paid at the beginning of the season. Failure to pay the fee may result in the student not being allowed to participate.
- All tuition must be up to date in order for a student to try out for any sport. All balances must be kept up to date for participation in sport to continue.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice.

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

### National Junior Honor Society (NJHS)

#### Criteria for eligibility:

- Grade Point Average of 3.5 or higher in all major subject areas for two consecutive quarters for seventh and eighth grade (eighth graders are eligible until December of their eighth grade year).

#### Requirements to follow once determined eligible:

- Complete candidate form
- All students must provide evidence of service and leadership. Students are encouraged to provide enough details for these to be verified.
- Once all forms and service projects are provided to moderator, these are given to the Faculty Council who will review and make final determinations.
- Final determinations are then discussed with moderator and Principal for placement in the National Junior Honor Society. (If a student is not considered for placement in NJHS, he/she will be assigned a teacher mentor and given suggestions for improvement for the next quarter. The GPA criteria must still remain effective, and they will have to submit evidence on how they worked on areas that needed improvement).

#### Requirements to follow once in NJHS:

- Must maintain a GPA of 3.5 or higher.
- Must actively participate in NJHS job that is assigned.

#### Probation:

An NJHS student is placed on a quarterly probationary period, if the student's GPA falls below a 3.5 in any quarter. If the student does not bring up their GPA to a 3.5 during the probationary period, the student will be dismissed from NJHS.

## Parent Conferences

Parents are asked to discuss issues that involve the classroom and their child with the teacher first. If the teacher cannot accommodate the request, provide the necessary information or satisfy the parent's request the parent is then advised to contact the school administration. Parents who wish an appointment with a

teacher should do so through the school office, send an email or a note to the teacher. Teachers are not to be interrupted during normal hours of instruction, and will not answer emails after 3:30 P.M. If a response is not received within 48 hours please contact the main office.

Parents who wish to speak to the principal or counselor must contact the main office for an appointment. Parents will not be seen if an appointment has not been scheduled.

Parents who attend a conference, are asked to park in front of the school or the church parking lot.

## **Private Tutoring, Coaching or Lessons**

Except as specifically noted in this handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy, or other similar private lessons or services. Parents who engage school staff members for the provision of these do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff members employment with the school.

**Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

## **Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

## **Sacramental Programs**

All students in second grade and eighth grade will be offered the religious instruction and preparation to receive the sacraments of First Communion and Confirmation accordingly. All students must complete the necessary requirements in order to be able to receive the sacraments. The child and their parents must attend all required activities for preparation.

The parents of all children receiving First Communion or Confirmation will be required to attend a retreat. The purpose is for parents to share the experience of religious formation on a personal level. Children will not be permitted to receive the sacraments if the family requirement is not met.

## **School Sponsored Events**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all fieldtrips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.** Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## **Search and Seizure Policy**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

## **Sexting**

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexual explicit language by a student may also constitute grounds for disciplinary action.

## **Smoking/Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

## **Special Programs**

### **Exceptional Student Education (Resource Program)**

The goal of ICCS is to provide an education for all children. Although we are still limited, we have expanded our services to students with a variety of special education needs. If a child needs the necessary services offered by these programs the parents will be advised and must decide on their child's participation. If the parents refuse the program and their child cannot succeed in the regular classroom environment the child must be withdrawn from the school.

All students in these programs must have up to date psycho-educational evaluations with the appropriate diagnosis to qualify for these services.

The program is a service for students in Grades 1-8. This program does require an additional fee of \$2400.00 per child. Students in grades 2- 6 attend a daily resource block for Reading with a certified Exceptional Student Education teacher. This instructor is responsible for the subject area and works with the regular classroom teacher for any further accommodations. The goal of this program is to allow children to work at their own level while continuing to develop the skills necessary to eventually move into the regular classroom.

ICCS participates in the state sponsored Family Empowerment Scholarship/Unique Abilities. Students that are eligible for this program must present the necessary documentation before their acceptance to ICCS.

Required documentation for Family Empowerment Scholarship/Unique Abilities recipients:

- Most current I.E.P.
- Psycho-educational testing results or Exceptionality appropriate diagnosis and report
- Matrix for previous school year

### **Exceptional Student Education (Therapies)**

Any ICCS student that requires therapy such as but not limited to (speech, occupational, physical or behavioral) must have proper documentation provided to the school that indicates the type of therapy and time needed. In addition, any therapy that will take place at ICCS during school hours must be communicated and approved by the administration. All therapists providing therapy in school must be Virtus trained and fingerprinted. He/She must sign in and out on the day services are provided. All therapies must be coordinated between the parent and the therapist.

## **Standardized Testing**

A comprehensive testing system is an integral part of the educational program. In the spring of each year, the Terra Nova exams are administered to grades 2-8. These tests are designed to test achievement and intelligence. The results of these tests are used as supplemental information by the principal and teachers in identifying particular student needs. They are only one of the various indicators used to measure student performance, potential, and problem areas.

Students in 5<sup>th</sup> & 8th grades will be administered an ACRE test in October. This test is used to evaluate the student's mastery of the religion program. The results of this test will not determine student promotion.

## **Student Services**

|                                      Guidance Counselor:                      Mrs. Michelle Pacheco-Roof

At ICCS we have a full time counselor. The counselor assists in the academic, social, and emotional development of students. The counselor meets with students both individually and in groups, consults with teachers and parents, assesses the developmental needs of students, and refers students and parents to

appropriate resources. The counselor offers interventions to offer to help students with problems in their lives. She visits classrooms on a quarterly basis speaking about topics that are beneficial to the students in their present environment. The counselor also assists with referral for evaluation and placement for special needs students. She works with the classroom teachers and ESE teachers to assure that the necessary modifications and accommodations are made.

