



# **Immaculate Conception Catholic School**

## **Kindergarten - 8th Grade Family Handbook 2025-2026**

**Serving Pre-school through Grade 8  
Verde Valley and Sedona Parishes**

**"Faith...Academics...Discipline...Service...all in the Spirit of Christ."**

### **Schoolwide Learning Expectations**

#### **Learn the Catholic Faith**

- Live the Gospel message
- Make morally responsible decisions
- Develop a prayerful and personal relationship with God
- Value the sanctity of life from conception to natural death
- Actively participate in Liturgy and prayer services

#### **Exhibit Respectful Effective Communication**

- Share ideas clearly in oral, written, and other formats
- Resolve conflicts peacefully
- Speak respectfully to and about others and never use foul or offensive language
- Practice good manners
- Be an active respectful listener to the ideas of others

#### **Achieve Academic and Intellectual Excellence**

- Prepare for higher education and become lifelong learners
- Think critically to recognize and solve problems
- Display a continuing curiosity and enthusiasm for learning
- Demonstrate mastery of Diocese of Phoenix Standards
- Use technology effectively and responsibly

#### **Demonstrate Morally Responsible Leadership**

- Respect and celebrate diversity
- Reach out to those in need
- Demonstrate stewardship for the earth and its resources
- Be trustworthy and responsible

**Immaculate Conception Catholic School**  
**Pastor: Fr. David J. Kelash, Parochial Vicar: Fr. Chris Gossen**  
**Principal: Mr. Antonio Hernandez**  
**Administrative Assistants: Mr. Sean Bench and Krista Cowgill**  
**Preschool Director: Mrs. Jill Barteau**

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**[www.iccs-k8.org](http://www.iccs-k8.org)**

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## **Immaculate Conception Catholic School**

### **Mission Statement**

Inspired by Roman Catholic tradition, Immaculate Conception Catholic School provides a Christ-centered environment offering the highest quality academic education. By emulating the teachings and virtues of Jesus Christ, we prepare morally responsible leaders who think critically and value service within the community through a partnership with students, parents, parishioners, and staff.

### **Vision Statement**

Immaculate Conception Catholic School will offer a Christ-centered education in the Verde Valley where we will nurture the whole child by emulating the teachings of Jesus Christ.

Our vision is to enable students to reach their highest potential spiritually and academically so that they are readily equipped to carry out God's calling in their lives. It is our desire that each student become a valuable, empathetic citizen who will contribute love, service, and knowledge to their diverse world.

We recognize parents as the primary educators of their children. With that in mind, our staff will promote student achievement with academic instruction that reflects current research and proven effective classroom practices. We strongly believe in creating a safe, loving, and comfortable learning environment.

Our curriculum will offer the highest quality academic education, promote critical thinking, stimulate intellectual curiosity and challenge students to reach their full potential. Students will benefit from small class sizes and attention given to learning at different levels. We will develop morally responsible leaders who will incorporate the love of God into decision making, developing self-respect, respect for others and academic integrity.

# **Immaculate Conception Catholic School**

## **Code of Conduct**

### **Students at Immaculate Conception Catholic School:**

will abide by the **Schoolwide Learning Expectations** of Immaculate Conception Catholic School (Learn the Catholic Faith, Achieve Academic and Intellectual Excellence, Demonstrate Morally Responsible Leadership, Exhibit Respectful, Effective Communications.)

#### **1. Learn the Catholic Faith:**

- will be present for all required activities unless officially excused by the administration (including 2<sup>nd</sup> Sunday Masses in uniforms, Catholic School Week Masses, the Christmas Pageant, and the Easter Program)

#### **2. Exhibit respectful, effective communications**

- will use appropriate language
- will speak respectfully to and about others and never use foul or offensive language
- will be respectful and courteous toward all teachers, adults, and substitutes
- will respect all school and personal property
- will not engage in any physical or verbal contact with others that could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school activities
- all the conduct expectations translate to proper student use of the Internet

#### **3. Achieve Academic and Intellectual Excellence**

- will complete all assignments and participate fully in class
- will refrain from any deliberate disruption in the school
- will maintain good attendance and punctuality

#### **4. Demonstrate morally responsible leadership**

- will be honest and committed to integrity
- will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
- will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school
- will conduct themselves in a manner that reflects the Catholic values and principles of the school
- will refrain from harassment of any kind
- will not bring to school nor possess at the school any real or toy knives, guns or any facsimile thereof, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this rule is violated, suspension or expulsion may result

## Staff Directory

School Principal	Mr. Antonio Hernandez	ahernandez@iccs-k8.org
Finance Support	Mr. Sean Bench	sean.bench@iccs-k8.org
HR	Erin Stoffel	erin@icparishaz.org
Tuition Specialist	Mrs. Kenya Hernandez	tutionsupport@iccs-k8.org
Administrative Assistant	Ms. Krista Cowgill	krista.cowgill@iccs-k8.org
Front Office	Carolina Virgen	carolina.virgen@iccs-k8.org
Preschool Director	Mrs. Jill Barteau	jill.barteau@iccs-k8.org
Pre-3 Teacher	Amber Camacho	acamacho@iccs-k8.org
Pre-3 Aide	Abby Behunin	abbymb630@gmail.com
Pre-Kindergarten	Amber Ramirez	aramirez@iccs-k8.org
Pre-Kindergarten Aide	Mrs. Melissa Douglas	mdouglas8@iccs-k8.org
Kindergarten Teacher	Mrs. Patti Mooney	patricia.mooney@iccs-k8.org
Grade 1 Teacher	Mrs. Jylian Beery	jylian.beery@iccs-k8.org
Grade 2 Teacher		
Grade 3 Teacher	Ms. Ramirez	gina.ramirez@iccs-k8.org
Grade 4 Teacher	Mrs. Alexis Workman	alexis.workman@iccs-k8.org
Grade 5 / Teacher	Mrs. Jackie Kirkham	jackie.kirkham@iccs-k8.org
6 HR / Math/Science	Mr. Trent Barteau	trent.barteau@iccs-k8.org
7 HR / Language Arts	Ms. Wishnewsky	sarah.wishnewsky@iccs-k8.org
8 HR / Social Studies Religion	Mrs. Michele Richardson	michele.richardson@iccs-k8.org
Kindergarten Aide	Ms. Dolores Yorba	dolores.yorba@gmail.com
Physical Education	Mary Ogburn	marybeattie@hotmail.com
Art	Mrs. Tina Picknally	picknally@gmail.com
Title One/Reading	Ms. Lu Anne Behrle	lugreece@yahoo.com
Librarian	Ms. Lu Anne Behrle	lugreece@yahoo.com
Counselor	Ms. Elaine Vail	elaine.vail@catapultlearning.com
Bus Driver	Mr. Chris Picknally	picknally@gmail.com

## School Hours

School Office Hours: **Monday through Thursday**      **8:00 AM to 4:00 PM**  
**Friday**      **8:00 AM to 2:30PM**

### **Hours of Supervision**

Students are allowed on campus from 8:05 a.m. until 3:15 p.m. unless the student is involved in a supervised after-school program. Parent volunteers and ICCS staff are available to supervise our campus from 8:05 to 3:15. Please call the office at 649-0624 if your child will be late due to unforeseen problems. Also, if you will be late for pick-up please let the office know. If your child is going to be absent please call the office at 649-0624.

