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2009-2010 STUDENT-PARENT HANDBOOK
IMMACULATE CONCEPTION ACADEMY
ACKNOWLEDGEMENT FORM

Student Name (Please print): _____ Grade: _____

Homeroom Moderator: _____ Room: _____

We have received a copy of the 2009-2010 Student-Parent Handbook for Immaculate Conception Academy.

We have read and agree to be governed by the rules and policies written this handbook.

We understand that the President and Principal of Immaculate Conception Academy reserve the right to amend this handbook at any time.

Student's Signature: _____

If possible, please obtain both signatures.

Parent/Guardian (Please print) _____

Parent/Guardian Signature _____ Date _____

Parent Guardian (Please print) _____

Parent/Guardian Signature _____ Date _____

Please return both sides of this form signed and dated to your homeroom moderator or Miss Diaz no later than Wednesday, September 2nd, 2009.

2009-2010 ELECTRONIC RESOURCES CONTRACT

IMMACULATE CONCEPTION ACADEMY

REQUIRED SIGNATURES

This Electronic Resources Contract shall remain in effect so long as the user is enrolled at Immaculate Conception Academy and/or is otherwise provided access to an information service accessed through Immaculate Conception Academy. Please see the Technology Use Policy at the end of this handbook for the acceptable use of the Internet and electronic information resources.

USER/STUDENT: By signing this contract, you agree to the following: "I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my computer use privileges and appropriate legal action."

User/Student Name (Please print) _____

User/Student Signature _____ Date _____

PARENT(S)/GUARDIAN(S): Students must also have read and agree to abide by this contract and understand that Electronic Resources are at school for educational purposes only. By signing this contract, you agree to the following: "I understand that it is impossible for Immaculate Conception Academy to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I understand that any violations of the Technology Use Policy may result in disciplinary action, the revoking of my child's computer use privileges and appropriate legal action. I accept full responsibility for supervision if and when my child's use is not in a school setting."

If possible, please obtain both signatures.

Parent/Guardian (Please print) _____

Parent/Guardian Signature _____ Date _____

Parent Guardian (Please print) _____

Parent/Guardian Signature _____ Date _____

Please return both sides of this form signed and dated to your homeroom moderator or Miss Diaz no later than Wednesday, September 2nd, 2009.

VISION STATEMENT

Immaculate Conception Academy:

Educating Women of Integrity, Commitment, and Action since 1883

MISSION STATEMENT

Immaculate Conception Academy, an all-girls Catholic school, offers a college-preparatory education in the Dominican tradition that promotes academic excellence, life-long learning skills, and service to God, family and community. A supportive and nurturing environment encourages a diverse student body to become women of faith, learning, community, leadership and vision.

PHILOSOPHY

Immaculate Conception Academy, an all-girls Catholic college-preparatory school, is sponsored by the Dominican Sisters of Mission San Jose. Faculty, staff and students collaborate with parents, the primary educators, to create an educational environment that fosters the development of the whole person. Immaculate Conception Academy encourages the growth of each student as a Woman of Faith, Learning, Community, Leadership and Vision. The school strives to prepare students to live meaningful Christian lives. We as educators see the building of a faith community as integral to our work.

A desire to grow in faith and in personal relationship with Christ is at the heart of our educational philosophy. Promoting excellence, we value intellectual and personal integrity and the development of self-esteem. We further the formation of personal values, moral judgment and responsible decision-making. We foster creativity and aesthetic appreciation. We encourage the formation of healthy patterns of living. We challenge students to develop attitudes and fundamental skills which are the basis of life-long learning.

As an educational community composed of persons from diverse cultural, academic, religious and economic backgrounds, Immaculate Conception Academy strives to live the Gospel message of love and forgiveness. We foster respect for life and the interdependence of all peoples, responsibility and care for the earth and its resources, commitment to the principles of social justice and awareness of the rights and responsibilities of citizenship. We provide, both within and beyond the classroom, educational experiences that help develop each student's unique qualities and self-worth.

The Cristo Rey Network is a national association of high schools that provide high-quality, Catholic, college preparatory education to urban youth. This innovative school model engages each student in a corporate work study program that not only funds a significant portion of their cost of education, but also provides exposure to possibilities in the corporate world not otherwise readily available.

EXPECTED SCHOOLWIDE LEARNING RESULTS

ICA GRADUATES ARE

WOMEN OF FAITH

- Who understand the dignity of all creation
- Who have hope in the future
- Who give witness to the sacredness of life
- Who participate in communal and personal expressions of faith
- Who understand their responsibility to act for social justice and global awareness
- Who value truth

WOMEN OF LEARNING

- Who are prepared for the challenges of higher education and the expectations of the 21st century workplace
- Who analyze and evaluate information
- Who synthesize and integrate knowledge, abstractly and concretely
- Who communicate clearly and confidently as writers and speakers, conveying their ideas in an organized fashion
- Who use advanced technology effectively
- Who use their multiple intelligences in the learning process
- Who are able to express themselves through the fine and applied arts
- Who understand and appreciate the importance of life-long learning
- Who develop skills to work independently and collectively

WOMEN OF COMMUNITY

- Who effectively work with others toward a common goal
- Who listen to and interpret the ideas of others
- Who create respectful personal relationships
- Who are able to work with other people from diverse backgrounds
- Who are good stewards of God's creation

WOMEN OF LEADERSHIP

- Who appreciate their unique and powerful contributions as women
- Who develop civic awareness and social responsibility
- Who possess a willingness to respond to the issues and needs of local and global communities
- Who possess an ethic of service to others
- Who become women of integrity and personal responsibility

WOMEN OF VISION

- Who are able to bring an idea to fruition
- Who take initiative to ask questions and seek answers
- Who creatively approach a problem to find the best solution
- Who develop spiritually, psychologically, intellectually, socially and physically
- Who have confidence in their ability to shape the future
- Who appreciate the arts and their use as a vehicle of expression

SPARTAN CODE OF HONOR

In honor of our community and academic life together

I know that it is my responsibility to achieve success through hard work and honest effort.

