

2026-2027

Parent/Student Handbook

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.

Founding
Founded in 1954 by the Sisters of Mercy from Enniskillen, Ireland

School Motto:
Gaudium et Misericordia

School Crest:

Top Left: Mercy Cross
Top Right: Academic Excellence
Bottom Left: Shamrock to honor The Sisters of Mercy
Bottom Right: Blessed Mother

School Logo

Introduction to Handbook

We are blessed and honored to welcome you as a valued member of Immaculate Conception Catholic 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.

Absences

If a student is absent, a written or emailed excuse note signed by a parent or guardian is required and will be kept on file. Students who exceed 20 absences in a year will need to consult with the Archdiocese to determine promotion to the next grade, unless an exception is granted by the principal, who will also determine how the student can receive additional instruction. Chronic absenteeism may result in the loss of any awarded scholarships. The principal may deny an excused absence if the reason appears invalid and may assign an "incomplete" mark for the semester. Excessive absences may prevent students from receiving honors and awards and may warrant summer school at the discretion of school administration. The note or email should include the dates of absence and be signed by the parent or guardian. This notice must be presented upon the student's return. For communicable diseases, a written release from a doctor is necessary. After three consecutive full day absences, a doctor's note is required to be considered an excused absence. Extended absences without written explanation may be reported to the Archdiocese of Miami. Any student who participates in sports and is absent the day of a practice and/or game may not participate.

Admissions

In alignment with Immaculate Conception Catholic School 's mission to provide Catholic formation, the school admits students whose parents show an understanding of and commitment to the Catholic nature of the institution. As a parish school, ICS prioritizes applications from families who are active members of the Parish of Immaculate Conception. Some students may be unable to enroll/re-enroll if the school's program or facilities do not meet their needs, or if school obligations are not fulfilled. In such cases, those not accepted or re-enrolled are encouraged to participate in the parish Religious Education/Catechism classes.

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.

1. 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 engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. 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.

3. 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.

4. 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 bullying at issue regardless of whether the matters disclosed are part of an educational record.

Arrival

PK4-8 students may arrive between 7:00-7:40 at the church. The gate will close at 7:40. Once the gate is closed, the student must enter through the Main Office and be escorted in with an adult. He/she will be marked tardy at this time. Those inside of the property after the gate has closed will have until 7:45 to arrive at their homeroom. Please keep in mind that it might take more than 5 minutes time to get from the church to the students homeroom classroom. Please plan accordingly your arrival to ensure that your student is to their homeroom classroom on time in order to avoid being marked tardy. All students must be in their homerooms by 7:45. He/she will be marked tardy at 7:46. Students may not be left at school before 7:00 am. No

supervision is provided before 7:00 am. No item may be dropped off in the Main Office after arrival or during the school day including student projects, homework, classwork, books, folders, iPads, water bottles, lunches, backpacks, sports equipment, change of clothes, etc. If a student forgets their lunch or water from home, they will be able to purchase from the school cafeteria with the cost being added to their Green Napkin account.

Artificial Intelligence

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. Immaculate Conception Catholic School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

Attendance

Attending school for the full day (more than 3.5 hours) is a legal requirement and a shared responsibility of parents, students, and staff to ensure optimal learning. Immaculate Conception Catholic School is committed to enforcing these policies. Accurate attendance tracking, including late arrivals and early dismissals, is legally mandated and necessary to record the student's presence under school or parental supervision. Consistent attendance is expected; excessive absences or tardiness may affect acceptance or re-registration and may result in summer school being required.

Birthdays

Birthday crowns will be sold in the front office for $5. Families may purchase the crowns beforehand and decorate the crown as a family. The student may wear it on his/her birthday. A special announcement will be made on the PA system to celebrate the student's birthday. Students in PK1-3rd grade may bring goodies bags which will be distributed prior to dismissal to enjoy at home. Cupcakes, donuts, balloons, etc. may not be delivered or brought to school in order to avoid any allergic reactions and/or personal dietary preferences. If brought to school, the parent will be notified to pick up the items.

Campus Security

Immaculate Conception Catholic School is committed to ensuring the safety of students and staff. Here are the security measures in place:

1. Access Control: All school entrances, including the front gate, are locked from 7:45 a.m. to 2:30 p.m. The front entrance gate remains locked at all times, and entry is managed through a buzzer and Visitor Pass system. All surrounding gates are locked after arrival. Parents and visitors are to enter only though the Main Office Gate on 45th Street.

2. Police Presence: City of Hialeah Police provide security during the school day

3. Visitor Protocol: Upon gaining entry through the front gate, parents, guests, and service personnel must report to the school office to state their business and receive a Visitor ID badge before proceeding.

4. Visitor Identification: Staff members are instructed to redirect anyone not wearing a Visitor Pass or without proper authorization back to the office.

5. Student Awareness: Students are trained not to open the front gate for anyone and to report unfamiliar individuals or those in unauthorized areas to staff.

6. Restroom Access: A separate restroom is reserved for guests and service personnel, and adults are prohibited from using the children's restrooms during school hours.

7. Liability Disclaimer: Immaculate Conception Catholic School is not responsible for lost or stolen items left in vehicles or on school grounds.

Parents are encouraged to reinforce these procedures at home while fostering a sense of security and trust. The school aims to ensure that students feel safe and confident in the adults entrusted with their care, without experiencing undue anxiety or mistrust.

Cell Phones

Cell phones are not permitted at school. Students are not allowed to use cell phones while on campus. Any necessary emergency calls should be made through the school office. Cell phones should not be brought on field trips. If a student is found with a cell phone during school hours, it will be confiscated and held in the principal's office. For a first offense, parents will need to pick up the phone. For repeated offenses, the principal may retain the phone until the end of the school year.
Please note: The school is not responsible for any loss, theft, or damage to cell phones brought to campus, and the risk is assumed by the parents or students.

Charities

To instill the values of generosity and charity in students, the school participates in various charitable programs:

- Respect Life (usually in October):Students donate money for baby cribs and bring baby clothing and essentials, encouraging expectant mothers to choose life for their children instead of considering abortion.
- Other Charities:The school considers charities that align with Immaculate Conception Catholic School's mission and philosophy. Although we wish to help everyone in need, the school must review its plans to provide reasonable assistance. Not all charities may be supported, and the Administration reserves the right to determine which charities to assist each year.

Cheating

Cheating is a form of theft, as it involves taking work or ideas from someone else. Students might feel compelled to cheat due to expectations from parents, peers, or teachers, or because they have not adequately prepared themselves. Students are expected to put forth their own individual best effort, not to meet someone else's standards. Anyone caught cheating, copying homework, classwork, or exams, or sharing such material with others will receive no credit for the assignment. Plagiarism, which includes copying another's published or unpublished work (or ideas) from sources like books, magazines, or the internet without proper citation, is also considered stealing and cheating. Cheating and plagiarism violate the Ten Commandments and the law.

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 (DCF). 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).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abusereporting@theadom.org.

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

Calendars are posted on PowerSchool and the school website, providing important dates and updates. Parents should print, post, and refer to these communications regularly. Please be advised that calendars can be updated throughout the year with necessary changes. Please check periodically for any updated versions. Any and all official updates regarding school matters will be communicated by the school ONLY and distributed through PowerSchool in the form of an email, SMS text, and/or phone call. When communicating with your student's teacher, please allow him/her to reply within 48 hours. Teachers are not expected to reply to emails or remind messages sent after 3:30 nor over the weekend.

Communicable Diseases and Related Items

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from 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 distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

Community Service Activities

Community service activities are not school activities and Immaculate Conception Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Immaculate Conception Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

Conduct

ICS is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

In addition, 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.

Confessions

Immaculate Conception Catholic School is blessed to have confessions for the students. These are scheduled as deemed by the pastor. However, it is also the responsibility of the students and parents to receive the Sacrament of Penance regularly. Please contact our Parish Rectory or other parishes for their weekend schedules. Teachers make frequent reminders and prepare the students.
Special Penance services for the students in the school are celebrated as often as the opportunity is available. However, a family serious about its members' spiritual development will go regularly (considered to be once a month) outside of school.