### **School Starts at 8:25. Your child is marked tardy at 8:30 am!**

### **Class Schedule**

Kindergarten–8th	Monday through Thursday	8:25 am – 3:00 pm
	Fridays	8:25 am – 12:30 pm

The entire student body will attend Mass on Friday mornings in formal attire (Plaid skirts/jumpers for girls, embroidered shirts, pants for boys and dress shoes for all). We encourage parents to attend if they wish; however, we ask parents to sit separately from the student body

## School Admission Policies

Our school is open to students who sincerely seek a Catholic education. Every child has a right to religious formation in our Catholic faith. Students will not be refused admission because of race, color, national origin, gender or religious beliefs. Students will be expected to demonstrate and embrace the Student Learning Expectations. Student Contract for the SLEs will be in the paperwork received at the beginning of the year.

### **To be admitted to Immaculate Conception Catholic School: Kindergarten**

- Must be five years of age prior to September 1<sup>st</sup> of the current school year to enter kindergarten
- Must present a certified copy or original for copying of the student's birth certificate as proof of age
- Academic/Behavioral interview with the teacher

### **To be admitted to Immaculate Conception Catholic School: 1<sup>st</sup> – 8<sup>th</sup>**

- Must be six years of age prior to September 1<sup>st</sup> of the current school year to enter first grade  
Exceptions based on the successful completion of kindergarten year will be considered
- Must provide references from prior principal and teacher: form is included in application packet
- Prior school academic records: i.e. report cards and test scores
- Academic/Behavioral interview with grade level teacher, team, or principal

## **Registration Requirements for students K – 8<sup>th</sup>**

To register, families must provide the following:

- Certified copy of birth certificate or original certificate
- Baptismal certificate for all baptized Catholic students, First Eucharist, and Confirmation certificates, if applicable
- Immunization records or Exemption Form
- Custody agreement, if applicable
- Application Packet
- Signed Tuition Agreement
- \$50 one-time registration fee (per family)
- Certificate of transfer from previous school or signed withdrawal form, if applicable
- Two most current report cards and standardized tests, if applicable
- Previous school recommendations from teacher and principal

The Principal or Teachers will complete interviews with all new students and parents upon completion and acceptance of registration packet. Students may be required to provide additional references per Principal's request. Upon acceptance, the student will be placed on a minimum of 6 months probationary period to ensure the child's success at Immaculate Conception Catholic School. Registration begins each spring for the following school year and continues through the summer. Preference is given to currently enrolled students and their families.

### **Attendance**

School policy requires all students attend ninety-five percent of the school calendar year. Excessive absences (more than nine in a semester) may be cause for grade retention and or loss of scholarships. Excessive tardiness may result in consequences including but not limited to loss of school privileges i.e., lunch detention or not participating in other school sponsored activities. For this reason, we ask for parent cooperation in the scheduling of appointments and family vacations. Please schedule these events outside of school time. Each day missed in education is an opportunity to learn.

It is Diocesan policy that schools record all absences/tardy and the reason for the absence/tardy. Parents/guardians must call the school on or before the day of the absence and give a reason for the absence. Students late to class feel out of place and miss morning instruction. It is necessary for students to arrive to school by 8:15 a.m. to ensure a good start to the day. Students will be marked tardy at 8:30 am.

**Loss of scholarships may occur due to excessive absences (10% or higher for the school year).**

### **Student Drop-off and Pick-up**

- 10 mph or less when driving in the parking lot. Please use common sense when approaching drop-off and pick-up area.
- Obey handicapped spaces; please abide by the 5-minute pick-up and drop-off time in designated parking areas
- Pre-school families are advised to park in designated pre-school parking areas and are required to sign their child in and out of the classroom daily.
- Please be considerate of pre-school families and do not park in designated pre-school parking spots unless you have a pre-school student.
- Never park in the school fire zone by the curb.

**The school gates will be closed at 8:29 am. Students arriving after this time must have a parent sign them in at the office before students are permitted to enter the classrooms.**

## **Pick-up & Early Pick-up**

### **Pick-up**

If a designated person, other than the parent, is to pick up the student, the parent must give written permission or call the school to give phone authorization. All pre-school students must be signed out by an authorized individual, parent, or guardian. The office staff may ask for a photo verification to ensure child safety.

### **Early Pick-up**

Parents wanting to have a student released from class for part of a school day are to notify the school in advance of the early dismissal and must come into the office, sign the student out of school and wait in the office for the student to meet them.

**Be advised that students consistently leaving class early miss the end of day instruction and disrupt the flow of the classroom. Please schedule appointments accordingly to ensure that students are receiving the most out of their work time. Also, parents are strongly advised not to pick students up early for convenience or to avoid after school traffic. No early release after 2:45 pm.**

## **Custodial & Non-Custodial Parents**

**Custodial Parent:** If you are the custodial parent, we must have a copy of your custodial documentation on file in the school office.

**Non-custodial Parent:** Immaculate Conception Catholic School will provide non-custodial parent access to academic records and to other school-related information regarding their child. If there is a court order specifying that there is to be NO information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

A parent who wishes legally to keep his/her child from being seen or visited by the child's other parent at school must provide the school with a certified copy of a legal court document granting and/or restricting the custody. Please communicate to the school regarding information on joint custody that might be helpful in meeting your child's needs.

**Legally:** Immaculate Conception Catholic School is legally obligated to honor the maternal rights of the mother in cases where the child's parents have never been married and a court mandated paternity has not been established.

## **Discipline Guidelines** **Hebrews 12:11**

It is the philosophy of Immaculate Conception Catholic School to present an educational program that is clear, efficient, and uncompromising in the standards of excellence. We believe that no student has the right to interfere with another student's learning or well-being. Discipline is the foundation and basic structure of a high-quality educational process. Acceptable and unacceptable behavior, as well as consequences, will be clearly defined by the principal and each teacher. Immaculate Conception Catholic School strives toward improvement and growth. At Immaculate Conception Catholic School, it is

imperative that the students, parents, faculty, school board and administration all believe that discipline is vital to promote an environment of good student behavior to achieve high academic and moral standards. **A progressive style of discipline will be used by teachers and reinforced in the office.** This style includes more serious consequences for more serious offenses or recurring offenses. Familiarizing students with the policies and consequences will give them clear expectations of acceptable behavior and ensure that all the children are receiving quality instruction. The discipline matrix below will be used for minor infractions. Due to our zero-tolerance policy, more serious offences could result in suspension or expulsion from school. Our goal is to stop inappropriate behaviors so teachers can teach, and students can learn. The use of this matrix will be the first step to incorporating our policy and defining expectations to students as well as parents.