To uphold my integrity, I will not cheat on tests or quizzes,
copy homework, or plagiarize any assignment.

I will be truthful because if I am not
I will only be cheating myself.

I will respect others, their beliefs, their culture, their opinions and their personal possessions.

I will not destroy another person's reputation, nor will I tolerate anyone who does.

I will be open-minded enough to realize others' opinions are equally important as my own.

I will give myself willingly, offering my time and assistance whenever needed.

ICA is a community that encourages interaction to promote a family-oriented environment.

I understand that how I represent myself to others
is a reflection of my school and values.

Self-respect is important to me and in order to achieve that,
I will avoid any actions that are degrading to me
or are in violation of my dignity as a human being.

It is a privilege to be educated at ICA.

Therefore, I must cherish my time spent here
and take full advantage of the opportunities presented to me.

ICA develops young women of faith, learning, community, leadership and vision.

After leaving ICA, I will uphold the values taught here
and succeed in my life with integrity and respect for all.

HISTORY OF ICA

Immaculate Conception Academy, a Catholic high school for young women, was founded in 1883 by Sister Maria Pia Backes, O.P. It is sponsored by the Dominican Sisters of the Congregation of the Queen of the Holy Rosary of Mission San Jose, California.

Although the school was begun in 1883, a full four-year program was not offered until 1908. Immaculate Conception Academy was accredited to the University of California in 1915 and advanced to "A" rating in 1934. In 1962 the Academy became a charter member of the Western Association of Schools and Colleges (WASC). The last WASC self-evaluation was successfully completed in 2006 and we were accredited that same year.

In 1955 a lot at the corner of Twenty-Fourth and Fair Oaks Streets was purchased for school expansion. For thirty years this property was used as a courtyard, but in May 1986, construction was completed on a classroom/gymnasium annex, Herbst Hall. In 1994, a downstairs area of the adjacent convent was renovated to provide three additional classrooms. In March 1995, the school celebrated the conclusion of a successful capital campaign to establish a three million-dollar endowment. In January 1998, state-of-the-art technology became a reality with two fully equipped computer labs, every classroom and office with its own workplace and all connected to the World Wide Web.

In the 2009-2010 school year, ICA becomes the 24th school in the Cristo Rey Network. ICA is the first and only all-girls school in this network.

SYMBOLISM OF THE ICA SHIELD

The shield of Immaculate Conception Academy is based upon the traditional shield of the Dominican Order. Saint Dominic established the Dominican Order in 1206. The particular gift of Saint Dominic to the Church was to found an order whose members were dedicated to proclaiming truth and the Gospel message through preaching and teaching.

The Dominican motto, Veritas, or Truth, names the school's ideal and responsibility to assist students to search for Truth and to live out the truth of the Gospel through a curriculum that helps students to develop their intellect, their sense of right and wrong and their basic values.

The shield includes two branches. The lily branch on the left symbolizes Dominic's life of single-minded devotion to Christ's work. The palm branch symbolizes the unity and peace that sisters and brothers in the family of God should strive to achieve.

The crown represents Mary, the Immaculate Conception, patroness of the school, under whose intercession the faculty and staff seek to educate the students with a reverent understanding of the dignity and role of womanhood in the Church and the world.

The star in the crown represents the school's effort to educate students to be public witnesses to their Catholic faith, especially by giving service to the wider civic and Church communities. The five points of the star indicate the goals of the school: to provide for the intellectual, spiritual, psychological, physical and social development of each young woman. The rosary is the prayer traditionally attributed to Saint Dominic.

THE ALMA MATER OF ICA

It's ICA we will remember,
Our alma Mater of the West.
In loud accord we all proclaim her,
The school we love and deem the best.
To ICA we pledge our honor,
Triumphantly we sing her praise.
We will uphold her strength and valor
The maxims of her righteous ways.

ICA, our Alma Mater,
We will cheer you on your way.
Around the blue and white we gather
Cheering you, our ICA!
One ringing chorus let us give,
And all together do our best.
Hurrah, hurrah, for ICA,
Our Alma Mater of the West!

ACADEMICS

GRADUATION REQUIREMENTS

- **Credit Requirements**

A minimum of 320 semester credits (except for the Class of 2010, 2011, and 2012) is required for graduation from ICA. Students are required to enroll in seven (7) classes and the Corporate Work Study Program (CWSP) each semester. A semester period is defined as a span of time of not fewer than 17 weeks. Upon the successful completion of each semester course, a student will earn five credits per class. Students are also required to complete 100 hours of Christian Service by December 1st of their senior year. Diplomas will be withheld from seniors until they have completed all graduation requirements, including Christian Service hours.

Students and parents should refer to the ICA Website which includes information about all courses offered by the school as well as the subject requirements and GPA requirements for universities and colleges. Students and parents may also make an appointment with the Guidance Director to discuss academic planning.

