

WE ARE IC SCHOOL

STATEMENT OF PHILOSOPHY, GOALS AND OBJECTIVES

Immaculate Conception School is a Catholic institution committed to the teaching of Catholic Christian doctrine and values and is dedicated to providing a quality academic and enriching program. We recognize the rights of individuals as children of God deserving honor and respect, and work toward the following goals and objectives with the involvement and cooperation of the students' parents or guardians.

Our goals are as follows:

1. **To provide our students with a well-rounded academic program with Catholic fundamentals as its core.**
2. **To establish a community of faith with students, teachers, administrators, support staff and parents, and to spread this environment to the surrounding local community.**
3. **To strongly promote and recognize Christian values and moral behavior.**
4. **To instill a positive attitude towards the learning process while providing students with the opportunity to achieve academic excellence.**
5. **To promote unity, love, respect and understanding among all people regardless of race, religion or socio-economic group.**
6. **To foster positive self-esteem and mature responsible behavior with the purpose of arriving at the fullness of Christian life.**
7. **To encourage teachers to strengthen their Christian commitment and professional growth.**

IMMACULATE CONCEPTION SCHOOL MISSION/VISION STATEMENT

Steadfast in faith, we aim to rise above the ordinary by developing education that can enrich lives and communities. Inspired by faith in Christ and together with our parents, parish and communities, we aim for:

**SPIRITUALITY
RESPECT
INTEGRITY**

**RESPONSIBILITY
KNOWLEDGE
COMPASSION**

RELIGIOUS PRACTICE

The great truths of Catholic faith must be taught in the home by parents—first by example, then by precept. According to the age-old teaching of the Roman Catholic Church, parents are the first educators of their children in the ways of Faith and commit themselves to the fulfillment of that role on the day of each child's baptism. This is no light commitment, and the Catholic Church and School System serve simply as necessary support for and supplementation of the good work already taking place in the home. Therefore, family prayer and religious practice must be emphasized, for these are the most enduring ways to develop a consciousness in children of the abiding presence of God. Similarly, in order to be in true compliance with the Third Commandment of God, every Catholic is to be present for the Sunday Mass each weekend. Attendance at a weekday Mass in no way fulfills this obligation. Therefore, any student whose parents deprive him/her of the Sunday Mass commit a serious sin against themselves and against their own children and give poor example of adult commitment and responsibility. Certainly, such a message does nothing to instill within the young person a desire to pattern his/her life according to the will of God and only teaches that one's own personal will is superior to the will of the Almighty.

CHILD ABUSE

Any individual having contact with or responsibility for children at IC School are mandated by law to report any suspected child abuse or neglect. Suspected abuse or neglect must be reported immediately to the principal, and the Department of Human Services or SCAN must be called. The reporter should not attempt to substantiate or investigate the suspected nor should he or she contact the child's parent(s) unless requested to do so by investigative agencies. Any person required to report suspected child abuse who willfully fails to do so is subject to a fine and jail sentence as well as being civilly liable.

Midterm grades will be evaluated approximately 5 weeks into the quarter. Students with a D or F will receive a printed mid-term grade report, which is to be signed by the parent and returned the following day.

Parent/teacher conferences are scheduled during the end of the first and third quarters.

HONOR ROLL

The Honor Roll is reserved for students in grades 3-8. Students in grades 3-8 earn "A" Honor Roll status by receiving no grade lower than an "A" in any subject including enrichment courses. A student will earn the "A/B" Honor Roll when no grade earned is below a "B" in any subject including enrichment courses..

PROMOTION

Promotion to the next grade level is based on the passing mark of 60% in all major subjects. Course failures are to be made up over the summer and documentation of acceptable academic progress must be available to the school principal prior to recommendation for promotion.

RETENTION

If the possibility of grade retention is evident based upon teacher evaluations, the parents will be notified by the end of the third academic quarter.

CONDUCT GRADING

Conduct grading will be as follows for all students:

A	-	90 - 100%
B	-	80 - 89%
C	-	70 - 79%
D	-	60 - 69%
F	-	Below 60%

See Discipline/Conduct (on page 18-18) for items that affect the conduct grade.