Conferences

i-Ready diagnostic 1 will be administered in the fall and conferences will be scheduled for all students requiring additional academic support and guidance. Parents wishing to schedule a conference with a teacher, principal, and/or leadership team member should send an email requesting a specific day and time, or call the school office to arrange an appointment. Teachers' phone numbers will not be shared for this purpose, and students or parents should not call teachers at their homes or on their cell phones.

If parents visit the school without an appointment hoping to speak with a teacher "for a moment," they should be aware that the teacher will not be available due to other commitments such as appointments, supervision duties, or teaching responsibilities. To address significant matters, it is essential for both parents and teachers to be prepared for the discussion. Additionally, teachers and parents are asked to avoid discussing concerns about a child during social occasions and/or weekend/weekday Masses, as these are not appropriate settings for problem-solving or even informal conversations.

Confidentiality Statement

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

Consent (Technology)

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.

Custodial Rights

In the case of divorced parents, the school will primarily interact with the parent who has legal custody of the child.
This parent will generally handle matters such as absences, lateness, truancy, early dismissals, disciplinary

issues, and school records. However, access to in-person conferences and information related to the child, including school records, cannot be denied to a non-residential parent unless a court order specifies otherwise. Stepparents without legal custody will not be involved in school or disciplinary matters. Both parents retain full rights unless a court order indicates otherwise; in such cases, the custodial parent must provide proof of the court order.For shared custody arrangements, the school requires a copy of the court order.

Significant changes in a child's status—such as starting school, withdrawing to another school, authorized pick-up individuals, or signing the Parent/Student Handbook—require signatures from both parents. Financial responsibilities are also shared, with both parents signing a financial agreement upon the student's acceptance to Immaculate Conception Catholic School. If payments are divided, both parents are responsible in case of default. The school will provide additional copies of newsletters upon written request.The school will not mediate disputes between shared custody parents and expects them to resolve differences independently.

Curriculum

From Pre-Kindergarten through Grade 8, the curriculum of the Archdiocese of Miami includes instruction in the following areas: Religion, Mathematics, Spanish (World Language), Science, Social Studies, Physical Education, Art, Music, Language Arts (Literature, Reading, Grammar, Handwriting, Spelling) These curriculum guidelines and minimum time allotments are established by the policies of the Archdiocese of Miami.

Curriculum Accommodations

In alignment with the school's philosophy and mission, we recognize that some students require special learning accommodations. To provide appropriate learning accommodations for these students, the following procedures must be followed:

1. The student must undergo a formal evaluation by an external testing agency chosen by the parents and/or provide an Individualized Educational Plan from a Florida county entity.
2. The evaluation results and any prescribed accommodations must be shared with the school.
3. If curriculum accommodations are necessary, a meeting will be held with the teacher(s), school leadership team member(s) and parents to develop an action plan.
4. The plan will be regularly evaluated to ensure its effectiveness.
5. Evaluations must be renewed every three years to maintain access to prescribed accommodations.

Accommodations may include reduced work requirements and/or extended time for assignments in Math and/or Language Arts. If the school is unable to meet the student's needs despite its best efforts, or curriculum modifications are required, the family will be advised to seek alternative placement for the student.

Detention

Detention will be served on Thursdays from 7:00-7:45. Students may be dropped off at the Main Office.

Dismissal Procedures

PK1-PK3 Students Dismissal takes place at West 2nd Ave- Pre-K gate. The gates will open at 2:30. Aftercare is not available for PK1-PK3. All students must be picked up from the PK building by 3:20 pm.

PK4-through 8th Grade will dismiss through one of two different dismissal routes, either through the church or through the front of the school. PK4-8th grade will dismiss at 2:50 pm. Routes will be assigned by family at meet and greet.

An authorized person listed on the students pickup card must pick up students at the designated location. At the dismissal and arrival carline, no parking is allowed and no one should be getting out of their vehicles. After 3:20, students will be taken to Aftercare. Any student brought to Aftercare will be charged a $10 fee per student/per day through their school Facts account. Aftercare will be in Room 1. Parents/Guardians may pick

up their student through the gate on 45th street near the Convent. Additionally, once a student is picked up, he/she may not return to campus after. This includes returning back for classes, athletic practices/events, and/or other afterschool activities.
We ask for your cooperation with administration, faculty, and staff during dismissal for the safety of our students.

If there are any changes in the student's dismissal, it must be emailed to the office and homeroom teacher by the custodial parent. Changes to the dismissal routine must be communicated to the office in writing for security purposes. Students cannot change their routine without prior notification. Students may not stay after school for games without a parent.

Students will not be dismissed after 2:00 pm from the front office.

Dress Code for Parents, Volunteers, and Guests

(To adhere to communicable disease protocols, the school administration will determine and approve the presence of visiting adults as needed).

Adults visiting the school to volunteer, conduct business, or participate in activities are expected to dress respectfully, reflecting the professional and Catholic environment of the school. Modesty in dress is important to honor the dignity of the human body. Parents will not be permitted onto school grounds wearing cropped tops, shorts of inappropriate length, clothing with inappropriate sayings, pajamas, etc. This dress code applies to all school visits, including field trip chaperoning, assisting with student activities, attending Church functions, and handling office matters or delivering items for students. If the parent is present for a volunteering event, he/she is encouraged to wear an ICS shirt when possible.

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 any time 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 at 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.

Early Dismissal

The school will have Early Dismissal on the first Friday of each month to accommodate faculty and staff meetings, as well as Staff Professional Learning Community (PLC) and Professional Development sessions. PK1-PK3 will dismiss through the PK building at 11:30 am on early release days. PK4- 8th grade will dismiss at 11:50 am on early release days through carline. During these early dismissal days, students may bring snacks but lunch will not be provided. Additional early dismissal days will be indicated on the school calendar. In certain circumstances, the administration may announce unexpected early dismissals.

In such cases, families will be informed in advance to make necessary adjustments to their schedules. Unless participating in a school program, students are expected to go straight home. Should a student need to leave early on an early dismissal day, he/she will be permitted to leave before 11am.

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 acknowledgment of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

Eligibility for Athletics

Eligibility for sports will be assessed before and during tryouts for each sport, and again at the quarter report card. Students who meet the initial eligibility but later experience a drop in grades may be suspended from participation. Students who earn a grade lower than a "C" in a core subject during the quarter may be ineligible to participate until the following quarter, contingent on earning a grade of "C" or better on the report card. Students who earn a grade lower than a "C" in a core subject on the final report card may not be eligible to participate until the next school year. Along with the student's academic requirements, students must have an updated health form, proof of parent participation in PLACT and three online courses regarding student health. This information can be found on our school website. It must be understood that not all students who try out for a team will necessarily make the team. Parents are not permitted to attend tryouts. Administration and Athletic Directors typically will not discuss tryouts with parents. The school participates in the All Catholic Conference, a competitive league, not a recreational league. Playing time is at the discretion of the coach. Once a student makes a team, they are expected to pay the team fee before the first game. Uniforms will not be distributed until payment is received. Students are expected to attend every practice and game. If a student misses practice or a game due to a medical or family emergency, it will be considered excused.If a student misses practice or a game for any reason other than a medical or family emergency, it may be considered unexcused. It is up to the Head Coach and the Athletic Director to decide if the student will be suspended from participation. The School Administration reserves the right to make the final decision in these disciplinary matters. Academic achievement and appropriate behavior are crucial for a student to participate in after-school sports. Student-athletes and parents are expected to demonstrate good sportsmanship, fair play, healthy competition, respect for coaches, officials, and other players, and behavior appropriate to a Catholic School. Inappropriate conduct during a game by students or parents may result in disciplinary action. Sportsmanship is a vital component of all team sports. Any student who participates in sports and is absent the day of a practice and/or game may not participate.