**The Progressive Discipline Matrix includes:**

Warning(s)

Conference with teacher and student

Lunch detention, time out, loss of privileges

Parent contact – phone call, written/email, or conference, ‘Please be aware’ form

**Disciplinary Consequences:**

Suspension (ISS: in-school suspension or OSS: out-of-school suspension)

3 suspensions will require a meeting with the parents, teachers and principal to determine future eligibility

Behavior plan or contract

Expulsion/Withdrawal

**School Rules**

The following all-school rules are:

1. Know and abide by the Student Learning Expectations posted in all classrooms
2. Show respect to yourself, others and your school
3. Contribute positively to the learning environment
4. Follow school and classroom policies and procedures
5. Cell phones are not to be used on campus.
6. No knives or any type of weapon is ever permitted on campus.
7. Our "Drug Free" campus prohibits the possession or use of; drugs, alcohol, tobacco, vape supplies on campus. All medications must be delivered to the office by a parent in the original packaging for Students who require medications at school.

**Classroom Discipline**

Faculty in the school routinely handle all disruptive behavior. Teachers welcome the opportunities to meet face-to-face with students for the purpose of correcting and changing behavior. Classroom teachers establish procedures to assist students in following the rules on a daily basis. The classroom cycle is designed to help students make appropriate choices regarding their behavior.

**Disciplinary Consequences:**

Behavior Plans & Behavior Contracts

A behavior plan can be developed for a student who needs additional monitoring to change behavior. This may require a daily signature from teacher and parents and a weekly meeting. In cooperation with the parents, a student who does not respond to a behavior plan may be assigned a behavior contract with additional consequences to motivate a change in behavior. If no improvements, consequences can be as severe as withdrawal.

### **Academic Dishonesty**

Academic dishonesty including all forms of cheating (by both parties) or plagiarism will result in serious consequences. This can include loss of credit on the assignment, a lower grade, or all the above.

### **Office Referral**

In serious situations or when other measures have failed, the student may meet with administration.

### **Suspension**

1. Suspension from extracurricular activities (games, socials and weekend events). In school (ISS) and out of school (OSS) suspensions may be assigned as a consequence for serious misbehavior deemed necessary by the Principal.
2. The Principal will inform the student of the disciplinary action and notify the student's parents/guardians.
3. Homework and classwork will be made available for the student within two days of the disciplinary action. Parents/guardians will make arrangements to pick up the student's work and students will be given a fair amount of time to turn in make-up work.

### **Grounds for removal**

Withdrawal may be necessary when a student does not improve his or her behavior despite various interventions or for any of the following:

1. When the moral or physical well-being of individual students, the staff or the student body is endangered
2. When there is a prolonged and/or open disregard for school authority and/or the student violates probation
3. Further misconduct after being placed on probation or on a contract
4. Theft or malicious damage to school property or the personal property of the staff or students
5. Obscene or offensive material, both at school or anytime online
6. Possession, use of, being under the influence of alcohol or illegal or prescription drugs or selling or distributing alcohol or drugs
7. Violating civil law of the reasonable rights and dignity of others
8. Carrying a weapon or any object that could reasonably be perceived to be a weapon
9. Inappropriate social media exchanges both in school or at home
10. Lack of payment or behind on student tuition
11. Excessive absences or tardiness that disrupt the learning environment that place a hardship on the teachers and the students

### **Expulsion (Dismissal of a Student from School)**

After attempts are made to meet individual needs, students unable to meet the discipline guidelines of this school by continued disruptive behavior, by the student or parent, expulsion or withdrawal may occur (Policy #4.06 of Diocesan Handbook contains further reference).

If a student is expelled from Immaculate Conception Catholic School, the parent has several options and the student shall receive a ten-day suspension pending evaluation:

1. The parent is given two days to voluntarily withdraw the student from the school. This is solely a parent's option. This saves the "expulsion" from being placed on the student's permanent record and allows another school to accept the child. If the incident was unlawful, (weapons, drugs, alcohol) or a violation of the law, voluntary withdrawal will no longer be an option.
2. The parent can appeal the expulsion to a designated school board member; the expulsion is then assigned to the Grievance Committee. The parish pastor will have the final decision based on recommendations of the principal and Grievance Committee. A form is available from the school principal for this procedure.
3. The parent accepts the decision of the school and the student is withdrawn to avoid an expulsion and future consequences of this action.

### **Positive Note, Phone Call Home & "Terrific Tickets"**

Students who are demonstrating the Student Learning Expectations or have achieved academic excellence may be rewarded with a positive call or note home to parents. Terrific tickets are given out to students who have been "caught being terrific." Their names will be entered into a bucket for the weekly flagpole ceremony. Tickets drawn will be rewarded with a "Pizza lunch" held once a month.

### **Voice Level Expectations**

Students are expected to use the proper voice level in specific areas of the school. Inside the building the students' voice levels should be different than when they are outside or in church, listening to class presentations or giving oral reports. The following is an explanation of the voice levels the students should use. The number system will help them to remember which level they should be using.

- 0- Silent- No sounds, not one little word! Walking in the courtyard, changing classes and at Mass until the prayer responses are examples.
- 1- Whisper- Talking in a hushed soft level when teacher permits (such as working in small class groups or learning centers)
- 2- Conversation Voice- Talking so that only someone close to you can hear what you say. This is appropriate at lunchtime.
- 3- Presentation Voice- Voice level you would use to make a presentation to the class when everyone else is 0 or silent.
- 4- Singing or Playground Voice- used indoors for singing and organized school events and on the playground.

### **Harassment/Social Media**

Immaculate Conception Catholic School and the Diocese of Phoenix will not tolerate and prohibits harassment (physical, verbal/spoken or written- emotional, or sexual) of its students, teachers and any staff member in any form. This includes but it not limited to bullying, cyber-bullying, violence or threats of violence and boundary violations (i.e. verbal, sexual or physical). These are serious matters and will be dealt with immediately. Harassment of any type is not tolerated. Boundary violations will be documented and placed in the disciplinary records. The principal investigates all complaints of harassment. Students involved in harassing behavior will be disciplined with detention, suspension and/or expulsion.

## Academic Policies Romans 12:2

### **Curriculum and Instruction**

All students are required to participate in the curriculum offered by Immaculate Conception Catholic School including our religious education program. We work to match our curriculum to the Diocese of Phoenix Curriculum Standards. Students receive daily instruction in Math, ELA, Reading, Science, Social Studies, and Religion. All students receive PE, Art, and Music for K-4<sup>th</sup> Grade. Curriculum and instruction are critical attributes of a school's effectiveness. Parents will be expected to attend the open house in the beginning of each school year. At this time, your child's teacher will explain the instructional program, as well as the academic expectations, teacher expectations and school expectations.

### **Textbooks & Planners**

Most textbooks and planners are consumable and are available to the students (with the exception of Bibles, Language Arts, Social Studies, and Science textbooks). Students are responsible for the care and handling of each book issued to them. Students must pay for lost or damaged classroom materials. Students will not be permitted to take final end-of-the-year tests, and report cards will be held until library books and damaged or lost classroom materials are paid for or returned. Please encourage your child to be responsible in taking good care of all books.

### Grading

Our grading scale is designed to help parents and students have a better understanding of how they are acquiring new knowledge. Our report cards are designed to improve our communication about your child's achievement. We have four grading periods per year; please refer to the school calendar for dates. Conferences are scheduled twice a year and by request.