EXTRACURRICULAR ACTIVITIES

Academic eligibility is determined at the beginning of each nine-week grading period. Students are required to maintain an overall average of 70% in all subjects including enrichment courses. However, no grade in any one subject can be below 60%. A student will become ineligible if conduct grade drops below 80%.

Students declared ineligible may regain eligibility at mid-term or at the close of a nine-week period by meeting the established academic criteria listed above. A student will not become ineligible at midterm due to academic deficiency; however, any student whose conduct grade drops below 80% will be declared ineligible at the time the grade drops below 80%.

Students participating in any school-sponsored extracurricular activity must maintain a grade of "B" in conduct. Students in grades 5-8 will have conduct grades determined by a point system; each student will be assigned 100 conduct points at the onset of each quarter. For infractions identified pursuant to the IC conduct sheets, points will be deducted from the initial 100; when a student drops below 80 points, extracurricular eligibility will be forfeited. Reinstatement of extracurricular eligibility will be adjudicated at the next midterm.

In case of any and all behavior problems or misconduct, the principal reserves the right to withdraw any student from any extracurricular activity.

DISCIPLINE

The ultimate goal of Immaculate Conception's discipline system is to teach students to demonstrate responsibility for their own behavior, as well as to teach that there are consequences for improper actions. If corrective measures are needed, the teacher shall use constructive and positive measures. In cases of major offenses, the student will be sent to the office. A consultation with the parents may be called if a major problem arises. Any student in grades 5-8 who is sent to the office for disciplinary measures will lose 4 conduct points on his/her conduct grade for the class from which the student is sent at the discretion of the school principal. Points lost while under supervision of a substitute teacher will double in value.

School discipline is essential in maintaining an effective educational atmosphere. The methods used to teach and discipline a classroom of students are often different from those utilized to train one child within a family, yet these methods must reflect basic standards of fairness and formative Christian charity. It is a privilege to attend Immaculate Conception Catholic School. This privilege can be lost by actions of the child or the parent. **It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school and that they will demand an accounting of what the child does in school.** Without such a clear understanding, a child can come to think that home and school are separate and unrelated areas of authority, and he/she can soon learn to play one against the other. Likewise, we consider it a privilege to educate your child. We take our job seriously and know that in the amount of time we interact with your child we have the responsibility to instill important Christian principles through our words and actions.

We can best serve our children by working together, by checking out whatever misunderstanding might arise, and by supporting one another in all aspects of education and discipline. If there exists a difference of opinion, we ask that you call to make an appointment in order that we may discuss the matter. It is feasible that it will not be possible to conform completely to your wishes, but there can certainly be some understanding established which would safeguard the child's respect for both parent and teacher.

Serious or continuous disciplinary problems will be referred to the principal. Parents will be notified of the infractions and of the disciplinary action taken. If the student cannot be helped by the disciplinary action, the principal may follow the procedure for suspension or expulsion as outlined in policy 2.13 Suspension and 2.14 Expulsion of the Diocesan handbook.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Statement of Confidentiality: Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake.

CONDUCT

- A. Each student will have a single conduct record that is used by all teachers to record infractions.
- B. Each student will start the 9-week period with 100 points in conduct. One point will be deducted for each infraction. Infractions include: talking, eating food or candy in class, lacking materials for class, being tardy to class after initial arrival at school, being disrespectful, disruptive, or uncooperative, etc. Behavior deemed unacceptable by the teacher will be referred to the school administrators. Any student sent to the office will have 4 points deducted from their conduct.
- C. Grades 5-8—an accumulation of five (5) uniform infractions will result in one hour of detention hall. Every infraction thereafter will result in the loss of a conduct point. **Ten (10) uniform infractions will result in a parent conference with the principal.** ***Consistent disregard of dress code policy will be considered a serious disciplinary offense (see Discipline/Misconduct//Serious Offenses section of the handbook).
- D. At each point of grade change in the student's conduct, students in grades 5-8 will serve one hour of detention, and students in grades 1-4 will serve thirty minutes detention. Points of grade change are: 89-B, 79-C, 69-D, and below 60-F.