Entrance Age

In accordance with Archdiocesan policy and Florida state law, children must be five years old on or before September 1 to enter Kindergarten, and six years old on or before September 1 to enter First Grade.

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.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

Fundraising

Tuition payments alone do not fully support the school's financial needs. Therefore, everyone is encouraged to participate in fundraising activities such as the Parish/School Fair, Golf Tournament, etc.. These events have been highly successful at Immaculate Conception's and foster a wonderful family spirit by bringing parents, faculty, and staff together. There are also smaller fundraisers throughout the year sponsored by students, the Student Council, National Junior Honor Society, and parent groups. The school may introduce additional activities as needed. No student or family member may solicit funds in the school's name without written authorization from the principal.

Grading Scales



Hair Policy

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 its natural color or have it cut to length that removes the color treated portion. Hair bows - please see the uniform section.

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. No shaved designed areas are allowed. Hair must be all one length: ½ inch above the ears, above the eyebrows and above the shirt collar. 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. Chemically dyed, tinted, sun-in, highlighted or chemically treated hair will not be allowed. "Mullet" style haircuts are not permitted. Boys will be required to be clean-shaven. Mustaches, goatees, side burns, or other trimmed facial hair are not permitted.

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.

Homework Assignments
Homework is assigned to reinforce skills. The school follows reasonable guidelines for homework, applicable to in-person, virtual, or blended learning environments.
Pre-K to Grade 3 will receive a weekly homework sheet, which includes reminders and teacher communication.
It is encouraged as well for grades 1-8 to use the school provided agenda book to record assignments, projects, and upcoming tests.
Note: Reading, whether independently or with an adult, studying flashcards, etc., is considered part of the homework, not just written tasks.

Pre-Kindergarten & Kindergarten: 15 minutes or as assigned by the teacher. Parents are encouraged to read with their children.
Grades 1-3: 30 to 45 minutes total, including: daily written assignments, studying and/or reading activities.
Grades 4-5: 30 to 60 minutes total, including: written assignments not exceeding 30 minutes, studying and or reading activities, not exceeding 30 minutes.
Grades 6-8: 60 to 120 minutes total, including: Maximum 60 minutes of written work and maximum 60 minutes of study or reading.

Parents should note that extra work brought home may not be assigned homework but rather unfinished class work. Students should avoid forming a habit of bringing class work home for assistance from parents or others.

Honor Roll
Elementary schools may opt to recognize students with high grades through naming them to the Honor Roll. Students are named to the Honor Roll on a quarterly basis. Only students in grades 5-8 are eligible to be listed on the Honor Roll.
Schools shall use the following criteria to determine Honor Roll:
- Principal's List: 95 - 100 (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.
- First Honors: 90 - 100 (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4

in all subjects.
- Second Honors: 85 - 100 (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.

Immunizations

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) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed in Florida and who regularly sees the student for medical care. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

XV. Intellectual Property Protections

The name, logos, seals, mascots, slogans, designs, uniforms, and other identifying marks of Immaculate Conception Catholic School are valuable property of the school. These marks are used to identify the school, its mission, programs, activities, students, teams, and community. Parents, guardians, students, family members, volunteers, alumni, and other persons may not use the School's name, logos, seals, mascots, slogans, or other identifying marks for any purpose without the School's prior express written authorization. This restriction includes, but is not limited to, use on merchandise, apparel, websites, social media accounts, flyers, signs, banners, fundraising materials, promotional materials, team materials, event materials, or any other printed, digital, or commercial materials. No person may create, sell, distribute, advertise, or purchase for resale any merchandise or materials bearing the School's name, logos, or other identifying marks without prior written approval from the School. Parents/ guardians are also expected to ensure that any merchandise, apparel, or other items bearing the School's name, logos, or identifying marks are purchased only from vendors who have been authorized by the School to use those marks. The fact that an item is available for purchase from a vendor, website, or third party does not mean that the vendor or item has been approved by the School.

Jewelry

Only a small Roman Catholic religious medal or cross on a thin chain may be worn, and cord-style chains are not allowed. Bracelets are not permitted unless they are for medical identification, and rings are not allowed. For earrings, girls may wear one pair of plain small stud earrings on the lower lobe; no dangling or hoop earrings are allowed, and earrings may only be worn on the ears. Boys are not permitted to wear earrings. A simple watch may be worn, but Apple Watches, AirTags, and/or Smartwatches are not permitted.

Lost and Found

The Lost-and-Found areas are located in Mercy Hall and the Main Office. Items in Mercy Hall will be transferred weekly to the Main Office to allow for parents to look through the bin for missing items. Students and parents should check these locations for any misplaced items such as sweaters, uniforms, or shoes. Unclaimed items will be donated or sent to our Parish Pantry/Closet. It is highly recommended that all sweaters, uniform pieces, lunch boxes, water bottles, etc. be labeled with the students name.

Lunch

Students may bring lunch from home or purchase it in the cafeteria. Monthly menus and purchasing

procedures will be provided. The cafeteria account is managed by a catering company, with purchases being preordered from an account. Forgotten lunches will be provided by the school, and parents will be notified and charged. Hot foods, fast foods, and/or food delivery services (ex. UberEats) are not allowed before, during, and/or afterschool. Lunch boxes and water bottles are not permitted to be dropped off during school hours or through the Main Office.

Makeup

Students are not permitted to wear makeup of any kind nor carry it in their backpacks/lunchboxes.

Marking Attendance, Tardiness, and Early Dismissals

Attendance is recorded in 1/4-day increments based on the following times: 7:46 to 9:35, 9:36 to 11:15, 11:16 to 12:55, and 12:56 to 2:45. Late arrivals before 8:45 a.m. are marked accordingly, with later arrivals recorded as 1/4 or 1/2 day absences. Early dismissals are noted similarly. Dismissals of less than 1/4 day are marked as an "afternoon absence." Both late arrivals and early dismissals affect perfect attendance records.

Mass Attendance

Because Immaculate Conception Catholic School serves its families, it is expected that its students are practicing their faith. Since this obligation is part of the third commandment and a precept of the Church, participation in Sunday Mass is considered basic and taken most seriously for any practicing Catholic. The Mass schedules in parishes combined with the number of Catholic churches everywhere we may go on a weekend make Mass available to us anywhere. (Visit www.masstimes.org for a list of masses anywhere). All staff members assist in the effort to promote participation in the Faith among our students and their families. Dropping envelopes off at church or the parish center, without participating at the complete Mass, certainly would give a wrong message to our children. Students will be required to submit Mass tickets weekly to their homeroom teacher. These tickets will be used for re-enrollment purposes. 12 Mass tickets will be required to be submitted from August 9, 2026 - December 31, 2026 for re-enrollment purposes.

Masses/Liturgies during School Time

The students celebrate Mass all together once a week, usually at 8:30 a.m. or scheduled as deemed by the Pastor. The day is normally a Friday, but because of the school calendar or special feast days, another day may be chosen. Each class takes a turn hosting and preparing the liturgy. Students may invite and encourage their parents to join us. Other prayer services and devotions are also celebrated.These liturgies and prayer services are not replacements for participation at Sunday Mass, but are added opportunities for our children to grow in their relationship to God and the Church. We ask that during these celebrations, a high level of respect and reverence is observed. Those attending are to dress in modest attire (No bare midriff, gym attire, pajamas, etc.) and are to refrain from using cell phones, iPads, laptops, and/or other forms of technology.

As a Catholic institution, during these celebrations, we believe that Christ is truly present in the Eucharist deeming the utmost respect.

Mass/Liturgies outside School Time

Because Immaculate Conception Catholic School is a parish school, emphasis is placed on active participation of students and families on the parish level. To assist in this, the school has a designated homeroom grade to be represented on designated Sundays at the 11:00 am Mass. Families and homeroom teachers are encouraged to be present during this designated day.

Medication 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 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), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care 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 health care interventions that are beyond minor adjustments.