Note: The subject/credit requirements are different for the Class of 2010.

Class of 2010 Subject/Credit Requirements

Religion	40 credits
(each year in a Catholic High School)	
English.....	40 credits
Social Studies.....	40 credits
Mathematics.....	30 credits
World Language.....	20 credits
(two consecutive years or levels)	
Science.....	20 credits
Physical/Health Education	10 credits
Visual/Performing Arts	10 credits
Electives.....	30 credits
CWSP.....	10 credits
its/year	
TOTAL.....	250 credits

Class of 2011 and beyond Subject/Credit Requirements

Religion	40 credits
(each year in a Catholic High School)	
English.....	40 credits
Social Studies.....	40 credits
Mathematics.....	30 credits
World Language.....	20 credits
(two consecutive years or levels)	
Science.....	30 credits
Physical/Health Education	10 credits
Visual/Performing Arts	10 credits
Electives.....	60 credits
CWSP.....	10 cred-
TOTAL for Class of 2011	
300 credits	
TOTAL for Class of 2012	
310 credits	
TOTAL for Class of 2013	
320 credits	

Note: Social Studies - Transfer students do not need to take Ancient History.

Note: CWSP-Transfer students must be enrolled in CWSP each semester enrolled at ICA.

Progress towards meeting ICA requirements can be accessed on PowerSchool.

- **Christian Service Requirement**

Each student is expected to complete 25 hours of service for each year of enrollment at ICA. Any senior who has not completed the Christian Service Requirements (see Christian Service Program in this handbook) will have her diploma withheld until completion.

- **Required Classes**

Each student is required to take seven (7) classes and participate in CWSP each semester. The following list indicates the recommended courses for each grade level.

Grade 9: Christian Faith, Sacraments, English I, Math (Algebra I or Algebra 1A), Conceptual Physics, Spanish I or Spanish I Bilingual, Physical/Health Education, Ancient History or Aca-

demic Studies, CWSP.

Grade 10: Scriptures: Old and New Testaments, English II, Modern World History (Honors option), Algebra IB or Geometry, World Language, Biology (Honors option), Dance I or Art I, CWSP.

Grade 11: Morality, Social Justice (Class of 2011 is Scripture), English III (Honors option), United States History (Honors option), Math, World Language (Advanced Placement option), Chemistry or Human Physiology, Electives, CWSP.

Grade 12: Pursuit of Character, English IV (Advanced Placement option), United States Government/Economics (Advanced Placement option), Math, Physics, Conceptual Chemistry, Dance I or II or Art I or II or other Elective, CWSP.

ICA Course Offerings for 2009-2010 School Year

Academic Studies I, II, III/IV	<u>Math Lab</u>
<u>Algebra IA</u>	<u>Geometry</u>
<u>Algebra IB</u>	<u>Pre-Calculus</u>
<u>Algebra I</u>	<u>Honors Pre-Calculus*</u>
<u>Algebra II</u>	<u>Problem-Solving</u>
<u>Informal Geometry</u>	<u>Introduction to Statistics</u>
<u>Ancient History</u>	<u>AP Calculus AB*</u>
<u>Modern World History</u>	<u>Art I, II</u>
<u>Honors Modern World History</u>	<u>Dance I, II</u>
<u>U.S. History</u>	<u>Drama</u>
<u>Honors US History*</u>	<u>Conceptual Physics</u>
<u>U.S. Government and Economics</u>	<u>Biology</u>
<u>AP U.S. Government and Politics*</u>	<u>Honors Biology</u>
<u>English I</u>	<u>Chemistry</u>
<u>English II</u>	Conceptual Chemistry+
<u>English III</u>	<u>Physics</u>
<u>Honors English III*</u>	<u>Human Physiology</u>
<u>English IV</u>	Christian Faith
<u>AP English Literature*</u>	Sacraments
<u>Language of Film</u>	Scriptures: Old & New Testaments
<u>Spanish I, II</u>	Pursuit of Character
<u>Spanish I Bilingual</u>	<u>Computer Programming</u>
<u>Spanish II Bilingual</u>	<u>Psychology</u>
<u>Spanish III</u>	<u>Development of Children</u>
<u>AP Spanish Language*</u>	Digital Art +
<u>French II, III</u>	Health/PE
Interior Design	CWSP
Independent Living	

Underlined courses are a-g approved courses for UC and CSU systems. For more details check www.ucop.edu/doorways.

* Weighted courses indicate that students will receive an extra point in their GPA if the grade for the course is a C minus or higher

+ Pending approval for a-g classification

Selecting Courses

Each student must take seven classes and participate in the Corporate Work Study Program each semester. Each student will be programmed into required courses automatically each year. In the spring semester, the process of selecting courses begins. Courses must be approved by students' instructors and parents. Students must meet the prerequisites.

Semester Fail Grade (F) for Seniors

A senior who has one unresolved semester failure (F) grade may participate in graduation activities, but will not receive a diploma until the course is satisfactorily completed. The student will have one year from the date of graduation to complete the work and must show proof with an official transcript from a pre-approved academic institution.

Any senior receiving two (2) semester fail grades (F) in her first semester may be asked to withdraw from school.

If a senior has two (2) or more unresolved semester fail grades (F) in her first and/or second semester, the student may not participate in any graduation activities. She will be given a diploma when all the course work is satisfactorily completed. The student will have one year from the date of graduation to complete the work.