The following course of action will be taken by detention halls:

- a. 1st, 2nd = One hour of detention hall.
- b. 3rd = Saturday morning detention (7:00 – 8:30) as scheduled.
- c. 4th detention = Conference with parent, teacher, and school administrator; possible suspension from school may result.
- d. 5th or more detentions = Conference with parent, student, school administrators, and pastor to decide course of action; expulsion possible
- e. Any student assigned D-Hall for behavior purposes will lose 2 conduct points.
- E. Detention hall will be held on Tuesday and Thursday from 3:15 to 4:15 p.m. for 5th through 8th grades, and 3:15 to 3:45 for 1st through 4th grades. An additional hour of detention hall, given a at later date, will result from the following:
 - a. Failure to attend the assigned detention hall.
 - b. Failure to return a parent-signed detention hall slip the day after issue.
 - c. Talking or disruptive behavior during detention hall.
 - d. Any student who comes late to detention hall will make up that amount of time after 4:15.

- e. If a student is more than 10 minutes late, an additional hour of detention will be assigned.
- F. Chewing gum is prohibited at Immaculate Conception School. Any student discovered chewing gum will serve one hour of detention hall.
- G. When students post to social networks, they must be ever vigilant to follow Christian morals and principles at all times. **Vulgar or unchristian-like postings or photos will not be tolerated at any time.** Remind students that we are all representatives of IC School whether we are at school, attending a school function, at home, or at friends' houses, out in the community, or at **any other time.** Students should not, at any time, send negative text messages, set up fake pages, talk badly about teachers, administration, staff, or other students. Any of the above infractions will be considered serious and may be grounds for in- or out-of-school suspension, d-hall, loss of conduct points, possible expulsion or any other consequences deemed appropriate by the school administration/pastor.
- H. Disruptive or inappropriate behavior by a student at school-sponsored activities that occur outside of normal school hours (athletic events, programs, etc.) will be subject to the same disciplinary actions as if the offense took place during normal school hours.
- I. Principal/Pastor reserves the right to determine the most appropriate consequences for misconduct.

BULLYING POLICY

All persons are to extend the courtesy of respectfulness to one another and each person shall have the freedom of safety in our school environment. "Bullying" is behavior resulting from one exercising power over another, constituting an unfair advantage that tends to be a repeated pattern of action. This type behavior may be in the form of physical strength, social skill, verbal talent, or other resources. Verbal abuses could be in the form of name-calling, teasing, or threats. Other bullying behaviors may take the form of physical abuse such as striking another person, pushing, or shoving. Social bullying may be the result of excluding one from a group or playing mean or cruel tricks on another person.

The intent of the policy is to deal with these behaviors early on and avoid serious consequences. **Each student, parent, teacher, or staff member shall report any suspected instances to the proper school authority. A student who is either a recipient of or aware of such behavior will be considered to be in violation of school disciplinary policy if he/she fails to report such behavior.** This expectation will remove the fear of being a "tattle-tale" and will free him/her to present to a school authority the information needed to eliminate the abusive and bullying actions. Similarly, should any student suffer any type of retribution for presenting such information, the student(s) responsible for such retribution will suffer a much more severe penalty than would otherwise be the case.

Penalties for bullying behavior will be at the discretion of the principal. Please report suspected bullying to the principal or assistant principal.

Penalties for Violation of Bullying Policy:

Some or all of the following will apply depending upon the severity of the offense:

1. ACTION PENALTY to last for one full school week (five days):
 - Isolation from all other students during lunch and every recess.
 - For those involved in athletics: no participation in practice or game, no starting during game in which he/she returns (similar penalties for those in other extracurricular activities)
 - Possible in-school suspension/d-hall at principal's and/or pastor's discretion.
2. WRITTEN PENALTY (to be completed during the penalty week) Reports on the following topics to be submitted to principal with a copy to the Pastor.
 - Day 1: "What is good about you; what I admire about you," addressed to the victim of the abuse. (Two full handwritten pages)
 - Day 2: "What is my problem?" a thorough and critical self-analysis of the defects that led to the offense, along with an explanation of exactly what was wrong with the bullying action. (Two full handwritten pages)
 - Day 3: Three thorough one-page apologies: one each to victim, principal, Pastor.
 - Day 4: "How I have changed myself to ensure that this never happens again." (Two full handwritten pages); for serious acts of bullying, a third page will be added on the topic of "Why I should be allowed to remain at Immaculate Conception Catholic School."