Messages to Students

In emergencies, messages will be delivered through the school office, and classroom instruction will not be interrupted.

Missed School Work

Students with absences must make up missed work due to illness within a period of 1 day p/ absence. Students are responsible for requesting missed work from teachers or checking PowerSchools. Requests can be made via email. Late requests will be handled the following day. Arranging for missed work ahead of time is at the discretion of the teacher. No item may be dropped off in the Main Office after arrival or during the school day including student projects, homework, classwork, books, folders, iPads, water bottles, lunches, backpacks, sports equipment, change of clothes, etc.

Morning Arrival/After Dismissal Procedures

Supervision at Immaculate Conception Catholic School starts at 7:00 a.m. and ends at 3:20 p.m. Aftercare is available for students from PK4-8th Grade at a rate of $10 per student/per day until 5:30. After 5:31, families will be charged $5 per minute. Charges will be deducted through Facts.

Nails

Students are not permitted to wear nail polish. They may not have gel nail polish, press on nails, acrylic nails and/or dip manicures. Nails are to be short, clean, and neat.

National Junior Honor Society

The National Junior Honor Society Chapter of Immaculate Conception Catholic School is a duly chartered and affiliated chapter of this prestigious national organization.

Criteria for eligibility: Membership is open to those students in 6^{th} , 7^{th} , and 8^{th} Grades who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship.

Scholarship is the commitment to learning and growing on an educational path. It is demonstrated by the student's cumulative GPA.

Leadership is carrying oneself with dignity and taking responsibility for one's actions, such as exercising a positive influence on peers in upholding school ideals and demonstrating reliability and dependability. Service is the contribution the student has made to the school and/or community. For example, altar serving or singing in the church choir, and volunteering at school events. Character is shown through an outstanding record of conduct and behavior.

The candidate demonstrates citizenship by understanding the importance of civic engagement, showing high regard for freedom and democracy, and demonstrating participation in school, athletics, parish, or community activities. Candidates must have attended ICS the equivalent of one semester (two quarters). Sixth Grade students will not be considered for NJHS until the first semester is finished.

To receive an invitation to join the ICS National Junior Honor Society, a student must:

- Have a minimum of 3.5 GPA (90% Average) in all core subjects at the end of the quarter
- Have + or S in Active Learner Traits

The NJHS candidates must complete the NJHS Forms and essay, and submit them to the Adviser by the agreed upon deadline. The Chapter's Faculty Council reviews all documents and selects new members for induction into the chapter. The school will inform the candidates whether they have been accepted. Those accepted candidates will participate in an induction ceremony at ICS.

Requirements to follow once in NJHS:

- To maintain membership in the ICS National Junior Honor Society, a student must:
- Have a minimum of 3.5 GPA (90% Average) at the end of every quarter
- Have + or S in Active Learner Traits
- Must actively participate in NJHS job that is assigned

Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection.

Probation: An NJHS student is placed on a quarterly probationary period, if the student's GPA falls below 3.5 in any quarter. If the student does not bring up his/her GPA to a 3.5 during the probationary period, the student will be dismissed from NJHS. If a student is dismissed from NJHS, he/she is not eligible for future membership.

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.

4. 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

Nut-Containing Products

To address nut allergies, the school does not sell or distribute nut-containing foods. We ask that parents and students exercise caution when bringing nut products from home and ensure that allergic students are seated away from those with nut-containing foods.

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.

Parent Chaperones on Field Trips

Students must remain under the teacher's supervision and policies. When parent chaperones are permitted, parent chaperones must follow the teacher's guidelines to ensure proper supervision and order.

Parent chaperones are selected at the teacher's discretion and are communicated by the homeroom teachers. Parent chaperones must complete the following before the field trip date:

- Fingerprinting by the Archdiocese of Miami Department of Schools
- Mandatory Virtus Workshop (certificate of completion required)

Parents who have not completed these requirements will not be allowed to attend the field trip. Parents must support the school philosophy and follow the teacher's rules and directions. Non-compliance will result in exclusion from future field trips. Parents' behavior during field trips is crucial as it reinforces respect and obedience to school policies. Parents must dress modestly and appropriately as role models for students.Field trips that are not part of the curriculum and not arranged by the school (e.g., Disney trip, St. Augustine trip, Islands of Adventure trip, dinner-dance) are considered private parties and are not affiliated with Immaculate Conception School. The school name, class name, school address, advertising, invitations, collection of

money, printing of t-shirts, or any references to the school, personnel, or students are not to be used for these events. Families may not use school grounds as meeting places for such events. Hosting private events involves significant liabilities, especially in regard to mixed parties, as noted later in this handbook.

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 be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Parent Custody Agreements and Court Proceedings

ICS is a faith-based community committed to the spiritual, academic, and emotional well-being of each of our students. We believe that children flourish when the adults in their lives act with charity, discretion, and peace. Because parental disputes can be disruptive and harmful to children—especially when they occur on campus—this policy exists to keep the school focused on its mission and to prevent custody or timesharing disagreements from occurring at school. This policy applies to the parents and the legal guardians of students.

A. School Policy on Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

B. Parent Responsibility for Timesharing and Custody Matters

Parents have a serious responsibility to their children—and to the school community—to manage custody and timesharing arrangements without involving school faculty or staff. Accordingly:

- Parents are solely responsible for policing and enforcing their own timesharing arrangements, exchanges, and parenting-plan requirements.
- Parents must not ask, pressure, or expect teachers, administrators, coaches, or staff to:
    - "Take sides," "verify compliance," or determine which parent is "supposed" to have the child on a given day;
    - Refuse a child's release to a parent based on an alleged schedule violation;
    - Serve as intermediaries, messengers, or "record-keepers" for family court matters; or
    - Facilitate confrontations, negotiations, or discussions about custody on campus, at school events, or through school communication channels.
- Parents are required to resolve disputes privately (and, when needed, through their legal counsel, mediation, or the court) and not through school personnel.

C. School Access and Release to Parents

To protect student safety while remaining neutral in family disputes, the school will generally follow these standards:

1. **Equal parental access absent restriction**. Unless the school has on file a current, valid court order that restricts a parent's contact with the student (e.g., an injunction for protection, no-contact order, or other court-ordered restriction), the school will generally treat each legal parent as having access to the student, school records, and school activities consistent with applicable law and ordinary school procedures.
2. **Verification and safety procedures still apply.** All adults—including parents—must comply with campus security procedures (sign-in requirements, identification checks, visitor rules, and supervision

expectations).

3. **Authorized pickup procedures.** For student safety, the school will release students to individuals permitted by school procedures (e.g., verified parent/guardian and/or individuals listed on the school's authorized pickup permissions), and consistent with any court order on file. The school's safety protocols are not an enforcement mechanism for timesharing; they are for student protection and orderly operations. Decisions about which individuals may be included on the school's authorized pickup list should be made by the parents. Disputes over such lists should be addressed by the parents (and their legal counsel and/or court order as necessary).
4. The school is not responsible for "holding" a child to resolve a dispute. If a parent appears for pickup and the school has no restraining/no-contact order or other court-ordered restriction on file, the school is not responsible for adjudicating competing claims about which parent's day it is.
5. High-conflict situations. If repeated conflict occurs on campus or at school events, the school may require additional boundaries (for example: separate conference schedules, separate event check-in instructions, communication limitations, or a school-developed interaction plan) as a condition of continued enrollment, so that school remains a place of peace for students.

D. Court Orders, Injunctions, and Documentation

Parents must promptly provide the school with updated copies of any court order affecting: parental contact, pickup restrictions, supervised contact requirements, or communication limitations. If the school receives a valid restraining order/injunction/no-contact order restricting a parent's contact with the child or the other parent on campus, the school will follow it to the extent reasonably practicable and consistent with student safety and school operations. If an order is unclear, the school may ask the parents to obtain clarification. Until then, the school will follow its standard procedures and campus safety rules. In accordance with Florida law, the school will make student 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 address(es) where student records should be sent.