Remember, student admissions letters from colleges are provisional; therefore, students who earn Ds or Fs in their Senior spring semester risk loss of admissions and financial aid offers by the college that accepted them. Please refer to the Graduation section under General Policies and Procedures.

Parent/Guardian Graduation Meeting

A parent or legal guardian must attend a mandatory meeting (scheduled in the Calendar Planner) before any graduation tickets, announcements or gown will be distributed.

GRADING

Semester grades are calculated as follows: 40% for each of the two (2) quarters in a semester (total 80%) and 20% for the final exam (or semester exam). Some courses, including AP courses, do not have final exams; these semester grades are calculated by the numerical average of the two quarter grades. Make-up courses will assist a student to improve her overall GPA and earn credits but will not replace the semester grades that are earned. Semester grades are permanent grades on the transcript.

A (96% - 100%), A- (90% - 95%)

Superior Achievement

1. The student achieves a superior understanding of the course content and has mastered the course objectives.
2. The student demonstrates an ability to analyze, synthesize and apply the concepts presented.
3. The student demonstrates an ability to work independently and creatively in the academic area studied.
4. The student completes all the requirements of the course regarding homework, projects, tests and participation.

B+ (87% - 89%), B (83% - 86%), B- (80% - 82%)

Above Average Achievement

1. The student achieves above average understanding of the course content and has mastered the course objectives.
2. The student frequently demonstrates an ability to understand and apply concepts independently and creatively.
3. The student completes all the requirements of the course regarding homework, projects, tests, attendance and participation.

C+ (77% - 79%), C (73% - 76%), C- (70% - 72%)

Average Achievement

1. The student achieves a satisfactory understanding of the course content and objectives.

2. The student has an adequate understanding of concepts, but has difficulty applying them.
3. The student generally meets the requirements of the course regarding homework, projects, tests, attendance and participation.

D+ (67% - 69%), D (63% - 66%), D- (60% - 62%) Poor Achievement

1. The student demonstrates a minimal understanding of the course content and objectives.
2. The student partially meets requirements of the course regarding homework, projects, tests, attendance and participation.

F (0% - 59%) Failure

1. The student fails to understand the course content and fails to master the course objectives.
2. The student fails to achieve the minimum objectives of the course.
3. The student does not meet the minimum requirements of the course regarding homework, projects, tests, attendance and participation.

Grades for Honors/AP Level Courses

ICA assigns extra points for 11th and 12th grade Honors and AP courses and transferable community college courses. Grades of D or F in honors classes do not merit honors credit. See chart about Grade Point Averages.

Incomplete Grades

A student will receive an Incomplete, INC, mark if for valid reasons she did not complete all prescribed work. All INC grades must be approved by the instructor. A student must complete her assignments within 14 days of the end of the quarter. When she completes her work, the teacher will assign a grade; if work is not completed within 14 days, the INC will become an F at a 59% value, for the quarter.

Extra Credit

Teachers are not obligated to provide extra-credit, but they may do so at their own discretion.

Academic Honesty

It is the student's responsibility to achieve success through hard work and honest effort. As it is stated in our Spartan Code of Honor, every student professes:

*To uphold my integrity, I will not cheat on tests or quizzes,
copy homework, or plagiarize any assignment.
I will be truthful because if I am not
I will only be cheating myself.*

Copying

Copying another student's class work or homework or allowing another student to look at yours is not permitted. This includes study questions, worksheets, math problems, outlines, or any written work assigned by your teacher.

Cheating includes but is not limited to

- looking at another student's answers during a test or allowing another student to look at yours. Sending or receiving text messages during a test, or using any other electronic means to communicate questions or answers,
- communicating the content of a test or quiz to students who have not yet taken it,
- using an on-line translation site.

Plagiarism

Plagiarism is copying exact words or taking ideas or paraphrasing too closely from any source without crediting that source. Such sources include the Internet, books, magazines, newspapers, other students' work, and more.

Copying and plagiarism can also take the form of

- working on an assignment with another student when assigned to do individual work ,
- failing to differentiate clearly between your words and the language of your source,
- not using quotation marks,
- not providing adequate citations,
- putting together ideas from various sources without placing them in the context of your own work and/or without offering any original work.

Copying, cheating, and plagiarism may result in the loss of credit for an assignment for anyone involved in the event. Copying, cheating, and plagiarism are considered academic and disciplinary matters, and as such will result in probation or expulsion.

Pass/No Pass Grades

For a particular course, a pass or no pass instead of a letter grade may be given.

Academic D Grades

Students who receive a semester D+, D, or D- grade are strongly encouraged to attend summer school. If a student applies to a college or university, they do not accept Ds as passing grades.

Academic Failures (F Grades)

A fail grade, F, means that a student receives no credit for the class. If a student's semester average grade in any subject is an F, she is responsible for making up that grade in an evening school program or summer school approved by the Guidance Director before the next academic year. If a student does not make up a grade, she will not be admitted to the next level of the subject when the new academic year begins in August. This may affect her admittance to school in the new academic year and/or participation in graduation.

Grade Point Averages

On transcripts and report cards there are several different GPAs reported.