- Day 5: "How I sinned and offended God in this, and what He expects of me now." (Two full handwritten pages)

The student may be required to read any or all of these written penalties to the Pastor.

MISCONDUCT

Any disciplinary matter that is serious enough to be referred to the school office will be handled in the following manner:

- The Principal and the Assistant Principal will determine the proper penalty based upon the rules of the school as found in the School Handbook.
- The penalty will be communicated in writing to the students involved and to their parents.
- All discussion of the alleged incident will take place in private and away from all other students.
- When the alleged incident directly involves either the Principal and/or the Assistant Principal, the Principal and/or the Assistant Principal will not be involved in the investigation of the incident or in the setting of the penalty. The Pastor will appoint someone else to function in his or her stead in the matter.

Any conduct detrimental to the reputation of the school whether on school premises or off shall constitute sufficient cause for disciplinary action including, but not limited to, loss of conduct points, detention, suspension and/or expulsion.

SERIOUS OFFENSES

Serious offenses may result in any of the following: loss of conduct points, disciplinary action, detention hall, suspension (in or out of house), or expulsion (**at the discretion of the principal**).

All serious offenses result in the loss of 2 or more conduct points.

- Fighting
- Gang involvement
- Immoral literature, pictures or behavior
- Abusive or profane language
- Theft
- Gambling
- Gross disrespect, including threatening, of school staff or other students (note **Bullying Policy**)
- Possession of fireworks
- Leaving school without authorization
- Vandalism or destruction of property* (Parents may be directed to reimburse the school for any repairs to damaged property.)
- Possession, use or distribution of drugs or alcohol*
- Possession or use of a weapon or any instrument or chemical that has the potential to inflict bodily injury*
- Cheating or lying (cheating results in an automatic zero for grades 3-4; an automatic zero plus one hour of detention for grades 5-8)
- Serious disrespect (including written or verbal threats) toward faculty, staff, fellow students, or others, including the families of any of the aforementioned
- Throwing food at any time or place
- No laser pointers may be brought to school by students. If a student is discovered to have a laser pointer on their person, in their locker, or in their backpack, the laser pointer will be collected by the teacher and parent will have to come in and pick it up
- Consistent/willfull disregard of the dress code
- Serious disruptive behavior
- Serious disregard for the safety of self or others
- Serious disregard for school/classroom rules

* Applicable above violations will be reported to the proper authorities.

PENALTIES

- A. **SUSPENSION**—Suspension is defined as the temporary expulsion of a student from a school for disciplinary reasons. Suspension is the decision of the principal and/or pastor. The principal will notify the parent or guardian of the reason for the suspension, the time of suspension, and the requirements for reinstatement. A suspension may not exceed ten (10) days. All work missed due to a suspension must be made up, and the student will receive 80% credit of the grade. In-house suspension is a disciplinary action taken due to serious or major offenses; students receiving such punitive disciplinary measures will be removed from the classroom and placed in a quiet area of the school building. Students may be required to sit quietly or complete classroom work; any classroom work provided while serving an in-house detention will receive a 20% reduction in grade earned.
- B. **EXPULSION**—Expulsion is defined as the permanent dismissal of a student from school. After a conference with the student and parent, expulsion will be the decision of the principal and the pastor. A written report containing the reason for the expulsion will be sent to the student's parent or guardian and to the Diocesan Superintendent's office.

UNIFORM POLICY

DRESS CODE

Student compliance with the dress code is ultimately the responsibility of both the student and the parents and is enforced by the faculty or administration. Parents are asked to help their children understand the purpose of the dress code: reminding all of the Christian dignity and equality of each person before God, regardless of family financial situation; and to illustrate to students the serious and high purpose of Catholic education—forming the mind and character of each individual. Consistent compliance with the dress code helps one grow in understanding of obligation and the virtues of discipline and obedience; virtues that, when cultivated, naturally enhance respect for religious, parental and civil authority.