## **Technology Use**

### **Technology:**

The school may provide it's administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.), various information technology resources including email and internet access in order to enhance the teaching and learning environment of the school and to improve the school's operation. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

- a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like Instagram or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;

- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- i. Do not engage in any form of cyberbullying.

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information network or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, texting and communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

#### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events

#### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including administrative withdrawal.

## **Testifying in Divorce or Custody Proceedings**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings, which may in any way involve the dissolution of marriage or the determination of parental/custody rights. In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

## **Threats of Violence**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property may include, but not be limited to:

1. Immediate suspension from the school
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school.
4. The school should inform the Office of Catholic Schools in these cases. The school may submit and informational report to the police.

## **Transfers**

Parents are asked to notify the school office in advance of date of transfer. The following information should be given:

- Name and Grade of student
- Reason for transfer
- Last date your child will attend our school
- Forwarding school

The principal's secretary will provide you with your child's medical records upon leaving. Upon request from the new school, all academic records will be forwarded provided that all textbooks and library books have been returned to the school, and all tuition and fees have been met for the year.



## **Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

## **Undocumented Students**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## **Use of Photos**

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

**Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

## **Use of School Grounds**

The use of school grounds or property without prior permission from the administration is prohibited and will be dealt with accordingly.

## **Volunteers**

All volunteers at ICCS must comply with the Archdiocese of Miami required program for Level II fingerprinting and VIRTUS Child Protection Program. Any individual that does not follow the necessary requirements will not be permitted to volunteer for school-sponsored activities. This includes distribution of party treats (cupcakes, cake, cakepops, etc.) in Pre-K and Kindergarten for birthday parties.

## **Weapons Policy**

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to school, or to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets, or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray and any other items which may result in injury.

# Acceptable Use Policy (“AUP”)

RE: DEVICE MODEL #

SERIAL NUMBER

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students at the School utilize iPads on a wireless network. iPads and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of iPads. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

## E-Mail

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only the Gaggles.net e-mail program may be used for student e-mail.
- School e-mail addresses are not to be given to any websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

## Chatting and Blogging

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.
- Face time application will be disabled on the device during your enrollment at Immaculate Conception.

## Audio and Video

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.

- When sound is needed, headphones provided by the student must be used.
- The use of iPads to watch movies videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject disciplinary action.
- iTunes account will be restricted during student's enrollment at Immaculate Conception to block all explicit music and limit videos to PG-13 and TV-14.

### **Games**

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the iPad.
- Screensavers that include gaming components are not allowed.

### **DEVICES**

- iPads must be in a student's possession or secured in a locked classroom at all times.
- Unsecured, unattended iPads will be turned in to the Technology Office.
- Do not lend your iPad to other students.
- Do not borrow an iPad from another student.
- iPads must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility.

- Do not consume food or beverages near the iPad.
- iPads should be handled with care. Inappropriate treatment of iPads is not acceptable.
- No writing or stickers will be allowed on the iPad and iPad cases, and these are not to be defaced in any way.
- No screen or touch screen protectors which obstruct the teachers view of the iPad screen are permitted
- Students are expected to come to school with a fully charged iPad on a daily basis.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking

iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

- The School is not responsible for damaged or lost data transferred through our network or stored on iPad or our file servers.

### **File Sharing**

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the iPad. Examples of this type of software are Frostwire, Bearshare, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in iPad failure and will interfere with your ability to complete class work and may affect your grades. Questions regarding any file deletion should be brought to the attention of the technology office.
- Deleting iPad Profiles will result in a loss of network connection and the loss of school provided apps. Consequently, while enrolled at Immaculate Conception Catholic School, deletion of these profiles is strictly prohibited.
- There is a \$15 re-imaging charge to correct system files, with an incremental \$15 fee for each additional incident. i.e. \$15 for first offense, \$30 for second offense, and so on.

### **Downloading and Loading of Software**

- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the iPad program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the iPad nor may copyrighted movies be downloaded to the iPad from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the iPad.

### **Screensavers**

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.

- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, email, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments;
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
  - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;

- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
- Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action and possible legal action.
- These consequences apply to students participating in the iPad program at the School.
- Repeated AUP offenses or iPad abuses may lead to the loss of a student's privilege of using an iPad on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.
- Parent or guardian understands and agrees that although certain measures, policies and procedures have been put into place with the goal of providing a safe and secure learning environment, the School cannot and will not be held responsible for students' conduct and activities with, on, or relating to the iPad or the school's network, including the storing, display, or viewing of any unauthorized materials on such iPads or school network.

### **Florida Laws**

#### Fla. Stat. 815.04 Offenses against Intellectual Property

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 2) Whoever willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.
- 3) Whoever willfully, knowingly, and without authorization discloses or takes data, programs, or supporting documentation which is a trade secret as defined in S.812.081 or is confidential as

provided by law residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property.

Commits an offense against intellectual property and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

Fla. Stat. 815.06 Offenses against Computer Users

Whoever willfully, knowingly, and without authorization,

- 1) Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another commits an offense against computer users.

Commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

**Electronic Acknowledgments:**

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

Student Name \_\_\_\_\_ iPad SN \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date





# Immaculate Conception

## Catholic School

OVER 60 YEARS OF OUTSTANDING CATHOLIC EDUCATION

### Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Signature Student)

\_\_\_\_\_  
(Date)