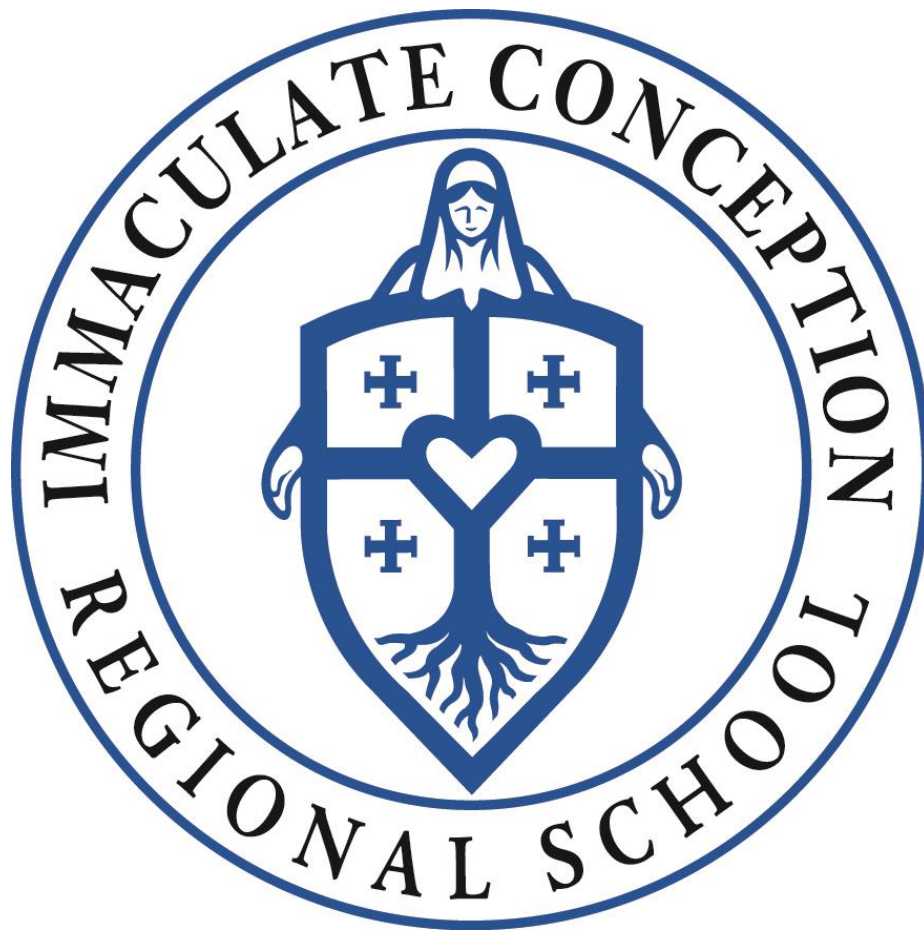


# Immaculate Conception Regional School

## Family Handbook



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# Family Handbook

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# **Immaculate Conception Regional School**

## **ICRS MISSION STATEMENT**

Immaculate Conception Regional School (ICRS) provides an education rooted in Catholic beliefs and values for students in Skagit and surrounding counties. ICRS stresses the spiritual, moral, intellectual and physical development of its students, while fostering community among students, parents and staff.

## **ICRS PHILOSOPHY**

- We foster relationships, both human and divine, knowing that all knowledge and faith find their true origin in God.
- ICRS continually strives to be a genuinely Catholic School that deliberately and continually proclaims the Gospel.
- We recognize parents as the primary educators of their children.
- The dedicated staff of ICRS provides an excellent curriculum in academics, physical education and the arts which stimulates the growth of each individual in confidence, positive self image and personal responsibility.
- Staff and parents are committed to preparing our students to live as citizens in service and leadership to their Christian community and the broader world community.
- ICRS welcomes racial, ethnic, cultural and economic diversity among its families and strives to teach an appreciation of these differences to all students.

## **SCHOOL WIDE LEARNING EXPECTATIONS**

ICRS students are

1. Active persons of faith who
  - a. live out gospel values of compassion and stewardship
  - b. exhibit knowledge of Church teachings and practices
  - c. pray personally and at liturgies
  - d. guide decision-making with Catholic moral standards
2. Life-long learners who
  - a. communicate clearly and effectively
  - b. problem solve using critical thinking skills
  - c. demonstrate good study skills and a strong academic foundation
  - d. participate in creative arts and physical fitness
3. Active citizens of the global community who
  - a. respect diversity
  - b. work for the common good
  - c. are aware of current events
4. Self-aware individuals who
  - a. are accountable for their actions
  - b. affirm self and others

## **PURPOSE OF HANDBOOK**

This handbook contains the policies and procedures of Immaculate Conception Regional School. It provides the information parents need regarding the education of their children.

## **STATE APPROVAL AND ACCREDITATION**

In compliance with the Administrative Code for schools in the State of Washington, ICRS meets approval standards regarding calendar days, program hours, health and safety codes and administrative practices.

ICRS is accredited as a quality educational institution through the Western Catholic Education Association (WCEA) and the Northwest Association of Accredited Schools (NAAS).

*By enrolling your children in ICRS, you, as parents, agree to abide by the practices and policies of ICRS.*

## **RIGHT TO AMEND HANDBOOK**

The school administration retains the right to amend the handbook.

# DAILY OPERATIONS

## Daily Schedule:

<b>Preschool</b>	<b>Class (4's)</b>	M, Tu, Th, F	8:30 – 11:30 a.m.
<b>Kindergarten, 1<sup>st</sup>-8<sup>th</sup> Grades</b>		M, Tu, Th, F Wednesdays Half Day Hours	8:30 - 3:00 9:30-3:00 8:30 - Noon
<b>Recess</b>		K-4 <sup>th</sup> 10:15 - 10:30 a.m. 11:30 - 12:00 p.m. 1:30 - 1:45 p.m.	5 <sup>th</sup> -8 <sup>th</sup> 10:30 - 10:45 a.m. 12:00 - 12:30 p.m.
<b>Lunch</b>		K-4 <sup>th</sup> 12:00 – 12:30 p.m.	5 <sup>th</sup> -8 <sup>th</sup> 11:30 - 12:00 p.m.

**Note:** On most school days students will play outside at recess for exercise and fresh air. Please make sure students arrive at school with the proper attire, all marked with their name: coats, raincoats, boots, mittens or gloves. There are so many rainy days that we can keep students in from recess on only the most inclement of days.

## Daily Student Drop-Off

At 8:15 a.m., parents can drop students off outside the gates or by pulling into a parking space and having students walk along the designated walking areas. Students arriving before 8:15 should be taken to the Extended Day classroom and signed in.

On Wednesdays, students who arrive between 8:30 and 9:15, should be dropped off at St. Joseph Center and sign in with the staff in the foyer. At 9:15, students enjoy recess before school starts at 9:30.

## Daily Student Pick-Up

To avoid congestion in the school hallways, parents should not pick students up from the classrooms, except for pre-school. At 3:00 p.m., teachers will send bus students directly to the bus parking area and Extended Day students to the Extended Day room. All other students accompany the teacher to the pick-up area on the playground, marked by the classroom numbers. Parent cars form a “ferry line” which snakes through the playground in order to avoid backing traffic onto 15<sup>th</sup> Street. Students should not approach your car until you have entered their designated area on the playground. PLEASE PULL FORWARD so we can load four or five cars at a time.

Students who ride their bikes or have after school classes, tutoring or sports, may depart at 3:00 p.m. when bus students leave, providing the coaches or instructors are on campus. If you have business at the school, please park and then pick up your child from the playground. Only preschool children should be picked up at St. Joseph Center.

## **After School Plans**

Parents complete an After School Plan for each of their children. Teachers are given the information. Parents and staff will abide by the plan unless the custodial parent/guardian sends a written note or email before noon on days the plan changes. Parents should update plans as needed.

## **History of Immaculate Conception Regional School**

Nestled in the heart of Washington's Skagit Valley, Immaculate Conception Regional School serves the educational needs of Preschool through Eighth Grade children throughout the valley and beyond.

During the years 1945-1946 members of the Skagit Board for the Catholic Children's Service Bureau, George Michael Dynes, William Hofstee, and Oscar R. LeCompte, together with the assistant pastor, Father William Grier put together a plan for a Catholic School. With the arrival of Father Joseph Brennan as pastor, the school was constructed as a parish school of Immaculate Conception Parish. Immaculate Conception School opened September 13, 1949 with an enrollment of 131 pupils, kindergarten to the 8<sup>th</sup> grade. The school was solemnly blessed and dedicated by the Most Reverend Thomas A. Connolly, November 6, 1949. The school opened under the direction of the Sisters of Saint Joseph of Newark, with six sisters commuting from Bellingham. The original structure contained five classrooms, an auditorium, offices, and custodial quarters. The first class of four students graduated the following year.

When Father Patrick O'Brien became the pastor in February of 1960, a fund raising drive was initiated to improve the church plant, pay off the school debt and build a convent. The first lay teacher, Mrs. Jean Jansen, came in 1955 and served the school as sixth grade teacher and librarian for the next thirty years.

Being the only Catholic School in Skagit Valley, a bussing system was developed very early in its history to accommodate Catholic children in outlying areas. In the mid-1980's the school faced a financial crisis with the bussing program. The School Board reached out to Mount Vernon Christian School, also located in the Skagit Valley and also facing financial challenges, and the two schools have shared bussing ever since.

In 1987 the Immaculate Conception School Endowment Fund was established for enhancing the long-term viability of Immaculate Conception School. An Endowment Board continues to oversee the investment of funds in order to provide the greatest possible return, while at the same time giving consideration to the safety of principal. In 2003 funds were partially invested through Christian Brothers and the Fulcrum Foundation. Further funds were moved to Fulcrum in 2005.