E. Testifying in Divorce or Custody Proceedings

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. A violation of this policy will constitute a breach of the parental cooperation requirement.

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.

F. Conduct Expectations and Campus Safety

ICS expects all parents to model respect and self-control consistent with the school's Roman Catholic faith and values. Parents may not argue, negotiate custody, or engage in hostile communications on campus, at drop-off/pickup, or at school events. Parents must not involve students in adult disputes or request that students carry messages or documents between parents. In cases where a conflict arises at school, the school may separate parties, end a meeting/event participation, restrict access to campus for the remainder of the day, and/or require future communication through designated channels. If safety is threatened or a disturbance occurs, the school may contact law enforcement.

Compliance with this policy is an integral component of the school's overarching parental cooperation requirement in which parents and legal guardians are expected to comply with the school rules and policies, and to accept and support the authority of school officials.

Participation in Co-Curricular and Extra-Curricular Activities

The school recognizes the following co-curricular and extra-curricular activities (including official athletics

activities and school dances):

1. School Clubs: Student Council, National Junior Honor Society, Altar Servers, Choir, Yearbook, Drama, Culinary, and Media.
2. Major School Activities: Fundraisers (Pig Roast, Parish Carnival), Christmas Pageant, School Nativity, School Masses, 8th Grade Stations of the Cross, Field Days, etc.
3. Dances: Middle School Winter Formal, 8th Grade Social
4. Athletics:Primary/JV/Varsity Baseball, Primary/JV/Varsity Cheerleading, Varsity Volleyball, JV/ Varsity Soccer, Cross Country. Varsity Flag Football

Parents acknowledge that participation in these co-curricular and extra-curricular activities 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 athletic activity, 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 co-curricular or extra-curricular activities, including all athletics activities and school dances.**

The school is not responsible for student participation in any co-curricular and extra-curricular activities 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 co-curricular and extra-curricular activity 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.

PowerSchool

Teachers are expected to post grades weekly on PowerSchools by the end of each week. It is the responsibility of parents and students to check PowerSchool regularly to stay informed. For students in grades K-8, grades will be posted quarterly on PowerSchools to provide ongoing updates on student progress.

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 services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's 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.**

Prohibited Items at School

Students should only bring items necessary for classroom use. Items that pose a safety risk, disrupt school procedures, or are not required for class will be confiscated.

These items can be retrieved by parents upon request. Skateboards, skates, and similar items are prohibited at all times. Game balls, such as basketballs or volleyballs, should not be brought from home unless specifically requested by a coach or teacher. We also discourage students from bringing toys, as they can distract from learning. However, teachers may allow specific items on designated share days or for indoor recess.

The teacher will inform the families of students via email in these special circumstances. Students are not allowed to bring magazines, comic books, cameras, or other electronic devices unless requested by the teacher for a classroom project. Permanent markers (e.g., Sharpies), liquid White Out, and other unauthorized items should also not be brought to school. For special projects, teachers will specify when and what items may be brought via email.

Promotion/Retention

Students are typically promoted at the end of each school year when they have demonstrated sufficient mastery of skills and subject matter. If a child is at risk of not being promoted due to inadequate mastery, parents will be notified with a letter at the end of the first semester and the third quarter. Parents should also regularly consult with the teacher.

A student with an F average in two major subjects is at serious risk of not being promoted and/or receiving a recommendation for placement in a different school. Every effort will be made to address this issue with parents, including conferences with the Principal and/or teachers, recommendations for professional assessments, specific tutoring, and possible classroom assistance. Attendance may also affect the student's promotion to the next grade. If the student is at risk of obtaining 20 tardies and/or absences, the student may be asked to attend summer school. This will be at the discretion of the principal.

Consistent and ongoing communication with parents is our policy at Immaculate Conception Catholic School, and we expect parents to follow the recommendations provided for their child's assistance and progress.

The following protocols apply to our students:

1. An "F" in any two major subjects may result in non-promotion and non-acceptance at the high school level (for 8th-grade students), or non-promotion for students in other grades.

2. Any student receiving one "F" in a subject will not advance to the next grade level until they complete summer school for the failed subject. For 8th grade, the student will not receive a diploma until completing summer school for the failed subject.

3. For summer school, the school requires 30 hours. Summer school requirement is at the discretion of the school administration alongside teacher recommendation.

Public Displays 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.

Release of Students

Parents or guardians must ensure their child is picked up on time and complete a dismissal form listing all authorized pick-up persons. Proper identification may be required for anyone picking up a student who is not known to the school staff. Only those listed on the student's dismissal form will be permitted to pick up a student.

Religious Formation

As a Catholic parish and school, it is hoped that every family is serious about the spiritual life of each of its members. The Parish and School of Immaculate Conception is committed to helping families grow in their relationship to Christ and His church. Families are encouraged to grow beyond what is merely mandated as most basic. When families make a sincere, determined and consistent effort to love Christ and to seize the many opportunities available for personal and community prayer, Scripture reading, conferences and

discussions, retreats, spiritual reading, classes, etc., they will ground themselves in what is needed to persevere as a family on their journey through time toward eternal life.

Re-Registration

Re-admission for each academic year is not guaranteed; however, all students making progress in the school program are invited to return. To qualify for re-registration, students should have minimal absences or tardiness, parents and students should have adhered to school policies, regularly attended Mass and submitted mass tickets, engaged in events for the parish and school, and met all financial obligations. 12 Mass tickets will be required to be submitted from August 9, 2026 - December 31, 2026 for re-enrollment purposes.

Safety in Private Spaces

Immaculate Conception Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

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 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.

Parents, by executing the acknowledgment of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, 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.

School Sponsored Parent Clubs

Parents are the first and most important educators of their own children, and they also possess a fundamental competence in this area: they are educators because they are parents." -St. John Paul II

The school and parish of Immaculate Conception take great pride in the strong sense of community and family involvement that defines our school. Our Dad's Club, Mom's Club, and Homeroom Parent Club are vital components of this community, each playing a unique role in enriching our students' educational experience and fostering a close-knit, supportive environment.

- Dad's Club:

The mission of the Immaculate Conception Catholic School (ICCS) Dad's Club is to facilitate a conduit for Dads of ICS to collaborate, share ideas, build camaraderie amongst the dads, and increase the involvement of Dads volunteerism at ICCS. Elections will be held in the fall to determine the club leadership board.

- Homeroom Parent Club:

Empowering Education & Faith, One Classroom at a Time. We are dedicated to supporting teachers and enhancing the educational and spiritual experience for every child. Through collaboration with our teachers, we have a commitment to fostering a positive learning environment and we strive to provide invaluable assistance in the classroom, ensuring that teachers can focus on what they do best: inspiring and

educating the our next generation. Parents are encouraged to apply during meet and greet if they have interest in serving as a homeroom parent. Two parents will be selected by the teachers, homeroom parent chairs and administration to serve as the classroom homeroom parents.

• Moms' Club:

As a Catholic school of faith, it is the mission of the Immaculate Moms' Club to support the school and parish community through volunteer work in various events, fundraising , and acts of stewardship. As parents, we are the primary educators for our children and must lead by example by contributing our time, talent, and service. Elections will be held in the fall to determine the club leadership board.

For more information regarding our school sponsored parent clubs, please contact the Main Office.

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.

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: Dr. Jaclyn Don Caceres, 305-762-1019. 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:

Dr. Jaclyn Don Caceres, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138

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

School Finances and Unexpected Circumstances

In the event of a natural disaster, disease outbreak, or other situations deemed unfeasible, unsafe, or otherwise imprudent by the school administration for continuing campus-based education, educational programs will resume as soon as possible through distance learning or other methods determined by the school administration and faculty. Due to the school's ongoing financial obligations, there will be no suspension, reduction, or refund of tuition in such circumstances.