The **ICA GPA** is the grade point average of the current semester. The **Cumulative Weighted GPA (Cum GPA)** is the average of semester weighted grade point averages from grades 9 through 12. ICA GPA and Cum GPA includes pluses and minuses. See chart below to determine how to calculate your ICA GPA and Cum GPA:

Type of Course:	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Weighted (A-G Honors/AP)	5	4.7	4.3	4	3.7	3.3	3	2.7	1.3	1	0.7	0
Un-weighted (Non A-G & A-G Courses)	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	0.7	0

The **a-g GPA** is the average of semester grade point average for a-g courses earned from 10th through 12th grade. This GPA is used for the University of California and California State University for college admission requirements.

Type of Course:	A, A-	B+, B, B-	C+, C, C-	D+, D, D-	F
A-G Honors/AP	5	4	3	1	0

A-G Courses	4	3	2	1	0
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The **Cal Grant GPA** is the average of semester grade point averages from grades 10th through 11th with the exception of Health/PE. The Cal Grant GPA is used by the CA State Aid Commission for college financial aid purposes. Honors/AP courses are not calculated with an extra point for the Cal Grant GPA.

Type of Course:	A, A-	B+, B, B-	C+, C, C-	D+, D, D-	F
All 10th & 11th courses, except Health/PE	4	3	2	1	0

Note: **Cal Grant, UC and CSU** systems will accept the highest grade earned for any course that a student retakes, if a student repeats the exact same titled course. Students should see their counselor to recalculate their GPA since PowerSchool does not perform this task. ROTC courses may be substituted for PE for transfer students.

To determine the ICA grade point average:

1. Add the grade point values for each subject;
2. Divide the total grade points by the number of subjects.

Geometry	A-	3.7
English	B	3
Biology	C+	2.3
Religion	A	4
History	C	2
Computer	B+	3.3
Art	A-	3.7
Total Points		22

Divide the total points (22) by the number of subjects (7) to obtain the grade point average, 3.14, in this example.

ABSENCE AFFECTING GRADES

See the section of this handbook on attendance policies explaining how excessive absences or tardiness will affect course credit and grades in the Attendance section.

ACADEMIC DEFICIENCY REPORTS

Deficiency reports inform parents that a student is not performing to her ability and is in danger of failing a class. Ordinarily, the academic deficiency reports are distributed halfway through the quarter. After parents or guardians receive a deficiency report, it must be signed and given to the Guidance Director in person no later than the deadline date indicated on the deficiency report. Students who do not follow the correct protocol will receive detention from the Guidance Director. Deficiency reports may be issued at any time before report cards are issued.

ACADEMIC PROGRESS REPORTS

Academic progress reports are available for viewing on PowerSchool throughout the quarter.

ACADEMIC PROBATION

See the section of this handbook on academic probation in the Discipline section.

DROPPING A CLASS

Any change in a student's schedule after the late scheduling deadline must include the following procedures:

1. student speaks with the teacher about dropping the class
2. if the teacher agrees with the student's request, the teacher must inform the Guidance Director in writing (email is acceptable)
3. the Guidance Director and principal will review the change
4. student must obtain a 'Schedule Change' form and obtain signatures from current and future teachers, the Guidance Director, the Assistant Principal for Academics, the Principal and her parent/guardian
5. student must sign the 'Schedule Change' form and present it to the Guidance Director, in person, who will input the change on PowerSchool.

FINAL EXAMINATIONS

Final exams are administered at the end of each semester. All financial accounts must be settled twenty-four hours before the exams begin. **No student will be permitted to take a final exam until all financial accounts are settled. Students are not excused from finals due to family vacations.**

The regular class schedule is replaced by a special three-day examination schedule. During final exams, students are required to remain on campus until their last exam is over. **They may not leave campus in between exams.** After their exams, they are able to return home. Students may not visit other school campuses during ICA's final exam days. Non-uniform dress code and all other school rules apply on days of final exams.

If a student is ill and unable to come to school for a final examination, her parent or guardian must contact the Assistant Principal for Academics who will authorize the administration of the exam at a later time under conditions determined by the teacher.

FLAME "FOCUSED LEARNING FOR ACADEMIC MOTIVATION AND EXCELLENCE" TUTORING

Refer to Guidance Section of the Handbook.

HOMEWORK

Homework is a very effective means of extending the learning experience and maintaining good grades. Homework includes reading, reviewing textbooks or notes, studying for exams and completing assignments and projects. Most students will need two to three hours of home study each day. Homework assignments can be viewed for each course on Homework Live. Students must ask teachers about class and departmental tutoring and on-line opportunities are also available.

HOMEWORK LIVE

Homework Live is an Internet homework resource for students and parents to view course descriptions, homework assignments, and calendar of events. Visit www.homeworklive.com.

POWERSCHOOL

PowerSchool is ICA's school information system. It is an easy to use communication tool to inform students, parents, and faculty members about the academic progress of students.

PowerSchool allows families to:

- view current and historical grades (grades are updated bi-monthly),
- email instructors,
- view attendance records,
- view student's educational occupation plan,

- view school bulletins, and
- register for future courses.

All students and parents are provided a username and password to access PowerSchool. The web address is <http://powerschool.icacademy.org/public>. Please do not share your access code. It is important for parents and students to use their individual access code and to check grades weekly. If you lose the access code, contact our main office.

HONOR ROLL

The ICA Honor Roll, prepared at the end of each semester, includes First and Second Honors.

First Honors students have an ICA weighted grade point average of 3.50 or above for the grading period; a student may not have a D or F for the grading period even if her GPA is 3.50 or better.

Second Honors students have an ICA weighted grade point average between 3.0 and 3.49 for the grading period; students may not have a D or F for the grading period even if her GPA is 3.0 or better.