Historically, ICRS operated as a parish school of the Immaculate Conception Parish. Yet the parents perceived the school as a regional school as students came from many parishes. To broaden the financial base of the school, in 1996 the Skagit Valley parishes took on a greater authority and responsibility for the school through a governance agreement which established the school as a separate financial entity. Immaculate Conception in Mount Vernon, St. Charles in Burlington, Immaculate Heart of Mary in Sedro-Woolley, Saint Catherine Mission Church in Concrete, Sacred Heart in La Conner and St. Paul's on the Swinomish reservation, signed this agreement. Additionally, the outlying parishes of St. Cecilia, Stanwood, and more recently Immaculate Conception, Arlington, and St. Mary's, Marysville, pay subsidy for their parish children. To reflect this reorganization, the school's name was changed to *Immaculate Conception Regional School*.

In the 1990's a portable (the Our Lady Building) and a two-room building (the Good Shepherd Building) provided additional classrooms on the campus. In the summer of 1998, a ground-breaking ceremony was held for the St. Joseph Center. Since the center was named after the Sisters of St. Joseph of Peace, the community honored the Sisters of St. Joseph at the completion of the building and the celebration of the 50<sup>th</sup> anniversary of the school.



This marvelous multi-purpose facility added three classrooms, a first-class area for the PE and music programs, as well as the opportunity to develop an athletic program. The building is also used for activities of Immaculate Conception Parish, for regional activities of the Regional Ministry, and is open for use by the greater Skagit Valley community.

Fifteen women have served to date as principal of the school. Sister Mary Norbert Martin served from 1949 to 1952; Sister Rosalie Dumont from 1952 to 1955; Sister Margaret Dove from 1955 to 1961; Sister Agnes Joseph Bates from 1961 to 1962; Sister Marguerite Morrissey from 1962 to 1965; Sister Verona Egan from 1965 to 1968; Sister Una McCourtney from 1968 to 1982; Sister Angela McCarthy from 1982 to 1994; Sister Elizabeth Linnane from 1994 to 1995; Mary Schau from 1995 to 1998; Sally Merriwether from 1998 to 2001; Jean Champagne from 2001 to 2002; Kathy Cartee from 2002 to 2011; Ann Leichleiter from 2011-2013, and Gwen Rodrigues from 2013 to the present. Sister Elizabeth was the last sister of Saint Joseph to work at Immaculate Conception Regional School.

Over the past few years we have been updating the ageing main building. In 2003 and 2004, an electrical-technology project updated the wiring and lighting fixtures and provided capacity for networking computers, new phones, intercoms and clocks. The computer lab was created in the White Building, allowing more space than the main building provided. The library book collection was also computerized. New sidewalks connecting outlying buildings were added at that time. In 2004, through a grant from a generous donor as well as support from the local community, one of the St. Joseph classrooms was redesigned into a science lab. The children's bathrooms and the carpet in the main building were updated. In 2006 and 2007 the playground was redesigned, drainage improved, electrical wires put underground, old blacktop replaced and new play areas added. The main source of funds for this project was the Knights of Columbus. All asbestos floors are being replaced. In 2009 a generous donation from one of our grandparents allowed the school to provide classroom teachers with portable computers connected to projectors and document cameras. A covered walkway between St. Joseph Center and the main building was completed in 2011. As part of the school's retrofit and safety plan, in 2012-2013 new energy efficient windows were installed in the main building, and a more secure entry way, complete with key card access, was installed. In 2013, the office remodel including a new sick bay for students was finished. With a Fulcrum Schools in Need Grant, fireproof window shades were installed in each classroom. Additionally, classroom doors were updated in 2016 to provide more secure safety measures.

In 2015, using savings and a \$25,000 grant, the school replaced the 17-year old membrane roof of St. Joseph Center, and painted the entire interior and exterior of the building to "Defend St. Joseph" from water intrusion. That same year, the bus barn roof was also replaced. Fulcrum supported the latter project.

In the spring of 2016 fiber optics replaced cable services, upgrading the school's internet connectivity to higher speeds and more reliable connectivity.

Our Long Range Plans include converting the cafeteria into the library-media center and improving the school parking lots.

## **ABOUT THE STAFF**

**FATHER MARTIN BOURKE** is the priest administrator of the Skagit Valley Regional Ministry. He was born in Ireland and attended seminary in Ireland, joining the Columban Mission Society. He spent fifteen years in Korea doing missionary work. He worked with the Korean community in California, after which he became incardinated as a diocesan priest in the Seattle Archdiocese. He served six years in Aberdeen before coming to the Skagit Valley on July 1, 2007.

**GWEN RODRIGUES**, principal, received her B.A. in Linguistics from U.C. Berkeley, completed post baccalaureate work in Linguistics and her teaching credential at San Francisco State University. She earned her MA in Educational Administration from the University of Notre Dame. She has been a youth minister in Skagit Valley since 2003 and in the Bay Area since 1997. She has three daughters who graduated from ICRS. She is a parishioner at Immaculate Conception Church.

**LYNNE RITTENHOUSE** will teach the 3-year-old and 4-year-old preschool, and Library. She has a Masters and Bachelor of Music from Western Washington University. She has taught elementary music as well as preschool.

**COLLEEN WADE**, kindergarten teacher, earned a B.A. in Education from Western Washington University. Colleen became our kindergarten teacher in 2001. She and her husband, Bruce, have two children, Michelle and Ryan, graduates of ICRS. They are members of Immaculate Heart of Mary Parish.

**STEPHANIE TWEDT**, grade 1 teacher, received her B.A. from California State University at Bakersfield and Teaching Credential from the University of LaVerne. Mrs. Twedt began teaching at ICRS in 1994. The Twedts have two children who have graduated from ICRS. They are members of Immaculate Heart of Mary Parish and enjoy gardening, walking and family.

**CRISTINA MERINO-HINTON**, grade 2 teacher, graduated in 2001 from Westminster College in SLC, Utah with a B.A. in English Literature and received an M.A. in Education from the University of Phoenix in 2004. She has taught grades 1 and 2 in Catholic schools in San Antonio and Dallas, Texas. Mrs. Hinton currently lives in Burlington, with her husband Oliver and children Olivia and Xavier, where they attend St. Charles Church. She enjoys music, movies, and outings with her family.

**MARY MOA-WALSH**, grade 3 teacher, graduated from Central Washington University in 1988 with a BA in Elementary Education. She lives in Stanwood with husband, Mark, and children, Dillon and Sophia. She attends St. Cecilia Catholic Church in Stanwood. She enjoys spending time with family and friends, gardening, making crafts and cooking.

**LAURIE KERLEY**, 4th grade teacher, earned her BA in Elementary Education at the University of Puget Sound, Tacoma and her Masters in Elementary Education with an emphasis in Technology from City University, Seattle. She taught in the MVSD for 27 years in grades 2-6. She is married to Paul who attended ICRS. They have a blended family of 5 children, 5 grandchildren, 2 dogs, and 1 cat. She grew up in Conway and also graduated from MVHS. Her family grew up in the Immaculate Conception Parish. She loves arts and crafts, gardening, reading, sewing, and traveling with her family

**LINDA MORRISON**, grade 5 teacher, and Spanish Elective teacher, attended college in Torreon, Coahuila, Mexico at La Universidad Iberoamericana, a Jesuit university. She was a bilingual teacher in Mexico, Arizona and Seattle. She moved to Washington in 2011. She lives on Camano Island with her husband and son. She enjoys spending time outdoors doing many of the great activities available in this region.

**KASEY BELL** teaches grade six and middle school science. He earned his B.A. from Seattle University and M.Ed from Western Washington University. Mr. Bell has taught since 1994 at ICRS. He is married to Marjorie, and they have two children. The Bells live and work on a small organic farm in Deming.

**SARAH RUTHERFORD** teaches 7<sup>th</sup> grade and middle school Language Arts. She earned a BA from the University of Notre Dame and received her teaching certification from Seattle University. She taught in public schools for five years, is an alumnus of ICRS and is passionate about Catholic education. She has been an active parent at ICRS. She is married to Kyle and has four children, all graduates of ICRS. The Rutherfords are members of Immaculate Heart of Mary Church. Mrs. Rutherford enjoys running, reading, hiking and gardening.

**LINDA REICHLIN**, grade 8 and middle school Religion teacher, received her B.A. in Education and Language Arts from Western Washington University. She began teaching at ICRS in 1984. She has taught a variety of grades K-8 as well as enrichment classes. She is married to Ernie and has three grown children, Drew, Bryson and Allee Grace. She attends St. Charles Parish and enjoys helping with Confirmation.

**STEVEN VAN SELUS** serves as our technology and algebra teacher. He received an MA in Theology from Yale University and a BA in Philosophy and Theology from Seattle Pacific University. His desire to work within the Catholic Church brought him to ICRS.

**TRISHA VAN SELUS**, Art and PE teacher, graduated from Seattle Pacific University with a B.A. in Psychology and Elementary certification. She has taught since 2003. She is married to Steven Van Selus and they are members of Immaculate Conception Church. She enjoys reading, being outdoors, swing dancing and working with youth.

**VINCE FEJERAN** teaches primary music and band. He has been teaching at ICRS since 2003 and he also teaches at Skagit Valley College. He teaches both beginning and intermediate band and music for grades K through 4. Mr.

Fejeran graduated from the University of Puget Sound and did post graduate study at Western Washington University. He has more than 25 years experience teaching in the Skagit Valley.

**SUSAN REDD** teaches Spanish to K-5<sup>th</sup> grade students, offers an afterschool World Languages Program. Mrs. Redd graduated from Assumption School in Bellingham. She has taught French and Spanish for many years at Mount Vernon High School. She has also been president of the Washington Association for Language Teaching, the Pacific Northwest Council for Languages and the American Association of Teachers of French.