School Office and Parent Needs

The school office is open from 7:30 a.m. to 3:15 p.m. on school days. This office handles matters not directly managed by teachers. Parents can visit the office in person or call for assistance.
For any requests, please email the student's homeroom teacher and/or school office. To ensure the safety of students and staff, and to maintain efficient management of our large student body, all parents and visitors are required to check in at the school office and obtain a Visitor ID badge before entering the school.

School Policy and the Principal's Right to Amend

Any student action that is not in keeping with the philosophy/ objectives of Immaculate Conception Catholic School is subject to the review of the principal and may lead to withdrawal from school. Since situations could arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Immaculate Conception Catholic School publishes any revisions in the school newsletter and other bulletins, and in directives given to the students.

Parents and students will be notified of any amendments. However, the school has the right to add, delete or revise any school policy or procedure with or without notice.

The Principal and/or Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

It is expected that all Parents and Students will cooperate and support these policies in a positive manner. When this is not the case, the family may desire to choose another school situation that meets their needs. Immaculate Conception Catholic School also reserves the right to recommend or require parents/guardians to withdraw from a working relationship with the school.

School Supplies

Required school supplies for each grade level will be listed on PlusPortals and/or the school website. Students should bring only the items specified, unless otherwise instructed by the teacher for a specific project.

Search and Seizure Policy

The principal and his/her designee has access to any 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 sexually 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.

Socks

All students must wear plain white socks, navy or black (no logos) while wearing regular uniform.

Socks must be ankle length or higher. The length must be 1 inch above the ankles.

Student Discipline

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
• 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

Student Progress Communication
The school will provide regular updates on each student's progress on a weekly basis through PlusPortals. Students in 3rd-8th grade will receive a Progress Report halfway through the quarter that will require parent/guardian signature.

Supervision and Monitoring (Technology)
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.

Tardiness
Students should be in the homeroom by 7:45 a.m. At 7:46, the student will be marked tardy. Making it through the gate at 7:40 does not excuse a student from being marked tardy. Rare emergencies may excuse tardiness, but the student's late arrival will still be noted. Students arriving late must obtain a tardy pass before proceeding to class. Excessive lateness (more than five instances per quarter) may result in a required conference with parents. Chronic tardiness or absenteeism may impact participation in extra-curricular school activities, both athletic and academically related, and may lead to disciplinary action or denial of re-registration. Scholarships may be affected by excessive tardiness.

Technology Use
The school may provide its 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 operations. 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:

1. Respect and protect the privacy of others:
    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.

f. The use of SmartGlasses (or equivalent devices) it not allowed on school premises without the permission of the administration.

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 discomforting 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;

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.

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.

Telephone Use by Students

Students must report emergencies to the teacher or Principal. School phones are reserved for emergencies and school business only. Students may not use phones to call home for forgotten items or to alter their schedules.

Cell phones are not permitted on campus; if brought, they must be turned in to the homeroom teacher in the morning and picked up at dismissal. Confiscated phones may be retrieved by parents after the first offense and will be held until the end of the school year after subsequent offenses.

Testifying in Divorce or Custody Proceedings

The Catholic Church views marriage as a Sacrament, celebrating the relationship between Christ and the Church. Therefore, the school upholds the sacrament of Matrimony as a key element of family life and the domestic Church. Parents agree not to require any school or church employee to attend, testify, or provide depositions in divorce, custody, or legal proceedings related to the dissolution of marriage or custody decisions.

If a parent or guardian violates this policy, any school or church personnel required to participate in legal proceedings will be represented by an attorney. Legal fees and associated costs incurred by the school will be the responsibility of the parent or guardian.

Testing Program

In addition to regular curriculum tests, standardized testing is conducted for students in Grades 2-8 at specific times during the year.

- Grades 2-8: TerraNova Next
- Grades 2-8: ARK (Assessment of Religious Knowledge)

Textbooks:

Students are responsible for the proper care of all textbooks. Hardbound textbooks must not be written in or highlighted. Electronic or online textbooks may also be available. Students must keep textbooks covered at all times to protect these valuable materials. Book covers should be maintained in a clean and orderly manner throughout the academic year.

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.

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:

- Immediate suspension from the school;
- Reporting to law enforcement;
- 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.
- 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;
- The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

Transfers and Withdrawals

When a student is transferring out of Immaculate Conception Catholic School, parents must notify the school in writing. Signatures from both parents (or legal guardians with educational decision-making authority) are required. Transcript requests should be submitted at least 24 hours in advance in writing

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. Except upon the written consent of the school, parents should not utilize internet-based rideshare transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

Truancy

Truancy includes unapproved absences or leaving school grounds without permission. This is a serious issue and may result in disciplinary action. By law, three days of truancy must be reported to state authorities. Students must have permission and supervision to leave the school grounds or classroom.

Tuition

Tuition is the primary revenue source for the school. Immaculate Conception Catholic School utilizes FACTS, a tuition management service that keeps all accounts computerized. This system allows our accounting office to stay current and offers various payment options. Families receive detailed information during registration. All families must use FACTS unless paying the total amount at the beginning of the year. We ask that families make payments faithfully and on time, as the school provides an essential service and depends on tuition income to cover operational expenses.

If you encounter difficulties meeting your payment commitments, please notify the school promptly. Tuition statements are distributed monthly. If a family's account becomes overdue, the accountant or principal may contact the family directly. If the issue remains unresolved, the child(ren) may not be allowed to attend school until the balance is cleared. Accounts for the cafeteria, sports, and after-school programs must also be kept up to date.

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.

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.

Uniforms

School uniforms for ICS must be purchased from Risse Brothers. The 2026-2027 school year will serve as a transition year from the previous 2025-2026 ICS school uniform to the updated 2026-2027 ICS school uniform. For the 2026-2027 school year, students will be allowed to wear uniforms from the 2025-2026 school year as well as the updated 2026-2027 school uniform. Students in Pre-K1 through Pre-K3 must wear solid black sneakers. Students in PK4 through 8th grade are to wear the approved school shoes which may be purchased through our school's Amazon Storefront (https://www.amazon.com/shop/icsceltics).

All students are required to wear the official uniform shoe adopted by ICS.

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.

A. Girl's Uniforms *The hem of the girl's jumper or split skort must be no shorter than 2" above the knee. Shorts under skirt must be navy blue or black. Only ankle length leggings or tights of solid navy, white or black may be worn under the uniform in cold weather.*
    A. PK1
        A. Uniform shirt (purchased at school main office) and solid navy shorts from the store of choice.
        B. Solid black sneakers.
        C. Solid white, navy or black socks.
    B. PK2 through PK4
        A. Uniform white/navy polo shirt.
        B. Uniform shorts.
        C. Solid navy or black velcro Mary Jane shoe. The shoe may not have any

embellishments.

D. Solid white, navy, or black socks.

C. Kindergarten through Grade 8

A. K-1st Grade

A. 2026-2027 new uniform white/navy polo shirt with uniform shorts.

B. 2025-2026 school approved jumper with Peter Pan collared blouse is permitted for the 2026-2027 school year.

C. In the event that the uniform shorts do not fit properly, girls may wear the formal skirt that is to be used for mass instead. Solid black or navy shorts are required under the skirts.