REPORT CARDS

Report cards are issued every quarter, approximately every nine weeks. Ordinarily, the reports are given to students to bring home within ten days following the close of the quarter. Given time constraints, the fourth quarter report card will be mailed to parents. Report cards may be withheld until all financial matters are settled. Parents or guardians who have questions about their daughter's grades should contact the respective teacher(s). Within one week after the first, second and third quarter report cards are distributed to students, parents must sign the grade report. Students must present their signed report card to their homeroom teacher for verification of signature.

COLLEGE ADMISSIONS

The Guidance Director supports students through various activities (homeroom visits, college nights, college workshops, enrichment programs, college tours/visits, on-site admission day, college financial aid workshops, college standardized test administration and presentations, annual grade level parent meetings, announcements, college fairs/programs, and counseling) to motivate and guide students through the college application process. Students and their families are strongly encouraged to begin the process during the freshman year. The Guidance Center offers materials for students with tips, information and resources about colleges, SAT and ACT tests, and scholarships. All students are able to meet with the Guidance Director in the Center during break, lunch and after school (on most days), and can make one-on-one counseling appointments to discuss their academic careers.

Families are provided several opportunities to learn about college admissions. ICA hosts meetings for parents such as grade-level college meetings and the "Cash for College" Workshop to inform them about college financial aid and annual grade level parent meetings about college admissions. Students and families are invited to be on an email list to review updates and announcements from the Guidance Director. Families are also able to email and/or schedule appointments with the Guidance Director as needed. The college admissions process is a rigorous journey for all students.

ADMISSIONS

Admission to ICA is based upon the following criteria:

1. Desire to receive a Catholic education;
2. 7th and 8th grade academic performance;
3. High School Placement Test scores;
4. Must be 14 years old by September 1, 2009;
5. Academic and personal recommendations from teachers/principals;
6. Satisfactory conduct, effort and attendance;
7. Admissions interview;

8. Desire to participate in the Corporate Work Study Program;
9. Must have a Social Security Card; and
10. Household income must meet ICA's financial eligibility criteria of \$21,900 per capita (per person, adult or child living in the household).

Any inquiries about admissions criteria, the admissions process and financial aid applications for new students should be directed to the Admissions Director.

RACIAL NONDISCRIMINATORY POLICY

Immaculate Conception Academy, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. Immaculate Conception Academy does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age or disability in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

Likewise, Immaculate Conception Academy does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color and national and/or ethnic origin.

ATTENDANCE

ABSENCE PROCEDURES

A parent or guardian must phone the Attendance Clerk before 9:00 a.m. on the day of the absence. The Attendance Clerk will call the parent or guardian regarding the absence if a call has not been made to the school.

An absence will be recorded whenever a student misses twenty minutes late or more of any class.

Upon returning to school, the student must report to the Attendance Clerk prior to her first class and present a note from her parent or guardian (required by law) indicating the dates and the reason for the absence (see Sample Absence Letter at the end of this handbook). A parent note does not exempt the student. A doctor's note or other documentation of extenuating circumstances is required to exempt the student from the absence. Exempted absences, such as funerals, doctor's appointments, retreats, etc, do not accumulate with a negative effect on grades.

For each class missed, a student must complete make-up work as determined by each teacher. Class assignments are posted daily on Homework Live that is linked to our web site. Ordinarily, teachers require 24 hours to prepare a list of make-up work for absent students. While available to students for tutorial, teachers are not responsible for re-teaching material a student missed due to an absence. Upon returning to school after a period of absence, students are responsible for completing (in a timely fashion) make-up assignments given by their respective teachers.

Students who miss school due to an illness or non-exempt absence on the day of an extra-curricular event may not attend the event, i.e. a game, dance, play, etc.

ABSENCE AFFECTING CREDIT AND GRADES

Any student who has four or more non-exempt absences in any given course(s) in one quarter will receive a failing grade (59% - F) and no academic credit for the course(s) missed. For example with our block schedule, any student who has four non-exempt absences in her fifth period class would receive an F for the class for that quarter. Students who are absent beyond the time allowed will also be placed on Attendance Probation for the following quarter. Credits for classes are based on hours of class attendance. The Dean reviews each case. See below: Exempt Absences/Tardies and Non-Exempt Absences/Tardies.

An attendance report notice is sent to parents/guardians through the student to advise them of their daughter's absences. The student is responsible to present this notice to her parents/guardians. Attendance can also be viewed on PowerSchool.

The school reserves the right to determine if an exception to this policy will be made if a student

presents a note from her physician stating the dates and reason for her absence. Any other exception to this policy will be determined on a case by case basis by the Dean.

EARLY DISMISSAL PROCEDURES

Parents and guardians are urged to make all appointments after school hours. In the event that it is necessary for a student to leave school early, the following procedure should be followed. The student should present a note from her parent or guardian to the Attendance Clerk requesting the privilege of an early dismissal and stating the reason and the time at which the student is to be dismissed. An example is provided at the end of the Handbook. The student must show the early dismissal slip to the teacher of the class that she will leave early. The student will then report to the Attendance Office to be signed out and dismissed.

EXTENDED STUDENT ILLNESS

If a student experiences a chronic health condition which seriously affects her attendance at school, the Dean will confer with the student's parent or guardian to determine if it is necessary for the student to enroll in home tutoring through the local public school district. A doctor's note for verification will be required. Because ICA does not have resources for long-term tutorial instruction, the Principal reserves the right to ask a student to withdraw from ICA if her medical condition does not allow her to attend class on a regular basis.