**JEANNE WINKEL** moved to the Skagit Valley to be closer to her family after her husband passed away in 2008. Having taught school for 35 years, we are blessed to have her in our Homework Help program. She enjoys spending time with her great nieces and nephews and their families and gardening.

**ALLISON BROOKS** is the Kindergarten Aide and the Safe Environment coordinator. She, her brothers and her mom are ICRS graduates. Her grandmother, Jacque Holt, taught at ICRS for many years.

**MAURA JURENKA**, Middle School aide, is a graduate of Montana State University-Billings with a BS in Elementary Education, and earned her MEd in Adult and Higher Education from Western Washington University. She substitute taught at ICRS since 2012. Maura and her husband Paul have two children at ICRS. They live in Mount Vernon and attend Sacred Heart Church in La Conner.

**BLANCA MAESTAS** has worked at ICRS since 2004. This year she will work as Teacher's Aide, Office Aide, Extended Day Aide, as well as the Title I Tutor and translator. Blanca has lived in Mount Vernon since 1979. She has two sons and a daughter. She has worked with children for over 29 years and has her AA from Skagit Valley College, is certified as a Para-educator, and has her certificate in Language and Literacy.

**TERESA MIRANTE** returns to ICRS to serve as an aide in the pre-school and 1<sup>st</sup> grade classes. She and her husband, Chris, have five children and they attend Immaculate Conception Church.

**ALVIN SHIM** is returning as the fulltime aide in 2<sup>nd</sup> grade. He worked as a sub, drama director, and development person for Mt. Vernon Christian School. He received his BA in the Midwest and taught English abroad for two years before moving to the Pacific Northwest. He lives with his wife in Mount Vernon and loves medium-light roast single origin coffees.

**ETHEL REESE**, school secretary, is married to Thom. They live in Burlington and are members of St. Charles Parish. Their four children attended ICRS from 1980-1995. In 1987 she began work in the ICRS Preschool. Ethel and Thom have six grandchildren and at this time six are attending ICRS.

**DAYNA FREDERICK**, school secretary, graduated from the University of Washington with a B.A. in Communications. She is a Mount Vernon native. Her husband John and three children all graduated from ICRS. Her family attends ICC in Mt. Vernon.

**TERESA VERDUGO**, bookkeeper, has a B.A. in Non-Profit Arts Management from Northern Arizona University. She lives in Mount Vernon with her husband, Ray, and children, Savannah and Carmen. Their family attends Immaculate Conception Church and she enjoys, scrapbooking, quilting and spending time with her family.

**ELAINE HUNTER**, custodian, is the mother of two children and works part-time for the school. She keeps the St. Joseph Center, as well as the portables, spotless.

**LARRY HANSEN**, custodian, is married to Lori and lives in La Conner with their two children, Zach and Katie. He began work for ICRS in 2003. He is a member of Sacred Heart Parish and enjoys golfing and camping. Larry also works at Skagit Valley College. He cleans the main building and keeps all things on campus in good repair.

## ORGANIZATIONS

The **School Commission** is the consultative body to the pastor and to the principal. This council includes representatives from the parishes who subsidize the school. As a consultative body, the School Commission has the responsibilities of recommending a mission statement grounded in the Catholic faith tradition, recommending policies affecting inter-parish educational programs of the school, setting long range goals for the school and developing means to finance the school (including tuition structures, financial development and fundraising), promoting communication, public relations and evaluating the school's goals. The School Commission operates according to an agreement which is signed by the regional pastor and conforms to Archdiocesan policy.

The **Finance Council** is a subcommittee of the School Commission. Members support and advise the principal and the pastor on the monthly, quarterly and yearly financial administration of the school and help prepare the annual budget.

The **Endowment Board** meets quarterly. Members of the Endowment Board advise the pastor on the administration of ICRS' endowment fund. The endowment board members are excellent stewards of the monies given to the ICRS endowment. ICRS has a large endowment and encourages donations through bequeaths and other donations.

The **Parent Teacher Organization** meets monthly. This organization promotes ICRS, shows appreciation to the staff for their work, supports parents in their role of raising children and assists in raising funds for the operation of the school. The PTO also plans activities for the students. Subcommittees include: Welcoming Committee, Hospitality Committee and Sunshine Committee.

As members of the PTO *all families volunteer time and talent in service to ICRS*. The PTO members coordinate fundraisers, provide tutoring and classroom assistance as well as chaperone field trips. They help to maintain school buildings and grounds and to coach sports activities. In addition to the student-centered activities, there are social, spiritual and educational opportunities for families.

The **Marketing Committee** strives to increase awareness of our Catholic school in the local community. Their goal is to stabilize enrollment through quality and consistency in marketing.

The **Safety/Wellness Committee** consists of parents and teachers who work with the principal to assure the safety of our children. They have developed procedures for crises and purchased safety equipment. This group meets once a trimester.

The **Facilities Maintenance Committee** includes Mr. Hansen, parent volunteers, and the principal. This committee is developing a facilities maintenance plan to ensure the integrity of the structures, facilities, and grounds.

## REGISTRATION INFORMATION

Registration begins for all grades in the spring of each year. Waiting lists are kept for classes that are at capacity. Under special circumstances, ICRS hires aides for large classes. Children **entering kindergarten** must be five-years old by August 31<sup>st</sup>. Financial obligations for the current year cannot be in arrears at the time of registration for the next school year. Following registration, Kindergarten Round-Up (screening) is scheduled for all who have applied for kindergarten.

**Nondiscrimination policy:** ICRS admits students of any race, color, national and ethnic origin to the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational programs, policies, athletic programs, or other educational programs.

Immaculate Conception Regional School is a **Catholic School** and preference is given to Catholic children. Some parishes pay a subsidy to help with tuition costs of their parishioners.

## ADMISSION PROCEDURE AND POLICY

A birth certificate, baptismal certificate, and current immunization records must accompany registration forms.

### **Order of admission for students entering ICRS**

- a. Those families who have children already enrolled in Immaculate Conception Regional School, in order.
- b. Children of registered members of the following parishes: Immaculate Conception, Mt. Vernon, Sacred Heart, La Conner, St. Charles, Burlington, St. Catherine, Concrete, Immaculate Heart of Mary, Sedro-Woolley, St. Cecilia Parish, Stanwood, and St. Mary, Anacortes, in order. Note: at the time of registration, parish registration lists, as well as participation in parish stewardship, will be used to determine eligibility for parish subsidy. A “Request for Parish Subsidy Form” is required by some parishes and needs to be returned to the school bookkeeper.
- c. Those Catholics who are not members of the parishes of the Skagit Valley Regional Ministry or of St. Cecilia or St. Mary, in order.
- d. All other children until classes are full.

**Transferring into ICRS after Kindergarten:** Payment of the registration fee begins the acceptance process. Admission is also contingent upon receipt and review of prior school records and a report from the previous teacher. Students will be assigned grade placement according to the recommendation of the ICRS principal. Placement testing and consultation with the parents may be used to assist ICRS’ administration in making a grade placement decision. Parents are responsible for obtaining release of records from the previous school. The principal has the final word in the placement of students entering ICRS for the first time. Continued enrollment will be based on compatibility with the student’s needs and the school’s program.

## TUITION, FEES, VOLUNTEER AND FINANCIAL RESPONSIBILITIES

In addition to tuition, K-8<sup>th</sup> grade families provide for their children's education by:

- a) doing 40 volunteer hours of service (20 for single parents) or paying \$15 per hour billed in May,
  - b) raising \$400 through fundraising projects or paying the balance in May,
  - c) donating goods or services with a minimum value of \$200 for the annual auction.
- Families who don't meet this requirement or choose not to procure for the auction are billed the difference.

**Tuition Payments:** Payments are made to our tuition collection agency, FACTS.

Parents/Guardians set up the account and have the ability to pay online or through the mail. Most families choose to divide tuition payments into 10 or 12-month increments. All families who receive a *parish subsidy* are expected to participate in their parish stewardship program of time, talent and treasure.

**Late Fees:** A \$25 late fee will automatically be charged for any late payment. Payment with FACTS can be delayed if you contact them three days prior to when your payment is due.

**Arrears Notices:** If payments are not received arrears notices are sent by FACTS. The bookkeeper and secretary work together to assure timely recording of your payments.

**Extended Day Payments** must be made monthly, in advance. Payments are **due** daily for occasional usage and will be charged by the half hour. Minimum balance is \$15/child for regular users. Parents may front load their RenWeb Extended Day account, and are responsible for RenWeb fees associated with payments (3.75% for credit cards and \$0.85 for checks). Parents can view their balance weekly. Extended Day is offered to our students, ages five and up.

**Hot Lunch accounts:** Hot lunch accounts will be maintained and reported on RenWeb. The office will accept cash or check payments for a minimum deposit of \$20.

**Volunteer Hours:** *Parents of students in Grades K-8* are expected to fulfill their **40-hour** obligation. *Single parents* have a **20-hour volunteer commitment**. Volunteers are important to the school community. They keep the cost per pupil low by providing services for which the school would otherwise have to pay. Volunteers involved in ICRS are able to witness the daily extensions of their own efforts in the home to foster a nurturing, moral environment. Research has found that, time and time again, parents most actively involved in their children's school are the most supportive because they have firsthand knowledge of what is happening at the school. Ten (10) hours (5 for single parents) volunteered at one's home parish can count towards the school's volunteer requirement. Beginning Fall 2016, up to five (5) hours maximum can be used to chaperone field trips. And, given that the Auction is the school's biggest fundraiser and supports all families, all families are required to donate at least five (5) hours to assist with the auction. The success of PTO events also requires parent volunteers.