D. Solid white, navy, or black socks.

E. Kindergarten Shoe: Solid black or navy velcro Mary Jane. The shoe may not have any embellishments.

F. First Grade Shoe: Solid black penny loafer. The shoe may not have any embellishments.

B. 2nd Grade

A. Uniform skirt.

B. 2026-2027 new uniform white/navy polo shirt..

C. 2025-2026 school approved jumper with Peter Pan collared blouse is permitted for the 2026-2027 school year.

D. Solid white, navy, or black socks.

E. Solid black penny loafer. The shoe may not have any embellishments.

C. 3rd-5th Grade

A. Uniform skirt (2025-2026 uniform skort may be worn during transition 2026-2027 year.)

B. Uniform white/navy polo.

C. Solid black penny loafer or solid navy lace up shoe.

D. Solid white, navy, or black socks.

D. K-5 Formal Mass Uniform (Transitional)

A. Uniform skirt.

B. Formal unisex white mass button up shirt.

C. Uniform sweater vest.

D. Solid white, navy, or black socks.

E. Assigned uniform shoe.

E. Middle School

A. Regular School Day

A. Uniform white/blue polo shirt *or*

B. Uniform white button shirt

C. Uniform overlap wrap, 2-button skirt *or*

D. Uniform pants (khaki/navy) with black belt

E. Solid white, navy or black socks.

F. Solid black penny loafer or solid navy lace up shoe. Shoes may not have embellishments.

B. Mass days

A. Uniform white, button shirt

B. Uniform overlap wrap, 2-button skirt

C. Uniform crosstie

F. K-8 PE Uniform

A. Risse Brothers assigned gray PE t-shirt. Class shirts are **not** permitted to be worn on PE days unless it is an assigned dress down day.

B. Risse brothers navy PE shorts.

C. Solid white, navy or black socks.

D. Sneaker of choice. Velcro is highly recommended for younger students.

G. Hair Bows

A. Girls are permitted to wear white, navy, or forest green hair bows to school.

B. Dress down hair bows may match the assigned dress down theme.

H. Jewelry - Girls

A. Girls are permitted to wear simple stud earrings along with a simple cross necklace. Bracelets are not permitted.

I. School Approved Sweaters/Jackets

A. Only Risse Brothers school approved fleece zip ups, crewneck sweatshirts and jackets will be permitted for the 2026-2027 school year on regular school uniform days.

B. On school dress down days, both Risse Brothers approved sweaters and jackets along with ICS merchandise sweaters and jackets will be permitted.

C. Students not in approved items will be asked to remove their unapproved jackets/sweaters and place them in their backpacks.

J. Cold Weather -Girls

(Please plan accordingly ahead of any cold weather. Exceptions will not be made for uniforms during the 2026-2027 school year with cold weather.)

A. Only Risse Brothers uniform school approved fleece zip ups, crewneck sweatshirts and jackets will be permitted for the 2026-2027 school year.

B. Cheerleading jackets are permitted if actively participating in the current cheerleading team.

C. Solid navy or black leggings/tights with no logos are permitted underneath

skirts, shorts and jumpers on cold weather days.

D. On cold weather PE days, solid navy or black joggers or sweatpants with no logos are permitted with PE shirt and Risse Brothers school approved jacket/sweatshirt.

E. Solid white or navy long sleeve shirts are permitted under uniform shirts on cold weather days.

F. Students not in approved items on cold weather days will be asked to call home. Students will not be able to attend class in sweaters/jackets/pants that do not coincide with the uniform policy.

K. Non-Uniform Days

Dress-up Days

a. Jeans or jean-style pants, t-shirt and shorts are not permitted.
b. Split skirts of appropriate length may be worn.
c. Clothing with spaghetti straps, backless tops, halter tops, sleeveless shirts, or bare midriffs is not allowed.
d. Footwear restrictions include no flip-flops, open sandals, shoes without backs, or cowboy boots.
e. Dress sneakers are permitted. Dresses and skirts must be of appropriate length.
f. No hoodies are permitted.

Dress-Down Days

a. Solid black or blue jeans without rips or designs are permitted.
b. Leggings are not allowed.
c. Class shirts or designated themed shirts are allowed.
d. Clothing with spaghetti straps, backless designs, halter tops, sleeveless shirts, or bare midriffs are not permitted.
e. Shirts must be appropriate in design during themed days.
f. Sneakers of choice.
g. No dresses or skirts may be worn
h. No hoodies are permitted.
i. School appropriate bows are allowed on dress down day. *(Please see bows above.)*

B. Boy's Uniform: *Pants must be worn at the waist. If undershirts are worn they must be white (without any design).*

A. PK1

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

B. Solid black sneakers.

C. Solid white, navy or black socks.

B. PK2 through 2nd Grade

A. Uniform gray/white/navy polo shirt

B. Uniform navy pants with black belt or

C. Uniform navy shorts. If shorts have belt loops, a black belt is required.

D. Solid white, navy or black socks.
E. PK2 - PK3 Solid black sneaker.
F. PK 4 - 2nd Grade solid black dress school shoe with velcro.
G. 1st-2nd grade students may also wear a solid black penny loafer.

C. Boys 3rd-5th Grade

A. Uniform gray/white/navy polo
B. Uniform pant with black belt
C. Shorts are not permitted for 3rd grade and up.
D. Solid white, navy or black socks.
E. Solid black penny loafer or black dress school shoe with laces.

D. K-5 Formal Mass Uniform (Transitional)

A. Uniform pants with black belt. Shorts are not permitted with a mass uniform.
B. Formal unisex white mass button up shirt.
C. Uniform sweater vest.
D. Solid white, navy, or black socks.
E. Assigned uniform shoe.

E. Middle School

A. Regular School Day

A. Uniform gray/white/navy polo shirt *or*
B. Uniform white button shirt
C. Uniform navy or khaki pants with black belt
D. Solid white, black or navy socks.
E. Solid black penny loafer or black dress school shoe with laces.

B. Mass days

A. Uniform button shirt
B. Uniform navy pants with black belt
C. Uniform tie
D. Solid white, black or navy socks
E. Assigned uniform shoe.
F.

F. K-8 PE Uniform

A. Risse Brothers assigned gray PE t-shirt. Class shirts are **not** permitted to be worn on PE days unless it is an assigned dress down day.
B. Risse brothers navy PE shorts.
C. Solid white, navy or black socks.
D. Sneaker of choice. Velcro is highly recommended for younger students.

G. School Approved Sweaters/Jackets

A. Only Risse Brothers school approved fleece zip ups, crewneck sweatshirts and jackets will be permitted for the 2026-2027 school year on regular school uniform days.

B. On school dress down days, both Risse Brothers approved sweaters and jackets along with ICS merchandise sweaters and jackets will be permitted.

C. Students not in approved items will be asked to remove their unapproved jackets/sweaters and place them in their backpacks.

H. Cold Weather - Boys

(Please plan accordingly ahead of any cold weather. Exceptions will not be made for uniforms during the 2026-2027 school year with cold weather.)

A. Only Risse Brothers uniform school approved fleece zip ups, crewneck sweatshirts and jackets will be permitted for the 2026-2027 school year.

B. On cold weather uniform days, boys are required to wear the designated school uniform pants.

C. On cold weather PE days, solid navy or black joggers or sweatpants with no logos are permitted with PE shirt and Risse Brothers school approved jacket/sweatshirt.

D. Solid white or navy long sleeve shirts are permitted under uniform shirts on cold weather days.

E. Students not in approved items on cold weather days will be asked to call home. Students will not be able to attend class in sweaters/jackets/pants that do not coincide with the uniform policy.

I. <u>Non-Uniform Days</u>

Dress-up Days

g. Jeans or jean-style pants, t-shirt and shorts are not permitted.
h. Footwear restrictions include no flip-flops, open sandals, shoes without backs, or cowboy boots.
i. Dress sneakers are permitted.
j. No hoodies are permitted.

Dress-Down Days

j. Solid black or blue jeans without rips or designs are permitted. Jeans must be worn at the waist.
k. Class shirts or designated themed shirts are allowed.
l. Shirts must be appropriate in design during themed days.
m. Sneakers of choice.
n. No hoodies are permitted.
o. No hats allowed.

J. Shoes

A. Shoes for each grade are outlined above. Please refer to the following graphic to assist in purchasing school shoes.



Please refer to Amazon Storefront (https://www.amazon.com/shop/icsceltics) for additional assistance.

Uniform Violation
First Offense: Written explanation to the parent
Second Offense: Written warning through email
Third Offense: Uniform violation. (3 violations will result in a detention.)

Repeated violations - parent meeting with Leadership Team
Please note - students will not be permitted to wear items that do not follow the uniform policy. Students will be asked to remove the item if possible. When not possible, students will be required to call home to change.