**Kindergarten** will use effort grades for their progress reports and report cards. Percentage grades begin in the **First Grade**, with the exception of the special classes outside of the regular classroom that award effort grades through Eighth Grade. Student grades are accessible to parents via the Option C login assigned to students and parents.

Academic subjects receive achievement grades based on the following percentages for <b>K-3 Grades</b> :		
85-100%	4	Exceeds Standards
75-84%	3	Meets Standards
65-74%	2	Approaches Standards
64% - below	1	Falls Far Below Standards

Academic subjects receive achievement grades based on the following percentages for <b>4-8 Grades</b> :		
93-100%	A	Excellent
85-92%	B	Above Average
75-84%	C	Average

65-74%	D	Below Average
64% - below	F	Very Poor, Failing

### Retention

Retention in a grade requires careful consideration. A student is retained on the recommendation of the teacher and the principal. The teacher will consider the following needs: academic development of the student, the student’s age, the students overall progress in the class, as well as the social, emotional, physical and moral needs of the student.

In order to retain a student, we will follow the guidelines below:

- A teacher must be certain that repetition of a grade by a student will be beneficial to him or her. A student is not to remain more than two years in any single grade. Sometimes the greatest gift we can give a child is more time.
- If a teacher believes retention is probable, the case must be discussed with the Principal. A conference will be held with the parents by April 15<sup>th</sup> for any child where retention may be recommended.
- A written summary of the conference will be kept, and a copy will be given to the parents.

### Field Trips

Parents will receive a permission form with details of each field trip. The permission form must be signed to allow a student to go on the trip. The original forms are taken on the trip with the teacher. Parents may fax a copy of the signed permission slip to the school under special circumstances deemed necessary by the Principal. **Students must be passing all classes in order to participate in field trips.**

Transportation for all field trips will be provided by our school bus or school van by approved drivers. Parent drivers will need to have a private car transport form notarized and kept in the school office for all grades. Drivers must submit a copy of their driver licenses and view a short video online. All parents must attend the "Call to Protect, Safe Environment Training" class before they can volunteer on a field trip.

### Liturgy & Prayer

All students are expected to attend scheduled Masses. Scheduled school Masses are each Friday and other Holy Days of Obligation. Transportation by bus or school van will be provided for class trips to Saint John Vianney Masses. Parents and students are expected to attend second Sunday Masses at Immaculate Conception Church and two mandatory Masses for Catholic Schools Week with students dressed in formal uniforms.

### Official Records

Parents have the right to inspect and review the official transcripts of their child. Please schedule an appointment with the student’s teacher if you want to discuss school records.

#### **Transcripts**

When a student transfers to another school, a copy of the student’s official records will be sent upon written request of the parent.

Transcripts will not be released until all fees and family obligations are **paid in full.**

### **Standardized Tests**

All schools in the Diocesan of Phoenix use the Iowa Test of Basic Skills (ITBS). This is a standardized test that is given during Spring Semester to students in first grade and above. Tests are used by the faculty to help assess a student's strengths and weaknesses. These tests are just one snapshot of a student's achievement.

## **Media & Technology Policy**

### **Media**

A photographic release form must be filled out and on file for a student's name, picture or likeness to be used for any promotional purposes.

### **Technology**

Any time students are using the Internet, the websites are to be approved sites. Any other use is unacceptable, and loss of privileges will result. We abide by ethical standards in the use of software and expect that our families do the same. Students and parents will review the internet policy use agreement that is to be signed and turned into the office before student use. Each teacher monitors computer use closely. Students are not allowed use of the Internet without supervision.

**No Cell Phones.** This policy restricts the use and possession of communication devices on the ICCS campus. These devices include cell phones and smart watches. Other devices such as video game consoles are prohibited on campus and will be confiscated unless given explicit permission. From the hours of 8:30 A.M. until 3:00 P.M., all students must power off their phones and turn them into their first period teacher to be locked away for the day. For the sake of consistency this is a zero tolerance policy, meaning no exceptions will be made by teachers or administrators. This is designed to be systematic so that this policy is uniformly enforced by all staff members.

At the beginning of the year students and families will be notified of this policy, and it is the sole responsibility of the student to surrender any devices in their possession at the beginning of the day.

**Consequences for violations of the policy.** If any student is found to be in possession of a cell phone or smart watch during school hours, or if a staff member can hear a device from a backpack or pocket, it will be confiscated and brought to the office. A parent or guardian must retrieve the device at the end of the day or upon a student leaving early. A second offense will result in the school holding the student's phone for one week. Immaculate Conception Catholic School cannot be held responsible for loss or damage of cell phones.

### **Social Media**

Engagement in online social media such as, but not limited to Twitter, Snap Chat, Instagram, Facebook, etc. may result in disciplinary action if the content of the student's social media includes defamatory or inappropriate comments regarding the school, faculty, other students or the parish. Virtual Reality sites such as, but not limited to, [www.there.com](http://www.there.com) and [www.secondlife.com](http://www.secondlife.com) pose a developmental and moral risk to the life of the student. Parents are cautioned to be aware of the online sites visited by their children, knowing predators are not always living in the neighborhood but within the home via a computer. Any conduct, both in and out of the school, that reflects negatively upon the school or students will be subject to disciplinary action. Immaculate Conception Catholic School reserves the right to discipline a student for actions committed off campus if they have an adverse effect on another student and filter into the school environment.

## **Email Communication**

Parents, please do not send general email or forwarded attachments to our staff. Only send emails to staff that relate to our school or your child's education. Any group email that a parent would like to send to parents of Immaculate Conception Catholic School needs to be approved by the office staff.

## **Facility Information**

Use of our school facilities are scheduled through the Principal.

### **Lost Items**

Names should be written or sewn on all clothing and personal items brought to school. Lost items are held in the school lost and found for thirty (30) days. Any unclaimed items are then taken to a charitable group.

### **Desks and Backpacks**

Desks and mailboxes are the property of the school and may be checked for contents by authorized personnel including teachers and the principal. The principal will also ask students to empty contents of backpacks and other personal handbags if deemed necessary. The parent signature on the receipt page of this handbook **indicates** parental permission for this to occur.

## **School Wellness Policy**

Immaculate Conception Catholic School is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

- School personnel will assist all students in developing the healthy practice of washing hands before eating.
- A pleasant eating area for students and staff with adequate time for unhurried eating will be provided.
- The withholding of food as punishment for students is prohibited.
- Students in Kindergarten through grade 8 are encouraged to adopt healthy eating behaviors.
- The school will provide nutritional information to parents that will encourage parents to provide safe and nutritious food for their children.
- All school personnel will promote advertising of healthy food choices.
- A physical and social environment that is safe and enjoyable for all, including those not athletically gifted, must be provided.
- All elementary and middle school students must participate in physical education classes.
- Physical education classes may not be withheld as punishment unless an issue arises in class or for completion of assignments.
- Students should be moderately to vigorously active at least 50% of the time while in PE class
- The school will provide daily recess of at least 20 minutes per day.
- Classroom teachers will give students simple physical activity breaks during classroom hours.