Here is a list of volunteer roles that upon completion at the end of the school year earn 40 volunteer hours automatically. All volunteers must report their hours every trimester in order to receive credit.

- 40 hours for one room mom (20 for each if there are two room moms in a class);
- Auction Chairs
- Scrip Chairs
- PTO Chair
- Recess Coordinator

**Fundraising Commitment:** Parents of children in grades K-8 participate in the fundraising program. Each family (even those receiving scholarships) provides \$400 to the school budget through SCRIP sales, magazine sales, Christmas wreath sales OR candy sales. Parents can choose the fundraisers that are best for their family. You do not need to participate in all fundraisers. If a family raises more than \$400, half of the money raised over \$400 will be credited to the following year's tuition, and half will be used to help families in need through the tuition assistance fund. This policy does not apply if the youngest child in a family is graduating, or if a family whose oldest child is in preschool chooses to do fundraising. Due to IRS regulations, a family cannot be credited more than \$600 per year.

Families can choose to pay the \$400 fundraising commitment by contacting the bookkeeper to set up payments to be collected on FACTS.

**Auction Commitment:** The largest fundraising and social event of the year is our auction. The success of the auction depends on school families. Each family procures goods or services for the auction selling for at least \$200.00. Cash is also accepted. Beginning Fall 2016, all families are required to donate at least five (5) hours to assist with the auction.

**Financial Obligations:** Prompt payment of tuition is a necessity as money coming in to the school each month is used to make payroll, pay bills and fulfill ICRS' other financial commitments. If one is unable to pay their tuition on time, parents are expected to notify the school office. Parents are expected to fulfill their financial commitments to ICRS. All unfulfilled family commitments are billed on FACTS after May 1<sup>st</sup>.

**Registration Fees** secure a child's spot at ICRS. If a family later chooses not to attend ICRS, the registration fee will be refunded only if the family moves from the area served by ICRS. Registration fees are typically due in full at the time of registration and paid on FACTS (beginning FY 2017-2018).

**Finder's Fee:** Existing families who are instrumental in bringing a new family to our school may apply for a Finder's Fee (**\$200 per new K-8 student, and \$75 per new pre-K student**). The new family should name the existing family on their online application form. The existing family needs to sign up to be a mentoring family for the new family. Checks will be written at the end of 18 weeks should the new family remain in the school up to that time and the new family is current with fees and tuition.

**Sending Money to the School Office:** All band, athletic, field trip, and regular bus fees, etc. will be collected on FACTS. Hot Lunch and Extended Day fees will be collected on RenWeb. In the event that money is turned into the office, please make sure money is (1) sealed in an envelope

and (2) the front of the envelope is labeled with your child's name (first and last), their grade and their teacher's name, the amount of \$\$\$ enclosed and the purpose of the money.

**NSF Checks:** After the second Non-Sufficient Fund (NSF) check, cash payments or money orders will be required.

**Withdrawal from ICRS:** If a family chooses to withdraw their child/children from ICRS, tuition will be refunded for any month in which the student has not attended ICRS. There is no partial month refund. If tuition payments have been made through FACTS refunds will not be made until the payment has cleared at FACTS. Registration fees are not refundable. If a place has been held in a class for a student, and the student has not attended, tuition will be charged until the withdrawal request has been formally received from the student's parent or guardian.

**Failure to Pay** may result in holding of grades, discontinued enrollment, referral to a collection agency, and/or a student restricted from participating in graduation and award ceremonies.

Any questions regarding tuition or fees should be directed to the school secretary or bookkeeper. *Delinquent tuition or fees can prohibit transferring of records, delivery of report cards, future scholarships and re-registration.*

## **FINANCIAL ASSISTANCE**

ICRS provides financial assistance to help families have access to a Catholic education. Each year, a portion of ICRS auction monies funds local financial assistance. The ICRS Endowment and the Fulcrum Foundation also provide tuition grants for families with financial challenges. The amount of money available for financial assistance varies each year. Therefore, local financial assistance grants vary from year to year in value and number.

**In order to receive local financial assistance, a family must first apply for a Fulcrum Tuition Assistance Grant in winter.** Archdiocesan tuition assistance grants are based on family size and income. This application requires tax information from the previous year. Forms without this information are not considered for scholarship. Archdiocesan scholarship grants are announced in May. Families who apply are notified directly by the Archdiocese of Seattle as to whether or not they have received a Fulcrum grant.

Local scholarships are granted in May. Those offered local (ICRS) scholarships must have no outstanding debt to ICRS. Those on in-parish rate must be regular participants in the liturgical life of their home parishes and must contribute "time, treasure and talents" to their home parishes to the best of their ability on a regular, recognizable basis. There are occasions where a personal interview helps determine eligibility for local scholarships. Pre-school children do not receive scholarships.

**Scholarship recipients must also meet the volunteer, fundraising and auction procurement requirements.**



## RESPONSIBILITY OF PARENTS

**Parents are the primary educators of their children.** Parents are responsible for helping their children learn about God and about their moral responsibility toward all of God's creations, about being part of a community, about the world and about themselves.

**Parents are the primary Christian role models for their children.** Catholic parents are expected to participate in the liturgical life of their parishes and to involve their children in this as well. They are expected to support their parishes in a recognizable way financially and through their sharing of time and talents.

Parents are responsible for seeing that their student is **in school regularly and on time**. They should also see that their student has a quiet environment for homework and studying and has proper rest and nutrition.

**Problem Resolution: It is the parent's responsibility to cooperate with school staff for the welfare of students.** Information regarding a child's needs should be shared in an atmosphere of mutual concern and respect. If, in the opinion of the administration, parent behavior interferes with teaching and learning or is disruptive to the atmosphere of the school, the school may require parents to withdraw their children and sever the relationship with the school.

Finally, we ask parents to **support ICRS in prayer**, just as the staff members support parents and students in prayer.

## ATTENDANCE / ABSENCE POLICY

**Absence Policy:** ICRS sets a high priority on school attendance. Each student is expected to attend school every day unless he/she has a contagious illness, a fever or a family emergency. The only excused absences are due to medical reasons. When a student is absent from school, he/she misses out on valuable classroom instruction and work which is an integral part of the learning process. Therefore, **if the student misses more than five days in a row or seven days in a trimester due to illness, a letter from the doctor must be on file in the office.** Furthermore, if a student misses more than 10 days of school during a trimester, a plan must be drawn up to ensure that the child has achieved the level of learning expected by the State of Washington and the Archdiocese of Seattle before grades can be given. The plan must be agreed upon by the student, parents, teacher(s) and administrator.

ICRS is required to abide by the State of Washington Compulsory Attendance Laws, also known as the "Becca Bill". Any five unexcused absences in one month, or 10 in a school year, require reporting.

Consistent with our Tardy Policy, students who miss at least two hours of school in one day will be marked for a half day of attendance.

**Family Trip Policy:** Every day at ICRS is packed with intensive, direct and active teaching and learning. Even one day absent interrupts the learning process. To prevent disruption in learning,

families should take vacations or trips during school breaks. To aid families in scheduling these trips, ICRS publishes an annual school calendar for the following year at the end of the present year. If you must take your child out of class while school is in session, notify the office and the teacher at least two weeks in advance. Teachers are not obligated to provide work in advance. Upon return, the student will have as many days to make up work as he/she was absent. For students involved in sports, parents should also notify coaches before the vacation. Upon returning to school, coaches may require students to participate in three practices before playing in a game.

### **Procedures when your child is ill**

1. If your child is ill, call the school office and leave a message.
2. Parents will be called after 9 a.m., if we haven't already heard from you.
3. For students involved in school sports, parents should also notify coaches when a student is ill. Upon returning to school, coaches may require students to participate in three practices before playing in a game.
4. **Sick children belong at home, well children belong in school.** Do not send your child to school until a contagious situation is under control, i.e., head lice or chicken pox. ICRS has a "no nit" policy.
5. Students should be symptom-free and their temperature should be normal (without meds) for 24 hours before returning to school.
6. If a student has not been excused on the phone, parents are to send a written note to school on the day of their child's return requesting the absence(s) be excused. If the absence has not been excused, students must come to the office for an "admit to class" slip.
7. Students may sit out PE or recess only if there is a note from a physician.
8. If your child becomes ill or is hurt during the school day, the office will call you or someone designated by you.

**Before and after school supervision:** Without explicit written permission from the principal, children are to be dropped off on school grounds no earlier than 8:15 a.m. and picked up no later than 3:10 p.m. ICRS is not responsible for the safety of students before and after these times if they are not in a school-sponsored program. Children who come to school before 8:15 or who are not picked up by 3:10 will be sent to the Extended Day program, and parents billed accordingly on RenWeb. After the 8:30 a.m. bell rings, students will enter the building with their teacher. In order to be respectful of the teacher and other students who will be disrupted by late arrivals, please have your student at school and ready to line up on the playground by 8:25 a.m.

**Tardy Policy:** The tardy bell rings at 8:40 a.m. (9:40 on Wednesdays). Students who are not in their classrooms when the bell rings are considered tardy and must come to the office for an "Admit to Class" slip. After five unexcused tardies in the same trimester, a letter will be sent home informing the family that the child will need to serve detention on the sixth tardy. The only "excused" tardies are for medical appointments or if the busses are late. When a student arrives at school after 10:30 a.m., the day is counted for a half day absence rather than a tardy. The most crucial learning hours of a school day are the morning hours, because they are when students are most attentive. Students who are tardy miss the beginning of their morning classes, and they also cause a distraction when they arrive late to class. Continued tardies will result in a parent-teacher conference.

**Dental and medical appointments:** Parents need to notify their child's classroom teacher and send a note to the office when there is a dental or medical appointment. Parents will pick up their student at the office after the student has been called to the office via intercom or phone. The parent or the parent's agent will check the student out of the building by signing him/her out.