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, Instagram 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.

Vacations

School vacations and holidays are scheduled based on state and Archdiocesan guidelines. Parents should plan vacations around these dates. Teachers and administration cannot approve absences for extra vacations or holidays. Prolonged unauthorized absences can affect grades and academic standing.
Classwork and homework will not be given ahead of time for such absences; parents may need to arrange for a tutor if the absences are extensive. Students with unexcused absences will not have the opportunity to make up missed work, therefore earning an "NC".

Video Surveillance

ICS uses video surveillance cameras throughout the campus. Cameras may be located in areas including, but not limited to, entrances, exits, classrooms, hallways, common areas, outdoor areas, parking areas, athletic facilities, and other areas used for school operations. The School's surveillance cameras record video only and do not record sound or audio. Video recordings may be reviewed by authorized School personnel for legitimate school purposes, including safety, security, student discipline, investigation of incidents, protection of property, compliance with School policies, and cooperation with law enforcement or other appropriate authorities when deemed necessary by the School.

Students and parents/guardians are hereby made aware that they may be recorded by the School's video surveillance system while on campus or participating in School-related activities. Video recordings are the property of the Archdiocese of Miami and the School, and will be maintained, accessed, disclosed, or destroyed in the School's discretion, consistent with applicable law and School policy. Recordings are not generally available for inspection by students, parents, guardians, or third parties, except as required by law or as otherwise determined appropriate by the School.

Voicing Concerns

Occasionally, parents may have questions about school policies or concerns related to their child. To address these matters respectfully and promptly, please follow the procedures outlined below:

1. Parents/guardians should seek accurate information from reliable sources rather than relying on rumors from other parents or social media. Discussions should focus solely on their own child(ren) and their specific concerns.
2. Parents/guardians are encouraged to address the issue with the homeroom teacher at the earliest opportunity.
3. If, after discussing the matter with the teacher, the parent/guardian feels that further resolution is necessary, they should contact the Main Office to schedule an appointment with the appropriate dean.
4. If the issue remains unresolved, parents/guardians should arrange an appointment with the Principal through the Main Office.
5. Should additional action be required, parents/guardians can schedule an appointment with the Pastor.
6. If the concern involves another student or family, rather than the parent's own child, they are requested to speak with the Principal directly.

In most situations, issues can be resolved with minimal difficulty. The school administration is committed to addressing parental concerns and does not shy away from them.
We will explore recommendations and potential solutions to the best of our ability, aiming to resolve problems and maintain a strong Catholic school environment in alignment with our stated philosophy and guidelines. However, we acknowledge that not all decisions will be universally accepted, and some needs may not be fully met within our school. In such cases, seeking a different school environment may be the best solution for the child and/or the parents.

Volunteer Hours

At the time of registration, families are asked to complete 20 volunteer hours, 4 of which must be completed at our annual Parish Carnival. Volunteer opportunities and volunteer hours will be logged through Track It Forward.

Water Bottles

Reusable water bottles that have a sip top and/or removable straw are not permitted on school premises. This policy is in place to maintain hygiene and safety standards, as sip tops and straws can be difficult to clean thoroughly and may pose a risk of spreading germs. Students are encouraged to bring water bottles with screw-top lids that can be refilled throughout the day.



Weapons

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon 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.

Weather Emergencies

Immaculate Conception Catholic School has established procedures to ensure the safety of both teachers and students during extreme weather conditions and other emergencies. Below are the general guidelines:

1. Archdiocesan Directives: In the event of severe weather or emergencies, the Archdiocese of Miami, Department of Schools, will issue directives. Therefore, parents should:

    - Listen to TV news, radio stations, or check online sources for updates.
    - Avoid calling the school or convent for information, as Catholic schools may not follow the same schedule as public schools. If the Archdiocese recommends evacuation or early dismissal, Immaculate Conception School will release students. It's essential to keep phone lines open for the school to contact parents if needed.
    - Immaculate Conception Catholic School will utilize the Administrator Plus Notify phone system to inform parents of any current directives.
    - For accurate information and to avoid spreading rumors, parents can contact 3-1-1.

2. During School Hours: If extreme weather or other emergencies occur while school is in session, the school will maintain communication with the media, weather services, and other relevant authorities, such as the police. Teachers will adhere to established safety protocols. Parents who need to pick up their children early due to family circumstances should call the school to arrange this, preferably before 2:00 PM to prevent congestion in the office and traffic lanes. If a full school early dismissal is recommended, phone

communication procedures will be activated through the children's emergency cards or the Administrator Plus Notify Emergency Broadcast system. In a national emergency, early dismissal may not be permitted.

3. Lockdown Situations: In emergencies where we are advised to remain on campus:

    - A "lockdown" procedure will be implemented, securing all access points, and students will stay with teachers and staff until further notice from authorities.
    - Parents will be informed of any dismissals via the Administrator Plus Notify phone system. It's crucial that the school has current phone numbers and a list of authorized individuals who can pick up your children. Promptly update the school with any changes in contact information or caregivers.
    - You should also specify another family authorized to take your child(ren) if you are unable to leave your job or location.
    - Students will only be released to parents or caregivers listed on their emergency cards and contact information.
    - Parents and caregivers are to wait outside the school premises; no entry is permitted. Look for signage indicating designated entrances based on the last name of your child(ren).
    - Valid identification must be shown to school personnel before students are released. Please be patient, as this process may take some time, and your cooperation is appreciated.
4. Communication Breakdown: If communication via telephone or the Notify system is not possible, parents should come to collect their children as soon as it is safe. Children will remain at school until clearance is given for dismissal and release into parental care.
5. Non-Emergency Early Dismissals: In other situations requiring early dismissal, such as a power outage, the school will use the Notify and/or emergency contact number system to communicate. Regular dismissal procedures will apply. For safety reasons, parents/guardians cannot use the main walk-in gate unless a serious emergency warrants administrative discretion.

PARENT COVENANT

We are blessed to have your family as part of Immaculate Conception Catholic School and are humbled by your trust in us. As a parent or guardian, you have an essential and irreplaceable role in the education of your child. **Catholic education works best** when parents and educators work together in a relationship of open communication, trust, and mutual respect. **We need you** as an essential partner to support your child while partnering with us in a Catholic community of faith. Building this community of faith is a primary mission of our school requiring a cooperative and supportive relationship with all members of its community including students and parents.

As such, this **Parent Covenant** has been developed to communicate our expectations as to how you can best partner with us in a manner reflective of our Catholic mission.

PLEASE INITIAL <u>EACH</u> OF THE STATEMENTS BELOW:

As a Parent or Guardian, I affirm that will:

_____ Understand and support the Catholic mission of Immaculate Conception Catholic School.

_____ Read, support, and follow school policies and procedures, embracing my role in promoting a harmonious school environment.

_____ Ensure that my child arrives on time to school every day unless there is a real emergency.

_____ Communicate and treat all others in the school community (students, teachers, staff, other parents) with respect, professionalism, and Christian care.

_____ Address questions and concerns at the lowest possible level, escalating to the next level when necessary.

_____ Assume positive intentions when addressing any concerns, working through concerns in a manner that is professional and solution-oriented.

_____ Refrain from unnecessary and negative gossip, including participation in harmful texts, chats, and social media interactions.

_____ Attend Sunday Mass weekly.

I understand that the school views the education of its students as a partnership between the parents and the school and that parents are required to comply with these expectations. I further understand that all enrollment and disenrollment decisions remain at all times at the discretion of the school. In addition, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership is irretrievably broken.

_____ _____

Signature of Parent/Guardian Date

_____

Printed Name

_____ _____

Signature of Parent/Guardian #2 (if applicable) Date

_____

Printed Name

LIST NAMES OF ALL ENROLLED STUDENTS BELOW (WITH GRADE):

Immaculate Conception Catholic School
Parent-Student Handbook Acknowledgment Form 2026-2027

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)