UNIFORMS

Uniform attire may be purchased at any store provided uniform regulation guidelines are followed. The regulation uniform is as follows:

- Shirts:** **Grades PK- 8** Standard white polo, long or short sleeved (no trim, no cap sleeves, no peter pan collars, no logos.)
Grades K – 8 IC Logo uniform shirt (“Mass shirt”): white polo with embroidered IC logo, available through the Toggery. “Mass shirt” will be worn at all Masses, on all school field trips, and on any other designated days.
Falcon Fest/8th Grade Class shirts may be worn on Mondays or other announced days. Shirts are to be tucked in at all times while on school campus or participating in a school activity off campus—Belt or waistband should be visible.
PK – Red “IC Preschool t-shirt”
Undershirts, if worn, are not to have visible writings or logos.
- Pants:** **Grades PK-6** — Navy blue twill uniform (worn at waistline).
Grades 7-8 — Khaki twill uniform (worn at waistline).
* No cargo-style pants or shorts having large exterior pockets. No drawstring waists or slits on pant legs.
- Shorts:** **Grades PK-6** — Navy blue twill uniform (worn at the waistline).
Grades 7-8 — Khaki twill uniform (worn at the waistline).
* Length of all shorts shall be no shorter than three (3) inches from the floor while kneeling and no longer than 2 inches below the knee. No shorts may bag or sag.
- Sweatshirts/Fleece Jackets:** Only Immaculate Conception sweatshirts/fleece jackets with the IC embroidered cross logo may be worn in school. These are available through the Toggery.
Grades PK-6 — Navy Blue sweatshirt with IC embroidered cross logo
Grades 7-8 — Gray sweatshirt with IC embroidered cross logo
Grades PK-8 — Fleece jacket with IC embroidered cross logo
Grades 7-8 Cheerleaders — Cheerleading sweatshirt
- Shoes:** **Grades PK-8** — Athletic shoes. Shoes must fully enclose the foot and are to be laced and tied at all times. *No extreme styles, i.e. lights, wheels, athletic toe-shoes, etc.*
Grades PK-3 — Mary Jane (uniform) shoes are allowed.

VOLUNTEERING

TOBACCO FREE CAMPUS

IC is a tobacco-free campus. Tobacco products (including but not limited to: cigarettes, smokeless tobacco, cigars, pipes and dissolvable tobacco) are not to be used on campus, around the students, or at any school sponsored activity.

FAIR SHARE HOURS PROGRAM

Immaculate Conception Catholic School Fair Share Hours Program Program Description

The Fair Share Hours Program (FSHP) has been established in an effort to: (1) provide services and support to enrich our educational programs for our children; (2) ensure these responsibilities are uniformly distributed and shared among the school families; (3) offer families opportunities to enrich their interactions with other school parents, their children's teachers and friends.

CLARIFICATIONS: *The following clarifications are made to help with any disparities and to make this program uniform and equitable to all.*

1. PLEASE NOTE: We define Single-parent status to include widows/widowers and/or a parent that has no spouse or ex-spouse involved in the responsibility, legality, education, social, and/or financial well-being of the student. This status does not include students of divorced and/or combined families.

*2. Volunteer activities are to be school related. Some activities here on campus **WILL NOT COUNT** towards your Fair Share hours, e.g., Boy/Girl Scouts, some Men's club activities, VBS, CYM activities, Sonfest (except the PTO baskets), etc. If there is a question about whether an activity qualifies as school related, please contact the school office.*

3. Thank you for all your services and your support of this program. It is a great testament that so many families support this program and interact within our school community.

CHOOSE A PARTICIPATION OPTION: FSHP offers school families two options for participation each year.

1. Perform creditable service in a wide range of school activities and fundraisers;
- or
2. Make a monetary payment in the amount of \$200 for 2-parent families; \$100 for single-parent families.

THINGS YOU NEED TO KNOW:

- A Service to School Agreement Form must be completed for every family. Fill it out, designating your preferred participation option. (page 2 of this handbook)

- If you select option B to participate through activities that benefit IC, your contribution will be measured by the number of hours of service performed. Each family helps by fulfilling a minimum of 20 hours per school year. Single-parent families will fulfill a minimum of 10 hours per school year. Attending Preschool only: These families are required to fulfill 10 hours or, if a single parent, 5 hours per school year. Only parents, legal guardians, siblings of the student over the age of 19, or other relatives in the immediate family may provide services creditable toward the FSHP fulfillment.