**Other appointments:** Regular appointments (for example, music lessons or memberships on sports teams not sponsored by ICRS) must be cleared, in advance, with the classroom teacher and the principal. The principal may refuse permission should the appointment disrupt the child's classroom in anyway or impede his/her learning. The student is responsible for any work missed during his/her appointment.

**St. Joseph Center:** Students are to be supervised by their parents/coaches or representatives of parents when participating in before- or after-school activities in St. Joseph Center. During games and other such activities, if not supervised, students/children are to remain in the bleachers inside the building rather than playing outside or in the foyer.

**Snow Day/Inclement Weather Information:** If we wake up to snow, floods, or the like, the principal will make a decision on whether or not to cancel or delay school. Because of our bussing partnership, this decision is made jointly with the administration of Mt. Vernon Christian School. When a decision is made, the local radio stations will be notified: KAPS (660AM), KBRC (1430 AM), as well as KIRO, KING and KOMO television stations. The message will also be text messaged to families and posted to our Webpage. If the local public schools are canceled, we generally cancel as well. We do not dismiss early on snow days.

## GRADING AND HOMEWORK POLICIES

**Assessment:** Teachers use standards-based grading: a 3 (Meeting Standard), 2 (Approaching Standard), or 1 (Below Standard). A blank cell means not evaluated at this time. In grades 4-8 the traditional A, B, C, D and F and + and – are used.

**Grading Scale for Grades 4-8:** 100-95% (A); 94-92% (A-); 91-89% (B+); 88-85% (B); 84-82% (B-); 81-79% (C+); 78-75% (C); 74-72% (C-); 71-69% (D+); 68-65% (D); 64-62% (D-); 61% and below (F).

**Online Grades:** Academic assignments/tests for grades for 4<sup>th</sup> through 8<sup>th</sup> graders will be posted on RenWeb. Parents and students are encouraged to check student grades periodically. Please keep in mind that students may receive a grade for effort, participation, and cooperation which are not recorded online. Teachers will enter grades online at least every two weeks. Approved resubmitted work will be entered before the end of the trimester.

**Honor Roll:** Students in grades 4-8 are eligible for the ICRS Honor Roll. Names of honor roll students are posted at the end of every trimester in the main hallway and are published in the family bulletin. Students on the "Principal's List" have earned a GPA of 3.90-4.0. Students receiving "First Honors" have a GPA of 3.70-3.89. Students with "Second Honors" have a GPA of 3.50-3.69.

**Homework:** Homework is assigned beginning with grade one. As your child progresses in school, more homework is required. Each teacher has expectations and procedures for dealing with homework and with late or incomplete work. Students should always do their own homework, but parents may check it or review it with their child. Long-range projects should be completed gradually, over a period of time, both at school and at home. As a general rule, homework will not be assigned when evening programs such as the Christmas program are scheduled. Recommended length of time that students should spend on homework: Grades 1-3: 20-30 minutes; Grades 4-6: 30-60 minutes; Grades 7-8: 60-90 minutes.

If you notice your child has an unusual amount of homework, please set up a conference with your child's teacher(s).

Reading at home is crucial for learning. Studying, as opposed to doing paperwork, is a different kind of homework assignment that is often given. Studying may include reviewing spelling and vocabulary words, memorizing math facts, rereading assignments or preparing for tests.

## **FOOD SERVICES**

**Hot Lunches:** The importance of proper nutrition plus physical activity lead to lifelong good health. ICRS partners with the Mount Vernon School District to provide healthy hot lunches to ICRS students. Families can apply for free and reduced lunch. This information remains confidential at the school. A monthly lunch calendar is published. Hot lunches can be purchased with funds in the student's hot lunch account on RenWeb. Accounts cannot fall below a \$5.00 minimum balance. Families are responsible for absorbing RenWeb processing fees (3.75% for credit card payments or \$0.85 fee for payments made by check).

**School Milk Program:** ICRS sells milk to accompany home-packed lunches and kindergarten snacks. Parents/guardians can place funds to cover any quantity of milk in the family's hot lunch account on RenWeb. Hot Lunch accounts cannot fall below a \$5.00 minimum balance. Families are responsible for absorbing RenWeb processing fees (3.75% for credit card payments or \$0.85 fee for payments made by check).

**Special Hot Lunches:** To help fund special projects, special lunches are occasionally served by ICRS parents. Students are required to return order forms and payment for these special lunches to school by the specified time and date. These are done on days when the Mount Vernon School District does not provide hot lunches.

## **SPECIAL PROGRAMS**

**Accelerated Reader:** This computer-based program has been implemented into the reading program in many grades, as well as in the library.

**Advanced Math Program** is offered to middle school students who qualify based on test scores and teacher recommendations. A Pre-Algebra course is offered to 6<sup>th</sup> and 7<sup>th</sup> graders who qualify.

Algebra is offered to 7<sup>th</sup> and 8<sup>th</sup> graders who qualify, and high school Geometry has been offered to qualified 8<sup>th</sup> graders.

**Partner Classes:** Students are able to develop both socially and personally through their experiences with their partner class. Each class, Kindergarten through Seventh Grade, is paired up with a partner class for activities throughout the year. Grades 4 through 7 help the younger students walk to Mass each month. Other activities may include assisting with art projects, reading stories and making St. Nicholas deliveries.

**Eighth Grade Angels:** Our 8<sup>th</sup> grade students participate in a service program in which each is assigned to help a staff member. In most cases, these students assist in various capacities daily.

**Christmas Program:** Each year there is a K-8 Christmas program, as well as a special Christmas program for our preschool students.

**Computer, Library, and PE:** Specialists provide these subjects for our students. Supervised Internet use is available in the computer lab, library, and classrooms. Parents must sign a Parent/Guardian Acceptable Use Consent Form in order for students to use the Internet.

**Earth Camp and Mountain School:** Our sixth graders participate in Earth Camp at CYO (Catholic Young Organization) camps and our fifth graders attend a 3-day outdoor education experience at Cascade National Park. Parents may fundraise to help pay for these opportunities or pay in full for their children. Scholarships are available.

**Outdoor Education:** Outdoor Education is taught to our middle school students during science class in order to provide an appreciation of the natural wonders of the Skagit Valley through instruction and field trips. Each activity strives to create a scientific and spiritual connection between the students and the natural world.

**Field Trips:** Each class has the privilege to take field trips during the year to support classroom learning. Parents are notified in advance of the date, destination and costs for each field trip. Teachers are responsible for assigning chaperones. Field trip fees will be collected on FACTS. Only the teacher, students in the class and assigned chaperones are covered by the Archdiocesan insurance policy. A permission slip is required before each student leaves for the field trip. The Archdiocesan field trip permission form is the only permission slip accepted. Permission to participate in a field trip may NEVER be given over the phone; however, completed Archdiocesan forms will be accepted by fax or email. Field trips are a privilege afforded students. **No student has an absolute right to a field trip.** Bus transportation expenses for homeroom field trips are taken from the registration fee.

**Spanish:** Grades K-5 will receive one semester of Spanish for 30 minutes once a week. **After-school classes** in French and / or Spanish will be available for a fee to grades K-8 once a week for one hour, with a minimum of twelve classes per semester. The middle school students can elect to participate in a blended-learning Spanish class which meets three times a week for the entire year.

**Art:** Art class will be offered for K-5 by an art specialist. Each teacher also incorporates art into the curriculum. Middle schools students can choose Art as an elective which meets three times a week all year.

**School Liturgies and Prayer Services:** Scheduled twice monthly, Masses are usually held at Immaculate Conception Church and Prayer Services at St. Joseph Center. The time and dates are noted on the monthly calendars and in the weekly newsletters. Classes take turns preparing these all-school liturgies. Parents, families and friends are always encouraged to join us in prayer.

**A Spelling Bee, A Geography Bee, A Science Fair and A 7<sup>th</sup> Grade Cultural Fair** take place each year.

**Band/Music:** ICRS offers band for 5<sup>th</sup> grade students twice a week. Middle school students can participate in Concert Band three times a week for the entire year. (Students who borrow school band instruments pay a \$30 instrument maintenance fee per trimester which will be collected on FACTS.) Students in K – 4<sup>th</sup> grades learn songs, rhythm, and movement. Fourth graders learn to play the recorders and read music.

**Sacramental Preparation:** Preparation for the **Sacraments of Reconciliation and First Eucharist** for students in grade 2 is held in each parish. Reinforcement is provided in ICRS classrooms. Families must contact the office of their home parish for information regarding Sacramental preparation.

**Student Council** consists of the student body officers and two representatives from each grade 5-8. The Student Council plans spiritual, service and spirit activities for our students. Student leaders also model leadership for the younger students.

**School Families:** students across grades form families of 12-16 students. Every trimester these families have an opportunity to bond and interact with each other. The purpose of this program is to create camaraderie and compassion across grade levels, and to give 8<sup>th</sup> graders an opportunity to be leaders.

**Yearbook:** A committee made up of 8<sup>th</sup> graders and parent volunteers coordinate the production of the ICRS Yearbook.

**Team Sports:** ICRS students compete with various area leagues in after school team sports. Volleyball is offered for girls in grades 7 – 8, cross-country and track are offered for both boys and girls in grades 7 – 8, and basketball is offered for both boys and girls in grades 5 – 8, depending on the availability of volunteer parent coaches. Our athletic director will provide help with recruiting coaches, scheduling games, maintaining uniforms and equipment, and recruiting gym facilitators. The goal for ICRS team sports is to develop students' physical skills, give them an opportunity to work as a team, and to promote good sportsmanship. The emphasis for all sports shall be participation for all athletes. All eligible players should experience quality playing time in each game.