- Students will receive positive, motivating messages, both verbal and non-verbal, about healthy eating and physical activity from all school personnel.
- School staff is encouraged to use non-food rewards. Food as a reward for students' accomplishments is to be used moderately.
- Parental involvement in the child's nutrition education is encouraged and welcomed.
- Parents and the community are encouraged to institute and support physical activity programs.
- The Wellness Policy will be distributed to students, parents and staff and will be published in each school's parent/student handbook annually.

**Health & Safety**  
**1 Corinthians 10:31, Psalm 46:1**

School health records must be kept up-to-date per A.R.S. 15-872.

**Students will not be able to attend class with the following symptoms:** fever, vomiting, severe cough, wheezing, diarrhea, constant cough, draining red eyes, yellow eyes and skin, yellow or green nasal drainage, lice/nits, infected open skin that cannot be covered. Please allow students to fully recover from the above symptoms before returning to school. A student should not return to school until 24 hours after a fever has broken.

**Medication**

Students are not permitted to have medication on school property. Medication that needs to be administered to a student, whether on a regular or emergency basis, must be brought to the office in the original pharmacy labeled box/prescription bottle with the student's name and dosing instructions clearly listed. Medication will be kept in and administered by office staff.

**Over-the-Counter Medications**

Parents will complete a medication permission form at the beginning of each school year. In the event the form is incomplete, a parent will be contacted for permission prior to any over-the-counter medication to be given to a student.

**Immunizations**

The State of Arizona requires that all students have the following immunization schedule completed before attending school. If a student does not have the required number of immunizations, we will inform parents, and it will be the parents' responsibility to contact the doctor to have immunizations updated. All students must have the required immunizations or a letter of exemption from their pediatrician.

Immaculate Conception Catholic School requires immunizations to be updated at the time of registration. Any changes in immunizations must be updated with the school office.

<b>Age of Child at Entry</b>	<b>Total Vaccine Doses Required</b>
4 years to kindergarten entry	4-5 DtaP/DTP, 4 Polio, 2 MMR, 1 Hib, 3 Hep B, 2 Hep A, 1 VAR
1st thru 5th grade entry	5 DtaP/DTP, 4 Polio, 2 MMR, 1 Hib, 3 Hep B

**Accidents**

Parents/guardians will be notified immediately should a child need medical attention. If there is a concern for your child's safety, the teacher will call 911. If the accident is minor, a note from the teacher/office will be sent home with the student.

**Suspected Child Abuse**

Any school official or school employee of the parish who has cause to know or suspect that a child has been subjected to abuse or neglect, will immediately report to Child Protection Services at 1-888-767-2445. The school administration is to receive a report to notify DOP Superintendent or designee of an incident. Under A.R.S. section 36-2281, the person who observes the abuse will report or cause a report to be made to any peace officer or Child Protective Services as required by law.

### **Emergency Drills**

Fire drills and other emergency and evacuation drills are scheduled regularly to provide practice and promote safety in emergency situations. A loud, continuous sound signals a fire drill; students will follow procedures according to their grade and location. Students will be taught the safest, quickest route to exit from the school building. After the fire drill, students wait until their teachers direct them to return to their classrooms.

### **Lockdown Drills**

Classrooms will lock all doors when the lockdown code is announced. No one will be allowed to enter or leave the premises while the school is in lockdown unless approved by the administration, Sheriff Official or Fire Department. Lockdown procedures will be coordinated with the Fire Department and Yavapai Sheriff's Office.

**Volunteers and guests on campus at the time of the event must also follow the above procedure.**

### **Crisis Plan**

The school has a crisis plan in place. Crisis drills are conducted twice a year. This can include, but is not limited to lockdown drills, school and church evacuations to a safe area. In the event of a true emergency, parents will be notified by our Option C Instant Alert System. Parents/guardians are advised to keep their contact information current. All staff members and teachers are trained for specific roles in our Crisis Management Plan. Classrooms are equipped with emergency materials to insure the safety of everyone. In case of an evacuation from campus, we will exit to Cupertino School; parents will be notified through the Option C Instant Alert System.

Option C Instant Alert System is a web-based school-to-home communication service used for routine and emergency situations such as late start times or school closures. This system was set in place so that if there is an emergency, parents would be notified all at once and our telephone lines would be free for communication with emergency personnel. Once the alert has been given, do not call or attempt to come to campus, as this will impede emergency personnel efforts. Instead please listen to the entire message for information and further instructions. **It is important to make sure the office has the most accurate emergency contact information on file to ensure that in the event of an emergency parents can be properly notified.** Email or text capabilities allow for swifter communications from the school to parents, so please keep an email or phone on file.

### **Lunch & Snacks**

All students are required to bring their own sack lunches and snacks each day. Please write the student's full name on the outside of their lunch box. Microwaving is permitted only to warm foods, not to cook meals. Microwave usage time is limited to ensure all students have access and if needed they can go back in line for more time. Also, be sure to include items necessary to eat lunch with i.e., forks/spoons. Students should pack their own water bottles, either re-useable bottles with the student's name or a disposable water bottle daily. Students may not bring soda, sweets or candy in their lunches.  
**Packing tip to follow: main dish, snack, fruit or veggie.**

### **Insurance**

Any student enrolled in a Diocese of Phoenix Nursery, Pre-school, Kindergarten, Elementary or Secondary school will be provided accident insurance while on school grounds when school is in session, while taking part in a school-sponsored and supervised activity or while attending school-sponsored and supervised religious services and instruction. If a student suffers a covered “accidental injury,” they will be eligible for benefits after submitting the proper claim documentation that is available in the school office. All claims should be submitted to the family’s primary insurance, and then what is not paid should be submitted to the Diocesan insurance. That would be considered secondary insurance. If a child has no insurance, then the Diocesan insurance will be the student's primary insurance. This description is for informational purposes only. Please refer to the policy for actual coverage, conditions and restrictions that may apply. A copy of the Diocesan Insurance Policy is in the school office.

**Uniform Dress Code**  
**Colossians 3:12**

**Dress Code Standards**

Student appearance has an impact on attitude and behavior in school and is a sign of respect for the school community and for themselves. The purpose of our uniform policy is to ensure that each student at Immaculate Conception Catholic School is neat, clean and well-groomed to lessen distractions and to help students develop a sense of modesty, self-respect, school unity, equality and personal discipline. We are ambassadors of our school and witnesses of our faith; therefore, our uniform attire should be a visible sign to our community of who we are as Immaculate Conception Catholic School students. Any clothing brands or accessories that attempt to distinguish a group of students from the others are not permitted. An example of a brand that is not permitted is "Pink", backpacks, sweatshirts, etc.

Parents have the primary responsibility for maintaining uniform regulations before students arrive at school. The Principal and faculty will be responsible for interpreting and enforcing the uniform policy. The administration reserves the right to adjust uniform/grooming policies based on school needs. Parents will be notified of any modifications regarding the uniform code.