If you have not fulfilled the 20 hour/10 hour participation level, you will be required to pay this prior to receiving student report card and standardized testing results or prior to us forwarding records to any other school.

- Some volunteer positions will be published during Back2School Daze. Look through all the possibilities, decide the areas in which you'd like to help, and sign up with the PTO representative.

- If you choose the monetary payment option in lieu of service, the payment, billed in two installments (September and January), is \$200 for 2 parent families; \$100 for single-parent families. These payments will be drawn from

your FACTS account on your tuition deduction date. If you prefer, a single payment for the full amount may be made in September.

- Each month please report the hours you worked through RenWeb. **All hours must be recorded by mid-May.**

EXAMPLES OF VOLUNTEER ACTIVITIES:

Library	Extra-curricular clubs	Homeroom Lead Parent
Field trip chaperones	Field Day	Substitute Teacher
Coach	Book Fair	PTO Volunteer

VOLUNTEER RIGHTS

1. The volunteer in our school is a valued member of our school community.
2. You have the right to be treated with respect due any adult staff member, whether paid or not.
3. You have the right to worship with us.
4. You have the right to the tools, resources, and information necessary to perform the tasks to which you are assigned.
5. You have the right to ask questions.

It is important for all volunteers to remember the following:

- Be responsible and safe--always put children first.
- Respect confidentiality. Students and staff have a right to privacy.
- Be professional.
- Communicate.
- When things come up and you can't fulfill a promise, let someone know.
- Ask for help--don't suffer in silence!
- Share your experience with others and encourage new volunteers.
- Try to replace yourself when you move on and help train the new person.
- Try to pick what is manageable and interesting to you.
- Be prepared. Communicate with teachers and coordinators ahead of time.
- Be on time. If you can't make it, let someone know. If necessary (e.g. in the Library), try to find a substitute.

GETTING STARTED

Before starting your first volunteer task, we ask all volunteers to be aware of the following points:

Safety

Act as a good role model for the children.

- Always sign in and out at the school office. It is important for staff to know that you are in the building and it makes it easier to locate you in an emergency.
- Always wear a "Visitor" badge.
- As a courtesy to others, please turn off cell phones while in the school building.
- Always follow the correct fire safety procedures:
 - there is no talking during fire drills;
 - when in a classroom, follow the teacher out of the building and stay with the class;
 - when not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.
 - Procedures for other emergency drills are located in the "Crisis Management Guides" located in each classroom.
- If you are taking food into school, please check with the class teacher or school nurse because some food may be inappropriate for children with food allergies.
- Never dispense medication to a student. All medications should be taken to the office and dispensed by the school nurse or office personnel.

Confidentiality

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy.

Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. It can also harm the good reputation our IC volunteer parents have earned over the years.

To help, here are some sample issues that can arise:

"Wasn't it cute when John . . ." No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. **What happens in the classroom stays in the classroom.**

- **When parents ask you questions . . .** Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. **Don't ask! Don't tell!**
If parents do have concerns, encourage them to talk to the class teacher.
- **When you see or overhear something . . .** As a volunteer, you might see or hear things from staff or students that they would not want to have repeated outside the school. **What happens in the classroom (or the hall, or the gym) stays at school.** If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.
- **When students tell you about their family, pet, vacation, etc. . .** As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.
- **When you have a concern . . .** If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately.

Approach

Be professional and be positive!

- Strive to give each child the best you can and know that other IC volunteers do the same when working with your child.
- Respect each child as an individual.
- Respect your co-workers and all school employees.
- If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.
- Don't distract teachers while they are teaching. If you have questions wait until there is an appropriate moment.
- Honor your commitments and be on time.
- Find ways to be positive and notice things that are working well
- Try to make any criticism constructive.

Remember your time and energy is helping to make **Immaculate Conception a great place to learn.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND POLICY MANUAL:

THE SCHOOL OR PRINCIPAL RETAINS THE RIGHT TO AMEND THE POLICY MANUAL FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION, IN WRITING, IF CHANGES ARE MADE.