**Sports Eligibility:** Before permission to participate in the first practice, students and parents must complete and turn in required paperwork, a \$30 fee for each sport, and attend any parent meetings provided by the school or coach. Students in grades 7 and 8 must have a sports physical in order

to participate. One physical is good for two years. Students must maintain grades of C's or better in order to participate in ICRS sports. Any time a student's grade drops below a C, the student has a one-week probation period to bring it up. After 1 week, if the grade is not raised to a C or better, the student will not be able to participate in ICRS sports until the grade is raised. If a student misses two weeks of practice in a row because of grades, he/she may be suspended from that sport for the remainder of the season. Homeroom teachers will notify coaches when a student's grade falls below a C and when it is raised. Consideration will be given to those students with identified academic needs. Upon returning from an absence because of grades, vacation, or illness, the coach may require the student to participate in 3 practices before playing in a game. Students must attend at least one half of the school day to be eligible to play in a game.

### **ICRS Sports Participation**

1. The ICRS Sports program exists for the benefit of ICRS students.
2. When there are not enough team members to complete a team, the first spot will be opened to the grade below. If there are still vacancies, home-schooled students will be considered to complete the team. Catholic children will be given priority among home-schooled children.
3. Non-ICRS students will pay an additional cost to support the program, must have appropriate recommendations and paperwork completed, and must agree to follow ICRS rules.

## **COMMUNICATION**

**Technology:** See [www.icrsweb.org](http://www.icrsweb.org) for calendars, forms, school closures and other information. RenWeb and the RenWeb app is the school portal for information too. The school will communicate via text messaging for emergency all-school notifications, as well.

**Communication Envelope:** On Thursdays, a "communication envelope" is sent home with the oldest student in each family. The envelope is to be returned the next day. Enclosed in the envelopes are calendars, a weekly letter from the principal, information about fundraisers, etc. Notes may be returned to the school office in the communication envelope, as envelopes are checked when they are returned to the office. If you would like to submit information for the school newsletter, please email your article to the principal by Monday at 3 p.m. Separate fliers must be in the school office by Tuesday, noon.

**Conferences:** Parents wishing to speak with their child's teacher or the principal are requested to make an appointment. Each year, there is one set of parent/teacher conferences scheduled for all families concluding the first trimester. A second conference day is scheduled at the end of the second trimester when either parent or teacher may request a conference.

**Confidentiality:** At no time will situations involving students or personnel be discussed publicly or with anyone other than the individuals directly involved. Staff and volunteers must respect the confidentiality of school situations and the privacy of children. Discretion must be used in conveying experiences within ICRS and **under no circumstances** should students' or families' names be used outside the school. The services of a volunteer who does not respect confidentiality can be terminated.

**Good Communication:** Parents are encouraged to contact the school whenever they have questions or concerns about their child or the school in general. If children hear parents criticizing their school and teachers, they are likely to lose confidence and trust in them.

In order to facilitate good communication and trust among all of us, please take suggestions or complaints **immediately** and **directly** to the person involved. If you do not receive satisfaction, present your concern to the next level of administration.

**Problem Resolution:** For the welfare of the students, it is the responsibility of the parent to cooperate with school staff. If, in the opinion of the administration, parent behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.

**Grievance Policy:** In the event a question arises regarding the appropriateness of a consequence, grade or action taken by a staff member toward your child or children, the following is a process recommended by the Office of Catholic Schools as a way to address problems:

1. Address all concerns to the individual involved.
2. Discuss all concerns in a problem-solving mode.
3. Remember that second-and third-hand information are not good sources.
4. If the initial conversation leaves the matter still unresolved in your mind, the next levels of management are the principal and pastor.
5. Remember that the principal often has to make decisions that take into account factors which are confidential.

ICRS staff members will make every effort to treat parents, guardians and students with respect, and we expect the same respect from them. A student's enrollment may be discontinued if behavior toward school personnel is hostile or disruptive.

**Invitations to Parties, Etc:** Invitations should not be sent through school. We recommend all children in the class be invited, when possible, so no child feels left out.

**Messages, Lunches and Other Items:** Please deliver these to the school office, not the classroom. Your child will then be called to the office to collect the items or they will be delivered to his/her classroom by office staff.

**Telephone:** The telephones in the school are business telephones. Students are permitted to use them in emergency situations only and must receive permission from their teacher.

## **HEALTH AND SAFETY**

**Anti-bullying Policy:** It is the policy of Immaculate Conception Regional School to maintain an environment for students, parents, staff, volunteers and guardians that is free from all forms of intimidation, bullying or harassment. Our school prohibits bullying, intimidation, or harassment of, and by students, parents, staff, volunteers and guardians. A fundamental premise of this policy



and expectation regarding conduct is that the dignity of individuals must be respected. We recognize bullying as a type of violence that occurs whenever a student intentionally, repeatedly or over time inflicts or threatens to inflict physical or emotional injury or discomfort on another's body, feelings or property. Bullying also exhibits an imbalance in power.

In order to facilitate this policy, students, parents, staff, volunteers and guardians will be expected to intervene in bullying behaviors and to report bullying behavior.

All complaints of bullying, intimidation, or harassment, whether formal (written, legal) or informal, should be brought to the attention of the classroom teacher. Appropriate actions will be taken against any person found to have violated this policy.

**Social Media and Human Dignity Policy:** The dignity of individuals even on social media must be respected. When it comes to the school's attention, and supported by evidence, that a student has treated another student in a way that is derogatory, hurtful, embarrassing, or demeaning on social media, the school will respond. Even for mild cases, the first step would be a parent-student-teacher conference to address the concern. For more severe cases, especially cases involving inappropriate, violent, or threatening content, consequences could be severe, such as suspension or expulsion.

**Personal cell phones, cameras, ereaders and other electronic devices** cannot be used during the school day. Students must turn in their cell phone to their classroom teacher at the beginning of each school day. It will be locked in the office closet, and each student will get his/her cell phone back at the end of the day. Cell phones should not be turned back on until 3:10 p.m. Use of cell phone cameras is prohibited on campus, on the bus and on field trips. Use of other electronic devices will be regulated by the bus driver or adult in charge. Items not allowed will be confiscated and must be picked up in the office by a parent. Furthermore, students will receive a detention. ICRS does not take responsibility for lost or stolen electronic devices.

Ereaders are not permitted in the classroom at this time until a reliable internet filtering system is in place. The school will make accommodations for children with special learning plans.

**Child Abuse/Neglect:** The state of Washington mandates reporting of suspected child abuse or neglect. School personnel, by law, are required to report suspected child abuse or neglect either to Child Protective Services or the Mount Vernon Police Department.

This means that if an adult responsible for children at ICRS **hears, observes or suspects** a child is a victim of child abuse, that adult is required by law to report the suspected abuse to the local enforcement agency. School personnel are mandated to report a suspected case of abuse.

Child Protective Services or the police may visit the school, take information and then determine what action to take. This could mean the children could be taken into custody for their own protection. School personnel will make every effort to protect the confidentiality of this information.

**Custody Arrangements:** In cases of divorce/separation, the parent(s) shall provide the school, in a timely manner, with information regarding custodial care and visitation rights involving the student(s). The parent(s) should also furnish the principal with a copy of the official, updated, court-ordered parenting plan in order to ensure the safety and welfare of the student(s).

The parent(s) shall have a continuing duty to inform the school of any changes in the custodial care of the student(s) and the issuance of any court order restricting parental or third- party access to the child(ren).

The school day should not be viewed as an opportunity for parents to make up or enlarge upon custodial or visitation time.

In the absence of a court order to the contrary, it is assumed that either parent has the right to pick up the child(ren) from school and to attend school events open to parents.

ICRS is not an appropriate forum for parents to resolve custody disputes. Custody arrangements are to be made in advance and away from the school premises.

In the absence of a court order where two parents (or their representatives) cannot agree peacefully on who is to take the child(ren), the police will be called to make the decision.

By archdiocesan policy, paid ICRS staff members may not write a letter or appear in court to testify in custody cases.

**Emergency Information:** At registration time, parents are expected to provide emergency contact information on RenWeb, which designates how to contact them or their representative in case of an emergency. Parents are asked to update this information on RenWeb when changes occur, and to inform the school so it will know to print out an updated form.

**Emergency Procedures:** The school conducts fire drills, earthquake drills, intruder drills and bus evacuation drills. Earthquake kits are required. They must be purchased from the school and can be reused for 3 years.

**Background Investigations:** An extended background check is mandatory for all employees as well as for volunteers who may work one-on-one with students.

**Safe Environment:** In an effort to eliminate child abuse, all employees are required to take the “Called to Protect” workshop offered through the Archdiocese of Seattle, as well as partake in updates online. Also, all coaches and any volunteers who may be alone with children will be required to take the class.

**First Aid:** Parents completed information on RenWeb allowing the school to call 911 if the situation warrants such care. Paid staff members who have current first aid/CPR cards will provide first aid as needed.

**Immunizations:** Students’ immunizations must be kept up-to-date to comply with state health standards. Those who have inadequate immunizations must by law be excluded from school.

**Medications:** According to Washington State Law and Archdiocesan Policy, ICRS may dispense medication only when the following requirements are met:

1. A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by the student's parent/guardian and by a physician or dentist, must be current and unexpired, and can be valid for a period not to exceed one year.
2. All medication must be supplied and delivered to the school by the parent or guardian.
3. All medication must be brought to school in its original container and must be properly labeled. The label shall include the student's name, the physician's or dentist's name, the name of medication, the dosage and the time it is to be taken.
4. ICRS will provide the means for safekeeping and secure storage for all medication.
5. Medications will be dispensed in the school office by authorized personnel only. In the case of inhalers, parents may file proper forms in the office authorizing their children to keep their inhalers in their backpacks or book bags. A medication record will be maintained for any student receiving medication in the school office.
6. No medication requiring injection will be administered by school personnel except in extreme circumstances, determined by the physician and parent or guardian.
7. In the event the building administrator considers it necessary to discontinue dispensing medication, the students' parents or guardians will be notified in advance.