<b>Preschool-4 Grade Girls:</b>	<b>5-8 Grade Girls:</b>	<b>Boys All Grades:</b>
<ul style="list-style-type: none"> <li>✓ Educational Outfitters plaid jumper or plaid pleated skirt</li> <li>✓ White Peter Pan Blouse for jumper</li> <li>✓ Navy blue dress pants</li> <li>✓ Navy blue dress shorts</li> <li>✓ Hunter green logo polo shirt everyday (short or long sleeve)</li> <li>✓ Navy blue cardigan or sweatshirt</li> <li>✓ Navy blue, black or white footed tights (no ribbing or chain stitch)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Educational Outfitters plaid pleated skirt</li> <li>✓ Navy blue dress pants</li> <li>✓ Navy blue dress shorts</li> <li>✓ Hunter green logo polo shirt everyday (short or long sleeve)</li> <li>✓ Navy blue cardigan or sweatshirt</li> <li>✓ School club or school sports team sweatshirt</li> <li>✓ Navy blue or black footed tights (no ribbing or chain stitch)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Navy blue dress pants</li> <li>✓ Navy blue dress shorts</li> <li>✓ Logo polo shirt everyday (short or long sleeve)</li> <li>✓ Navy blue cardigan or sweatshirt</li> <li>✓ Navy blue, black or white socks</li> <li>✓ Navy blue, black or brown belt</li> </ul>

<ul style="list-style-type: none"> <li>✓ Navy blue or black leggings (must be worn with socks covering the bottom of the leggings, for skirts only)</li> <li>✓ Plain navy blue, black or white socks or knee highs</li> <li>✓ Navy blue, black or brown belt</li> </ul>	<ul style="list-style-type: none"> <li>✓ Navy blue or black leggings (must be worn with socks covering the bottom of the leggings, for skirts only)</li> <li>✓ Plain navy blue, black or white socks or knee highs</li> <li>✓ Navy blue, black or brown belt</li> </ul>	
	<b>What it looks like:</b>	<b>What it does not look like:</b>
<b>Uniform:</b>	<ul style="list-style-type: none"> <li>✓ Skirts and Jumpers, no more than 2” from top of knee in the front and 4” from middle at the back of the knee</li> <li>✓ Shirts must be tucked in</li> <li>✓ Pants and skirts must be worn at the natural waist</li> <li>✓ Uniform sweaters &amp; school approved school club sweatshirts</li> <li>✓ Uniforms are to be clean and neat</li> <li>✓ Proper fitting uniform pieces</li> </ul>	<ul style="list-style-type: none"> <li>✗ Non-uniform outerwear worn in the building or during Mass</li> <li>✗ No hats (with the exception of outerwear caps or beanies which are not to be worn in the building or during Mass)</li> <li>✗ Faded, tight, stained, frayed, torn</li> <li>✗ Rolled waistbands</li> <li>✗ Oversized, or sagging pants</li> <li>✗ cargo pants, pajama or patched pockets</li> </ul>
<b>Footwear:</b>	<ul style="list-style-type: none"> <li>✓ Navy, black or white neutral colored socks</li> <li>✓ Athletic shoes with rubber soles</li> <li>✓ Closed toed shoes</li> <li>✓ Shoelaces tied in a traditional manner on the top of the shoe</li> <li>✓ Neutral color boots worn under pants or with skirts</li> <li>✓ Appropriate athletic footwear for P.E. days</li> </ul>	<ul style="list-style-type: none"> <li>✗ Knee-high socks for boys</li> <li>✗ Decorations/Glitter/Lights</li> <li>✗ Open toed shoes, flip-flops, Crocs or sandals</li> <li>✗ Platform shoes</li> <li>✗ Boots that are not neutral in color</li> <li>✗ Tucked in boots with pants</li> <li>✗ Wheeled shoes</li> </ul>
<b>Belts:</b>	<ul style="list-style-type: none"> <li>✓ Leather: Navy, black, or brown</li> <li>✓ Cloth: Navy belt must be able to fit in belt loops</li> </ul>	<ul style="list-style-type: none"> <li>✗ Frayed or torn</li> <li>✗ Large or oversized buckles</li> </ul>
<b>Hair:</b>	<ul style="list-style-type: none"> <li>✓ Neat, clean and combed</li> <li>✓ Natural color</li> <li>✓ Hairspray may be applied at home and worn to school</li> </ul>	<ul style="list-style-type: none"> <li>✗ Extreme, fad, unkempt, spikes or messy styles</li> <li>✗ Hair Color or sun enhanced or lightened,</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Girl's hair accessories: scrunches, tie bands, headbands, small bows &amp; barrettes to match uniform colors (navy blue, black, white and hunter green)</li> <li>✓ Boys haircuts must be traditional style, cut above the tops of ears, eyes and collars</li> <li>✓ Plain/flat headbands</li> </ul> <p><b>What it looks like:</b></p>	<ul style="list-style-type: none"> <li>✗ Boys: long hair (past the eyes, ears or collar)</li> <li>✗ Ponytails</li> <li>✗ Hair must be neat and not cover the face.</li> <li>✗ Hair Extensions</li> </ul> <p><b>What it does not look like:</b></p>
<b>Jewelry:</b>	<ul style="list-style-type: none"> <li>✓ Religious medal or cross</li> <li>✓ Medical alert on a chain or bracelets</li> <li>✓ Simple watch</li> <li>✓ Simple post- style earrings</li> <li>✓ Small hoop earrings, close to the earlobes</li> </ul>	<ul style="list-style-type: none"> <li>✗ Rings</li> <li>✗ Bracelets</li> <li>✗ Large hoop earrings</li> <li>✗ Earrings worn by boys</li> </ul>
<b>Makeup:</b>	<ul style="list-style-type: none"> <li>✓ Prescription blemish preparations</li> <li>✓ Clear (colorless) nail polish</li> <li>✓ Non-tinted lip balm</li> </ul>	<ul style="list-style-type: none"> <li>✗ Make-up</li> <li>✗ Artificial Nails</li> <li>✗ French Tip Manicures</li> <li>✗ Colored nail polish</li> <li>✗ Body piercing or temporary tattoos</li> <li>✗ Students are not to write on themselves or others</li> </ul>
<b>Special Dress Day:</b>	<ul style="list-style-type: none"> <li>✓ Appearance should always be in good taste and appropriate for an educational setting.</li> <li>✓ Shorts below the fingertips</li> <li>✓ Skirts and dresses of appropriate length (no more than 2” from top of knee in the front and 4” from middle at the back of the knee)</li> <li>✓ Leggings worn under dresses only</li> </ul>	<ul style="list-style-type: none"> <li>✗ Ripped to torn jeans of any kind</li> <li>✗ Tank tops</li> <li>✗ Pajamas</li> <li>✗ Baggy or skintight fitting clothes, dresses, skirts or short-shorts</li> <li>✗ Bare midriff</li> <li>✗ Open toed shoes, flip-flops or sandals</li> <li>✗ Leggings with shorts</li> <li>✗ Scary or offensive T-shirts</li> <li>✗ Costumes</li> <li>✗ Leggings worn as pants</li> </ul>

What is not allowed on regular days also applies to special dress days. Responsibility for following the dress code lies with the students and parents.