EXTENDED NON-MEDICAL ABSENCE

Extended absence should be avoided. If the need arises, the parent or guardian should request permission in writing from the Dean of Students at least three days before the absence. The Dean will consult the student's teachers and Principal before determining whether the absence will be exempt.

TARDINESS

A student who arrives late for her first class must report to the Main Office to receive a tardy slip. An absence will be recorded whenever a student arrives twenty minutes or beyond the start of class.

If a student is tardy for any other class period, she must report to the Attendance Clerk to receive a tardy and detention slip before she goes to class.

A student who is detained by a teacher must request a signed pass from the teacher to present to the teacher of the next class.

Students will receive one detention for each unexcused tardy. The Dean of Students will administer other consequences for tardiness which may include: a student conference, parent conference, attendance probation and/or loss of academic credit for excessive tardiness to a class.

EXEMPT ABSENCES/TARDIES

Exempt absences or tardies are defined as, but not limited to:

1. Personal illness: The school requires a doctor's note for verification of illness if a student exceeds three (3) absences in a class period.
2. Emergency medical appointment: The student must have a note both from her parent/guardian and from the doctor confirming the emergency.
3. Funeral service of immediate family, close family relatives or a close friend.
4. Observance of a religious holiday or ceremony: Give three days written request to the school.
5. Personal court appearance: Present verification to school.
6. Employment or college interview: Obtain approval from the Dean of Students before the appointment.
7. Personal problems: The parents/guardians are encouraged to contact the school ahead of time.

For an exempt absence/tardy, the student is expected to make up the work she missed; the student is permitted to make up tests and turn in late assignments.

NON-EXEMPT ABSENCES/TARDIES

Non-exempt absences or tardies are defined as, but not limited to:

1. Non-emergency medical appointment. Appointments should be scheduled after school, on a school holiday, an early dismissal day or during a school vacation period. The Dean of Students will give individual consideration to such appointments.
2. Unauthorized vacation/trip. Trips/vacations are considered non-exempt absences. Before the absence occurs, a letter should be submitted to the Dean of Students to inform the school of the absence. Approval or disapproval for missing school because of a trip or vacation will be given by the Dean of Students and the Principal.
3. Babysitting or caring for other family members except in an emergency.
4. Waiting at home for service/repair persons.
5. Oversleeping.
6. Transportation problem unless it is a major system wide problem. As needed, the Dean of Students will give individual consideration to such situations.
7. Cutting class(es).
8. Driving someone to work, airport, etc.

If the absence is non-exempt, the student will not be permitted to make up the work she missed.

TRUANCY

If a student does not come to school when her parents or guardian expect her to be in school, she is truant. A student who is truant may be reported to the San Francisco Police Department. A student who is truant will be required to make up the amount of time she cut school. Other disciplinary consequences for truancy will be handled on a case-by-case basis. The Dean of Students will make these arrangements.

FINALS WEEK ATTENDANCE

Students are expected to be on time and in proper non-uniform attire during finals week. Non-uniform dress code applies during finals week. Students with non-exempt tardies will not be permitted extra time for final exams. Students are to remain on campus during break times on final exam days.

CORPORATE WORK STUDY PROGRAM

EMPLOYMENT

In addition to enrolling at Immaculate Conception Academy, all students are also hired as employees of the ICA Work Study, Inc. (ICAWS). As ICAWS employees, students are expected to balance the multiple responsibilities they have to work, school, family, church, friends, etc. To assist each student in meeting her responsibilities as an ICAWS employee, each student is paired with an assigned Corporate Work Study Program (CWSP) Coordinator who will serve as the student's primary contact for all job-related issues.

It is expected that each student be aware of all the expectations and procedures set forth in this handbook, prepared for that purpose.

JOB ASSIGNMENTS are arranged by the Corporate Work Study office for each student. A student's job assignment may change from time to time, and while the CWSP office takes into account student preferences and career interests, ultimately job assignments are made based on a pairing between the job description of our business partners and a student's skills and potential as an employee.

AN EMPLOYMENT AGREEMENT is signed each year by the employee (student), the parent or

legal guardian of the student, and the Corporate Work Study Director (employer). According to this agreement, the student must be employed through the Corporate Work Study Program in order to stay enrolled at Immaculate Conception Academy.

THE WORK SCHEDULE allows each student the opportunity to work approximately five full days per month without missing valuable instructional time in class. Students shall report to work on each workday assigned by the Corporate Work Study staff. The daily schedule corresponds to that of most other adults who work in a professional work environment: approximately an 8 hour workday with appropriate breaks and time for lunch.

Students are to use the breaks and lunch time given, as provided by law.

Parents, legal guardians, family or friends of students may not visit students at the worksite during the workday without the prior authorization of the CWSP office.

Team Work Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Senior	Junior	Senior	Sophomore	Freshman
Junior	Junior	Senior	Sophomore	Freshman
Sophomore	Junior	Senior	Sophomore	Freshman
Freshman	Junior	Senior	Sophomore	Freshman

TRANSPORTATION to and from the worksite is the responsibility of the Corporate Work Study staff. Students shall travel to and from work only in CWSP vans operated by trained drivers or on public transportation with chaperones employed by Immaculate Conception Academy.