**Playground Supervision:** Playground supervision is provided by parent volunteers before school beginning at 8:15 a.m. and again at lunch recess. During mid-morning and afternoon recesses supervision is provided by school staff. The primary responsibility of playground supervisors is to ensure the safety of ICRS students. *Do not drop children at school before 8:15 a.m.* There is Extended Day available after 3:10 p.m. Parents who need assistance with children before 8:15 a.m. and after 3:10 p.m. may take advantage of our Extended Day program.

**Risk Management:** The Catholic Archdiocese of Seattle requires ICRS to meet certain requirements for insurance coverage. Sometimes, to reduce the number of risks to children and staff, this means changes in the way things have been done. (The traffic pattern for dropping off and picking up children is an example.)

**Sexual Harassment Policy:** The School Commission, the Administration of ICRS and the Archdiocese of Seattle recognize their responsibility to provide a working environment free from sexual harassment of students, employees and others involved in school activities. The ICRS Sexual Harassment Policy complies with Washington State Law.

**Weapons Policy:** It is the policy of the Archdiocese of Seattle and of Immaculate Conception Regional School that it is unlawful for persons, with the exception of law enforcement officers, to carry any firearm or dangerous weapon (as defined by RCW 9.41.250 and RCW 9.41.280) onto school premises, school provided transportation or other facilities being used by the school.

Any violation of this policy by a student shall result in expulsion for at least one year. The principal may modify the expulsion on a case-by-case basis. Any object used to intimidate,

threaten or cause bodily harm must be considered a weapon. An examination of the situation by the principal will be needed to determine if the weapon falls into the category of dangerous weapons and would thereby require expulsion of the student.

While fixed blade knives, small key chain knives and pocket knives do not fit the stated definition of a dangerous weapon, if the student is using the knife in such a manner as to threaten, intimidate or injure, it should be treated as a dangerous weapon. All knives or similar sharp objects should be left at home or, if brought by accident, turned in to the school office. Likewise, if a facsimile is used as a weapon to threaten, intimidate, or coerce, it should be treated as a real weapon.

Some fireworks, such as M-80's and other high-powered fireworks should be considered dangerous weapons as they are capable of causing grave bodily harm and are basically small bombs. They would be treated as dangerous weapons and the Fire Marshal should be notified in addition to the Police.

The principal shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

**Search and Seizure:** ICRS is co-tenant of desks and classrooms and reserves the right to search them, at any time, without notice.

**Technology Use by Students:** Students may not use the Internet at school without written permission from their parent. Students must sign a consent form stating their understanding that school technology resources are not private and that the school will monitor student activities. Any breach in this agreement may result in suspension or revocation of system access.

**Wellness Policy:** ICRS recognizes that childhood obesity has reached critical levels in Washington and throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, are affected by discrimination, and low self-esteem. Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. Therefore, the policy of ICRS is to:

1. Provide students access to nutritious food through hot lunches provided through the Mount Vernon School District.
2. Provide opportunities for physical activity and developmentally appropriate exercises.
3. Provide accurate information related to these topics by integrating nutrition into health education curriculum.
4. Demonstrate, through food served in the school setting, the importance of proper nutrition and physical activity to lifelong good health.

**Allergy Policy:** If there is a child in the K-3 classrooms that has a severe allergy, the teacher and students will be eating in the classroom. If the classroom has no students with a severe allergy, the teacher may choose to have the students eat in the cafeteria. In grades 4 through 8 the students will eat in the cafeteria and there will be an allergy free table. This table will be clearly marked and the students with allergies are required to eat at the table unless the office has a letter from the parent stating that the student with allergies can eat with everyone else.

**Sign In Procedure:** Parents and visitors must sign in at the front office. Pre-school and Extended Day have their own sign in procedure in the room.

## **DISCIPLINE**

Discipline is an essential ingredient of Christian life. Since the aim of all discipline is to assist children to practice the Christian values and moral principles they have been taught, an attitude of **cooperation, support** and **respect** among staff, parents and students is essential. Courteous behavior and respect for the rights of others are expected of all students in classrooms, on campus, within the vicinity of school, on busses, and at all school functions, both on and off campus.

Self-discipline is our ultimate goal. The following behaviors can demonstrate growth toward self-discipline: listening, following directions, walking away when tempted to make a bad choice, taking initiative to ask questions when ideas or directions are not clearly understood, getting along with others, working without disturbing others and exercising independence and right judgment, whether supervised or not.

Should an individual fail to exercise self-discipline, it then becomes necessary to apply appropriate measures to promote the values of ICRS and to safeguard the rights of others. Warnings, pulling cards, referrals, temporary removal from the classroom, and exclusion from ICRS sponsored extracurricular activities, conferences and suspensions are among the measures that may be taken. Parents will be involved in cooperative, remedial action whenever necessary and appropriate.

Students are always to conduct themselves as ICRS students and to exhibit such behaviors expected of such students. ICRS cannot guarantee that all students will observe all rules and act in a Christian manner at all times. However, our goal is to make students accountable for their actions and to guide them always toward making the best possible choices (see page 5 for school wide learning expectations).

## **ICRS DISCIPLINE POLICY**

All classroom rules, bus rules, specialist room rules, St. Joseph Center rules and playground rules are considered school rules. **Respect and responsibility** are expected norms of behavior. Every student is expected to contribute to the learning environment. Each student is to set a good example.

1. All discipline will be dealt with at the lowest level first--the classroom. Every teacher is responsible for the implementation of disciplinary procedures following guidelines presented here.
2. All questions about decisions made by the teacher regarding consequences will be referred to the classroom teacher first in a respectful manner.

3. Unless the behavior is dangerous or of extreme nature, the student will ordinarily first receive a warning. (Exceptions may be made at the discretion of the staff member. However, exceptions will rarely be made.)
4. In grades K-5 a system of cards and consequences, as well as weekly self-reporting, is used to monitor daily classroom behavior. This system is called “**Right on Target.**”
5. Supervised time-out will be used in situations in which a child needs time to recover proper classroom behavior.
6. In grades 4-8 (or lower if the behavior is severe enough) a system of referral slips, time-outs, detentions and conferences will be used.
7. At any time before a detention and where indicated on the card system, a parent conference may be called by either the staff member or the parent.
8. If detention takes place after school, parents are always notified.
9. In unusual circumstances, parents may be asked to remove the student from school for a specific period of time. Parents will also be asked to participate in an action plan to work with the teacher, especially if the problem is severe or recurring.
10. Parents are requested (but not required) to share information regarding situations outside school, especially if they involve harassment, threat or aggression.
11. In cases where there is a disagreement about consequences, parents of the student, the student, the teacher and the principal may meet to discuss the issue in question. The tone of these meetings will be one of problem solving, and mutual respect.
12. At no time will any disciplinary situation be discussed publicly with anyone other than the individuals involved.
13. If a situation requires reporting to the authorities, the parent, administrator, teacher or student must do so in a reasonable period of time.
14. In cases where weapons, drugs, alcohol, assault, severe harassment, threat of harm or arson are involved, the student will be expelled immediately. If there are circumstances which need to be examined, this will be done after the expulsion.

### **Consequences of Infractions**

The following actions are considered **MINOR or FIRST LEVEL** infractions and, after the first warning, the student will receive a referral. Repeated infractions will result in a detention. After two detentions for the same infraction, the teacher will schedule a parent conference:

Rough play	Food in the hall	Disrespect/disobedience
Disruption of class	Failure to return referral	Mild teasing
Loud behavior in hall	Loud behavior in bathroom	Late for classes
Out of uniform	No PE uniform	Eating or chewing gum
Use of cell phone during school day	Inappropriate use of equipment	Spitting
Use of cell phone at Ext. Day or Homework Help		

The following actions are considered **MAJOR or SECOND LEVEL** infractions. Students will receive a detention, and the teacher may schedule a parent conference. If the infraction has occurred more than once, instead of a detention, in-house suspension may be given:

Extreme teasing	Mock fighting	Aggressive behavior
Rude, obscene language	Stealing	Cheating
Disrespect to an adult	Intentional rough play	Unsafe behavior on bus
Throwing ice or snow balls	Inappropriate use of Internet	Deliberate dishonesty

Inappropriate bathroom behavior      Not turning in cell phone

The following actions are considered **SEVERE or THIRD LEVEL** infractions. Students engaging in these behaviors may receive an out-of-school suspension and a parent-teacher conference, as well as a behavior plan, before returning to school:

Possession of morally objectionable material	Extreme obscene language
Forgery of documents	Vandalism, graffiti
Fighting, assault, threatening assault	Possession of medications or inhalants without permission
Immorality in talk or action	
Conduct detrimental to the reputation of the school	

The following are grounds for **EXPULSION**. There will be a conference with all involved. The parents/students may appeal the expulsion.

1. Possession of tobacco or tobacco-like products, matches, lighters
2. Possession of illegal substances and paraphernalia
3. Possession of a weapon, using an object as a weapon, threatening use of a weapon
4. Arson or threat of arson
5. Possession of drugs or illegal substances with the intent to sell

## **DETENTION POLICY**

A student reports to detention with a major infraction described above or if he/she has received three referrals in one trimester. After serving this detention, the student will serve a detention for each additional referral until the end of the trimester, when the “slate will be wiped clean.” Detentions are served after school from 3:10-4:00 p.m. in one of the classrooms. Parents will be notified at least a day in advance if their student will be serving a detention. Parents are responsible for their child’s transportation home after the detention has been served. If a child is left waiting at the office by 4:15 the child will be sent to Extended Day and fees will apply.