**Formal Mass Attire to be worn for all School Masses, Holy Days and Special Occasions**

**Girls: Pre-school -- 4th grades:** Educational Outfitters jumpers with Peter Pan blouse or skirts with green logo shirts and school approved close toed shoes. (No sandals)

**Girls: All grades:** Educational Outfitters plain pleated skirt with green logo shirt with school approved closed toed shoes (Pants or shorts are not to be worn for Masses by girls)

**Boys:** Navy blue long pants with green logo polo and school approved closed toed shoes (shorts are not permitted for Masses)

**Plaid jumpers, skirts, are only available through Educational Outfitters. \*The school orders a supply of various sizes at the begging of each school year.**

**Logo Polo shirts are also available through school order which will be placed 2 times annually (order dates to be determined).**

\*Scout Troops may wear their Scout uniforms on designated days only.

\*Exceptions will be made for Immaculate Conception Catholic School-issued logo/clubs/sports apparel

**Uniform Violations**

Homeroom teachers have the responsibility to check and ensure that their students are in uniform compliance at the start of the school day. Any student who is out of uniform will receive a Notice of Concern that applies to all students in Grades 4-8. K-3 students will receive a call or notice of concern. Please remember that for uniform violations that cannot be easily “fixed,” a call will be made to the parent/guardian to bring uniform clothes so the student can get into a proper uniform. Note: For serious and/or repeated violations of the dress code, immediate consequences may be warranted. Also every effort will be made by the school staff to find used uniforms in our uniform supplies that could help a situation when a uniform has been ripped or damaged.

**Uniform Vendors**

**Educational Outfitters** has updated their website to reflect the new Immaculate Conception Catholic School dress code. Helpful sizing information on their website; be sure to review this information before ordering to ensure proper fit. EO often has discounts sales during the summer months check the website for current specials. Store representatives are there to help, please do not hesitate to contact them if you have any questions regarding your child's uniform.

Educational Outfitters  
(480) 429-5136

[www.phoenix.educationaloutfitters.com/find-my-school/st-josephs-immaculate-conception-catholic-school/](http://www.phoenix.educationaloutfitters.com/find-my-school/st-josephs-immaculate-conception-catholic-school/)

**Ragtime Enterprises** has **Logo Polo shirts** available through school order form. **Our office will place orders 2 times annually (order dates to be determined).** To keep the school uniform shirts consistent, all orders will go through the office. Office usually has shirts in stock.

Ragtime Enterprises  
375 S 6th St., Cottonwood, AZ 86326  
(928) 634-3655  
[www.ragtime.business.site](http://www.ragtime.business.site)

## **Communication & Parents' Rights** **Ephesians 4:2-3**

Open communication between teachers and parents is important for our school. Please contact your child's teacher with questions or concerns by phone or email. If you try to contact your child's teacher and are unable to reach him or her, please leave a message on the proper extension, and your call will be returned as soon as possible or at the end of the day. Teachers will not be called from their classes to receive telephone calls. Please call the office or email to make an appointment with the teacher to ensure availability that meets both parties' needs.

Schoolwide Parent/Teacher conferences will be held two times per year and at your or teacher's request at any time during the school year. At this conference is the proper time to review your child's progress with their teacher.

When you have a concern or curiosity regarding student/teacher situations, contact the teacher and confer if at all possible **before** contacting the principal. Resolution should be attempted with those directly involved with any matter occurring at school. The principal is willing to mediate a parent/teacher conference or conduct a follow-up parent/teacher conference if the parent or teacher feels it is desirable. At all times during communications parents and school staff are expected to maintain composure and mutual respect. Verbal abuse by adults or students will not be tolerated, and individual integrity and dignity shall be preserved and protected.

## **Principal Newsletter**

A Principal's Newsletter will be emailed every month. If you do not have email please let the office know; your child will be given a copy of the Principal's Newsletter to take home. Teachers will communicate through your child's folder or agenda book that goes home daily, so please check your child's backpack or folder for any communication from the teachers.

### **Contact by computer**

Be sure to visit our web page at [www.iccs-k8.org](http://www.iccs-k8.org) for current information, photos, news, or events. You can also find us and follow us on Facebook @SJICCS and Instagram #iccsk8

## **School Closings or Delays**

Immaculate Conception Catholic School will follow the Cottonwood – Oak Creek School Districts delay or closing for inclement weather. If Cottonwood School District is closed, then Immaculate Conception Catholic School will be closed. Students who live in Sedona will follow SOCSO snow day or delay start schedule.

Delayed start schedule will be as follows: 1 hour delay- 9:00 am start

2 hour delay- 10:00 am start

3 hour delay- 11:00 am start

Please listen to the following stations for school closing or delays:

KVRD - 105.7 FM

KYBC - 1600 AM

KKLD – 95.9 FM

KAZM – 7

## **Service Hours**

Immaculate Conception Catholic School Board supports parental involvement from each family. A school can only be as good as its community. We require that **all of our families** commit to a minimum of **15** service hours to assist the school in the education of their children. Contact the office for instructions on tracking service hours. Through parental support of our school activities and fundraisers, children understand that we have to work together to create a wonderful learning environment. Your participation and involvement are a model of your commitment to the school.

## **Visitors & Volunteers**

All visitors must check in at the school office first upon arriving on campus.

Volunteers are an integral part of the success of our school. To ensure consistency in instruction, discipline and integrity in the classroom, it is important that teachers are in charge of Immaculate Conception Catholic School classrooms at all times. While volunteers are appreciated, it is important that our teachers select volunteers that meet their needs and not the needs of other volunteers. In order to volunteer in the classrooms volunteers must meet the following criteria:

- ✓ Fill out a volunteer application
- ✓ Be assigned a time by a Immaculate Conception Catholic School teacher according to the teacher's need
- ✓ Be certified in “Called to Protect” training
- ✓ Be fingerprinted according to policy
- ✓ Understand and agree that only teachers or assigned parents with training are to discipline students (This refers mainly to assistance on the playground, before and after school and at lunch)
- ✓ Possible interview with the Principal prior to entering the classroom, depending on the assignment

If a volunteer witnesses an inappropriate classroom action, the volunteer is to discretely report the incident to a teacher or the Principal, unless it is a safety issue.

# Tuition Policy

Romans 12:13

**Students entering or exiting Immaculate Conception Catholic School mid-month will follow this payment schedule:**

Starts school before the 15th of the month	Will pay a full month's tuition
Starts school after the 15th of the month	Will pay half a month's tuition
Withdraws before the 15th of the month	Will pay half a month's tuition
Withdraws after the 15th of the month	Will pay a full month's tuition

## Kindergarten through 8<sup>th</sup> grade Financial Assistance

1. Families need to have filled out the CEA application form, as well as at least 5 other Student Tuition Organizations' (STO's) applications. Contact the Tuition Specialist with questions concerning the application process.
  2. Contact the Principal or the Director of Finance with any financial concerns. It may be necessary to meet with the Finance Committee.
  3. Families can go to the Parish Pastor for financial assistance for tuition once all other options have been exhausted.
- 
1. Discounts for paying the tuition in full are not available.
  2. The 50.00 (per family) registration fee is non-refundable for any reason once your child has started school.