## **RECESS RULES – all teachers have reviewed these rules with the students.**

1. All students in grades K-4 enter and leave the building through the east door. Students in grades 5-8 enter and leave through the north door. Students must ask the duty to use the restrooms, entering the building through the east door. There should be no loitering in the restrooms or hallways.
2. The playground is fenced for the safety of the students. Off limits are areas outside the fence, including the grotto, the east area behind the bus barn, the west side behind the main building, the west side of the Our Lady Building, and the west side of St. Joseph Center. Students may play between the Good Shepherd Building and St. Joseph Center ONLY when a duty is present.
3. Students may not distract preschool students.
4. Students may not play in the grassy areas, if the grass is muddy.
5. Games are open to all students unless conflicts arise. If so, they may be restricted by grade level.

6. Students must use game balls in specific settings: basketballs on the courts, kickball on the diamond, 4-square on the blacktop, soccer on the grassy area. Nerf balls can be thrown north-south on the playground.
7. Balls may not be thrown at buildings, people or on the roofs. Any student who kicks a ball on a roof, whether an accident or not, may be subject to disciplinary actions.
8. No play equipment on the big toys.
9. Standing on the bars is never allowed. No walking up the slides is allowed.
10. Jump ropes should be used safely.
11. Students are to swing back and forth only, one person per swing. They are to be seated while swinging and must stop the swing before getting off. All useable swings must be in use before counting for a swing. After a count of 25, students must release the swing to a waiting student and wait in line for another swing.
12. Rocks and tanbark are to remain on the ground!
13. If you take recess equipment outside, you must bring it back to your classroom.
14. Line up immediately when the bell rings. All talking should stop when the teacher is before the line to lead the students into the building. Tuck in shirts.

## **SCHOOL BUS RULES FOR ALL STUDENTS**

*(These rules apply to Mt. Vernon Christian School as well as ICRS students.)*

The school provides bus transportation as a service. Many hub stops allow for pick up points in many locations. Alternate stops are sometimes available, depending on the routes. We appreciate the cooperation of students and parents to make the routes safe and enjoyable for everyone. Our speech and actions should always reflect our Christian faith. These rules apply to both bus routes and to other times when the school bus is used for transporting students to and from school activities. The driver is in charge of bus discipline and is supported by the school principals in enforcing the rules.

**First Infraction:** The driver warns the student that a repeat offense will result in action.

**Second Infraction:** The driver reassigns the student to another seat and informs the parents and the principal.

**Third Infraction:** The student is denied bus-riding privileges for a period of time agreed upon with the principal, and the parents are informed.

For their safety, students should wait for the bus well back out of the roadway until it has come to a complete stop. At dismissal after school each day, students are to enter the bus promptly and remain in their seats until the bus leaves.

1. Students must obey the driver promptly and willingly.
2. Students are to remain seated while the bus is in motion. Do not stand to get on or off until the bus comes to a full stop.
3. Students must leave the bus in an orderly manner and are to cross the road in front of the bus ONLY.
4. Ordinary conversation is permitted. Students are to refrain from loud and excessive noise.
5. Students are to assist in keeping the bus clean by keeping their waste paper off the floor. Absolutely NO throwing refuse out of the window.



6. No student may extend his or her head, hands, or arms out of the windows, whether the bus is in motion or standing still.
7. No student may open a window without first getting permission from the driver.
8. Students must have nothing in their possession that may cause injury to another.
9. Personal listening devices and games may be played on the bus. Use of cell phones/cameras is prohibited. On sports trips and field trips, use of personal listening devices and cell phones is up to the discretion of the trip supervisor.
10. Each student must see that his/her books and personal belonging are kept out of the aisles.
11. Any damage to the bus must be reported to the driver at once.
12. Students may not stand or play in the roadway while waiting for the bus.
13. Eating and drinking on the bus are to be considered privileges which the driver may revoke at any time, for any length of time, if the bus is not kept clean. Gum, peanuts, popcorn or sunflower seeds are never permitted.
14. Students must be on time. The driver cannot wait for those who are tardy. ***Parents: please notify the previous family on the route if you will not be riding in the morning.***
15. Students may get off the bus only at their designated stop. Students who need to get off at another stop are expected to give the driver a note signed by a parent that informs the driver and gives written permission. Students who wish to ride home with another child (e.g., to go to a birthday party) are expected to bring a note to school informing the driver and giving written permission. The student brings the note to the office to be initialed by office personnel and then purchases a bus pass (\$5/child one-way) payable at the office. The note is then given to the driver when entering the bus at the end of the day.
16. Bus passes must be purchased ahead of time and the student must give the driver the pass when entering the bus.

## UNIFORM POLICY

In the spirit of unity, students will dress in a **neat, clean and modest manner** which respects the personal dignity and care of each person. School uniforms reflect quality and equality among our students and provide a greater sense of school identity. Student dress should not distract from the educational process. Uniforms should be purchased from Dennis Uniform Company or be exactly like the uniform outfits.

**Preschool:** Boys and girls wear clothes appropriate for school, weather and play.

**Girls K-8:** Plaid jumper, skirt or plaid skort. Note: Navy skorts are for 7 and 8 grade girls ONLY. Navy twill or corduroy pants (note: no flare legs, jeans cut or cargo pants, no extra pockets) or walking length shorts (no extra pockets). Note: all shorts, ***skirts and skorts*** should be no more than 2 inches above the knee.  
 White knit shirt with ***a plain*** collar or white turtleneck.  
 Mayfair blue sweater or sweatshirt with ICRS logo.  
 White or navy tights: cable knit, heavy weight ribbed or lycra opaque.



***NO LEGGINGS***

***of any kind may be worn.***

Solid white or solid navy knee highs or socks (socks must show above the shoes).  
 No other colors.

Visible undershirts should be white only.

**Boys K-8:** White knit shirt w/collar or white turtleneck shirt.  
Navy twill or corduroy pants or navy twill shorts (note: no flare legs, jeans cut or cargo pants; no extra pockets).



Mayfair blue sweater or sweatshirt or vest with ICRS logo.  
Solid white or solid navy socks (socks must show above the shoes).  
Visible undershirts should be white only.

**7 and 8 Grade Girls** may choose a navy skort if it is the exact style of the Dennis Uniform skort. Please check the Dennis Pamphlet for the precise requirements.

**Every Tuesday is “Spirit Day”.** On this day, students may wear clothing with ICRS logos or their uniforms. ICRS spirit shirts are provided through the Athletic Department or PTO.

**PE Uniforms:** Shoes with non-marking soles are required for PE for all classes K-8 due to the wood floor in St. Joseph Center. Additionally, students in **grades 4-8** wear *white, blue, or gray t-shirts or ICRS spirit shirts; white, blue, gray or black shorts that are no more than two inches above the knee, or sweatpants or spirit wear*. At all times students are expected to dress modestly. No logos and no yoga pants.

**In the School building, shirts are to be tucked into the waistband at all times.** In the building ICRS sweatshirts are not to be worn tied around the waist.

**Hats, Scarves, Kerchiefs** may not be worn inside the school, but may be worn outside.

**Make-up:** None allowed, including nail polish, even if clear. No acrylic nails may be worn.

**Jewelry:** Minimal. Only stud earrings are permitted. No other body piercing.

**Shoes** need to be predominantly white, black, navy or brown in color. Closed toes and closed heels with appropriate ties or fastenings are required. The color and style need to blend with the uniform. *Heelys, crocs, glitter, boots of any kind (e.g, UGG type), webbed shoes and slippers are not allowed at school. Shoes with ties must be tied at all times. Rain/Snow boots can be brought to school to be worn at recess during inclement weather.*



**Socks:** To be worn and visible. Socks should be one color: white, navy blue, or black.

**Outerwear:** Students must come to school prepared for the weather. No coats, hats, sweatshirts or hoodies may be worn in the building.

**Hair:** Hairstyles must be appropriate for a Catholic school student. Extreme coloring and extreme hairstyles are not acceptable. No added feathers or extensions may be added to the student’s hair. The principal has the “final word” in deciding the appropriateness of a student’s hairstyle.

**Used Uniforms:** A used uniform sale is held each summer before the beginning of the new school year. Used uniforms are also available throughout the school year. Families are

encouraged to donate good, clean, used uniforms to ICRS when outgrown by their children so other students may use them.

**When Out of Uniform:** Students who are out of uniform will borrow a used uniform and will be given a written “warning” to be signed by parents. Parents may be called to bring the proper clothing to school. If the problem persists, students may receive a referral.

## **RULES FOR NON-UNIFORM DAYS**

Non-uniform days are a privilege, not a right. Students need to dress in a clean, neat and modest manner. Students who do not follow the rules must put on a uniform. A referral may also be given. On non-uniform days, students may wear their uniforms or other appropriate clothing.

### **Dress Code for Non-Uniform Days:**

- 1) Dress in a clean, neat and modest manner. Leggings and yoga pants may be worn with dresses, skirts or long shirts that cover one’s bottom.
- 2) Wear no clothing with tears or holes
- 3) No suggestive messages or logos on t-shirts
- 4) No alcohol or cigarette advertisements on clothing
- 5) No baggy or “gang” type clothes or logos
- 6) No short-shorts or short skirts or short dresses (two inches above knee maximum)
- 7) No see through shirts, halters, or short or midriff tops.

Parents of students who wear inappropriate clothing may be called and asked to bring their child’s uniform to school to be worn for the remainder of the free dress day. Students in inappropriate dress may also be asked to change into uniforms from the “used uniform” cupboard. The principal has the “final word” where appropriateness of free dress is concerned.