## Catholic Education Arizona CEA

Families are encouraged to contribute to and/or support Immaculate Conception Catholic School's marketing efforts for the annual CEA campaign. CEA is the most effective means for offsetting tuition costs for many families. CEA is committed to allocating at least 92%-95% of its annual revenues for scholarships and grants to children attending schools owned and operated by the Roman Catholic Diocese of Phoenix.

If you are an Arizona taxpayer, you can contribute any amount up to a maximum of \$2365.00 if married or \$1183.00 if single, to Immaculate Conception Catholic School through CEA and receive a dollar-for-dollar TAX CREDIT on your Arizona state tax return. The amount you contribute is deducted from the taxes you owe the state. In addition, this donation may be claimed as a charitable contribution on your federal tax return, thus lowering the amount of federal taxes paid. The CEA contribution forms will be available in November and the contribution must be made to Immaculate Conception Catholic School #166 by April 15<sup>th</sup>.

**All kindergarten through 8<sup>th</sup> grade families need to apply for tuition scholarship assistance through this tuition organization (CEA). Applications are to be completed online and must be completed by April 15<sup>th</sup> each year. A family who wants to pay full tuition out of pocket may be exempt from this policy with proper arrangements with the office.**

## Contractual Agreement

**Because most parents at Immaculate Conception Catholic School receive scholarship monies from CEA, we ask that you participate in all of the following:**

1. **CEA Campaign** – I will volunteer to promote the CEA Campaign that raises money for my child’s scholarship. I agree to attend and participate in the promotion of the campaign presented at one of the 3 Catholic Parishes. Presentations will begin in November and last through March; specific dates will be communicated by the school at later date.

Presentations at Mass:           **Immaculate Conception Catholic Church**  
  **St. John Vianney Catholic Church**  
  **St. Frances Cabrini Catholic Church**

I understand that participation may include attending Masses at the churches listed above, handing out fliers and educating those around me.

2. **Catholic Schools Week are mandatory Masses-** Parents agree to have their child/children attend Mass at the following churches and times:

  Opening Mass at IC           9:00AM  
  Closing Mass at SJV       10:00AM

It is **mandatory** for students to attend these two Masses so that parishioners at each church will be aware of the unity of my child’s school. Consequences for non-attendance include being **excluded** from Catholic Schools Week activities including free-dress days, talent show and etc.

3. **Tuition** – I understand that Immaculate Conception relies on the CEA campaign and tuition payments for the school budget. It is my responsibility to stay current with my tuition obligation. I understand that it is mandatory to pay my child’s remaining tuition bill after scholarship monies have been applied. If I have a problem with my financial responsibility concerning my child’s tuition balance, I will contact the school office to find a solution to my tuition responsibilities.

### **Mandatory School Events Calendar**

**Christmas Pageant-** Thursday December 18, 2025 Half Day of School

**Catholic Schools Week Masses-**

                  Sunday January 25, 2026 @ St. John Vianney Catholic Church 10:00 AM  
Sunday February 1, 2026 @ Immaculate Conception Catholic Church 9:00AM

**Easter Concert-** Thursday April 9, 2026 Half Day of School

**\*These are mandatory events that all students must attend. Please plan accordingly. Missing these events will cause students to lose privileges like free dress days, class parties, or other incentives.**

### **Additional Information & References**

The Arizona Nutrition Standards  
Arizona Healthy School Environment Model Policy  
[www.ade.az.gov/health-safety/cnp/HB2544/](http://www.ade.az.gov/health-safety/cnp/HB2544/)  
[www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual](http://www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual)

Center for Disease Control and Prevention  
[www.cdc.gov/default.htm](http://www.cdc.gov/default.htm)

United States Department of Agriculture and Team Nutrition School Wellness Policies  
[www.fnx.usda.gov/tn/Healthy/Wellnesspolicy.html](http://www.fnx.usda.gov/tn/Healthy/Wellnesspolicy.html)

School Nutrition Association School Wellness Policies  
[www.schoolnutrition.org](http://www.schoolnutrition.org)

National alliance for Nutrition and Activity  
[www.schoolwellnesspolicies.org](http://www.schoolwellnesspolicies.org)

## **Roman Catholic Liturgical Calendar 2024-2025 School Year**

### **Holy Days of Obligation**

- Assumption of Mary Friday - August 15, 2025
- All Saints Day Saturday- November 1, 2025
- First Sunday of Advent Sunday- November 30, 2025
- Feast of Immaculate Conception Monday- December 8, 2025
- Christmas Thursday- December 25, 2025
- The Ascension of Jesus Sunday- May 17, 2026

### **Complete Lent schedule**

- Ash Wednesday Wednesday- February 18, 2026
- Palm Sunday Sunday- March 29, 2026
- Holy Thursday Thursday- April 2, 2026 (half day)
- Good Friday Friday – April 3, 2026 (no school)
- Holy Saturday Saturday- April 4, 2026
- Easter Sunday Sunday- April 5, 2026
- Divine Mercy Sunday Sunday- April 12, 2026
- Ascension Thursday- May 17, 2026
- Pentecost Sunday Sunday- May 24, 2026
- Trinity Sunday Sunday- May 31, 2026

## **Non-Discrimination Policy**

In alignment with Catholic social teaching, which emphasizes the inherent dignity of every person and the call to foster inclusive communities, the following policies are proposed to promote diversity, inclusion, and non-discrimination within our educational institution:

Our school is committed to providing an environment where all individuals are treated with respect and dignity. We do not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, or any other characteristic protected by law in the administration of our educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administered programs.

## **Diversity and Inclusion Policy**

Recognizing the rich diversity of our community, we strive to create an inclusive environment that respects and celebrates individual differences. This commitment is rooted in the Catholic understanding of the universal nature of the Church and the call to love and serve all people.

### **Implementation Strategies:**

- **Curriculum Development:** Integrate diverse perspectives into the curriculum to reflect the global and multicultural dimensions of our world.
- **Cultural Competency Training:** Provide ongoing professional development for faculty and staff to enhance their ability to support and engage with a diverse student body.
- **Inclusive Practices:** Ensure that school policies, procedures, and practices promote inclusivity and equity for all students.

## **Religious Accommodation Policy**

While rooted in Catholic tradition, our school respects the religious beliefs and practices of all students. We are committed to providing reasonable accommodations for religious observances, in accordance with our mission and values.

Harassment or bullying of any kind, including that based on race, color, national or ethnic origin, sex, disability, or religion, is strictly prohibited. We are dedicated to maintaining a safe and respectful environment for all members of our community.

### **Reporting Procedures:**

- Encourage students and staff to report incidents of harassment or bullying to designated school officials.
- Investigate all reports promptly and take appropriate corrective action to address and prevent recurrence.

These policies are designed to uphold the principles of Catholic social teaching, ensuring that our school remains a place where every individual is valued and respected.

**School Code of Conduct and Mandatory School Events Calendar**  
**Acknowledgment**

*The school administration of Immaculate Conception Catholic School reserves the right to revise the content of this Parent/Student Handbook at any time. Revisions will be communicated to the families.*

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

I acknowledge and agree to the above school requirement:

**Student/Family Name:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**