Students may not transport themselves to/from work. Licensed students may never transport fellow students to and/or from work.

Parents, legal guardians, family or friends of students may not drop-off or pick-up students at the worksite without the prior authorization of the CWSP office.

WAGES earned by the student through ICAWS, Inc. employment are assigned to Immaculate Conception Academy to defer the student's cost of education, as agreed to in the Parent-Student Employment Agreement.

TAXES AND EMPLOYABILITY

Students earn real income through the Corporate Work Study Program. In their contracts, students and parents agree to assign this income to Immaculate Conception Academy to help offset the cost of their education. Because of the tax responsibility created by the program, every student is required to complete an IRS Form W-4 and an INS Form I-9. Students must be at least 14 years old to participate in the CWSP. All students must complete a State of California work permit form in addition to other employment forms. Students are required to abide by the work restrictions set forth on the reverse side of the work permit form. These restrictions may affect a student's ability to work at a job outside of CWSP.

SAFETY is always an important concern for the Corporate Work Study office. Students are to report any safety concerns to their respective CWSP Coordinator as soon as possible.

ATTENDANCE EXPECTATIONS

At Immaculate Conception Academy, the integration of work and study is very important to the overall success of each student, therefore all student employees are expected to report to work on all assigned workdays. Not only do students develop important real-world skills at work, but through their jobs they also earn money that supports the cost of their education at Immaculate Conception Academy.

Since attendance at work is such an important responsibility, it is best seen as a cooperative effort between student, parent, and Corporate Work Study staff.

Students are responsible for being present on-time, in compliance with the dress code and ready for work at morning check-in on their assigned work days.

Parents or legal guardians are responsible for ensuring their daughter's prompt arrival at Morning Assembly in compliance with the dress code and ready for work; and for their child's pick-up from school after returning from work in the afternoon.

Corporate Work Study staff members are responsible for verifying student attendance, notifying the workplace of any absences, ensuring the student is in compliance with the dress code and ready to work, and transporting the student to and from their jobsite.

Any deviations from these attendance expectations are cause for conferencing between student, parent or legal guardian and Corporate Work Study staff. When disputes arise, the Corporate Work Study Director has the responsibility of ultimately interpreting these expectations for students, parents or their legal guardians in a way that promotes the success of every student.

ABSENCES on workdays are a very serious issue as our employers are paying real money for real work and therefore expect our student workers to be at their jobsite every day. No student is excused from work for reasons other than serious illness or severe family emergency. Regular medical or dental appointments, vacations, or other personal activities should not be scheduled to conflict with work. When an absence occurs:

Student workers are to notify the Corporate Work Study Office before the start of morning check-in (7:15am) on the day of the absence. Parents or legal guardians may fulfill this if the student is unable to.

Student workers are to arrange a make-up work day as soon as possible with the Corporate Work Study Office. Student workers, parents, or legal guardians may not contact the worksite – this is the responsibility of the Corporate Work Study Office.

Since our employers have real work expectations and pay real money for student workers to fulfill those expectations, the following fine schedule is used to emphasize the importance of these real expectations:

Each absence is a fine of \$100.

1st absence - When student makes up the day, they get the entire \$100 back

2nd absence - Parents are called and when they make the day up, they get \$75 back.

3rd absence – Student makes up day and gets \$50 back.

A 4th absence would result in a non-passing grade in Work Study.

Absences incurred after Spring Break may be made up during the summer with the approval of your employer.

Please note that the fine-schedule is meant to emphasize the importance of making-up the missed time at work, not simply paying a fine for a reasonable absence. To avoid unnecessary problems and confusion, students are expected to arrange a make-up work day within three days of the missed day. The missed day is to be made up within the same semester. Fines resulting from outstanding absences at the conclusion of a given semester are not reduced in exchange for a make-up day.

BUSINESS CLOSINGS occur from time to time for various reasons (for example: special training for adult staff). When a business is closed for special circumstances, the student working at that business will be assigned to work that day in the CWSP office.

CO-CURRICULAR ACTIVITIES are an important aspect of the student's life at Immaculate Conception Academy, and participation is therefore strongly encouraged. In the event that any such activity conflicts with attendance at work, work takes precedence and students generally may not reschedule workdays to attend to co-curricular activities.

CONFLICTING PERSONAL ACTIVITIES such as routine medical appointments, family trips, (etc.) may not be scheduled so as to interrupt work responsibilities.

HOLIDAY SCHEDULES vary depending on the holiday. Students must consult the school calen-

dar in advance of common holidays to determine which days they will work and which days they will not work. Students must always communicate with their Employment Coordinator when issues about a holiday come up, but here are some general guidelines:

If CWSP is closed on the holiday in question (for example: the day after Thanksgiving), then no students are expected to report to work. Students who missed a work day earlier in the same semester may use this holiday as the opportunity to work a make-up day, provided the business is open that day.

If CWSP is open, but a business is closed on the holiday in question (for example: Columbus Day), then only those students whose business is closed may observe the holiday (that is, stay home). All other students are expected to work on that day.

ILLNESS at work is sometimes unavoidable. In these cases, the student worker is to notify her worksite supervisor and then contact the Corporate Work Study Office. The Corporate Work Study staff will handle communication with parents or legal guardians and arrange for transportation from the workplace back to Immaculate Conception Academy. Due to missed time at work, these situations are recorded as absences and will be dealt with as such.

MAKE-UP DAYS are the responsibility of the student. When scheduling a make-up day, students are to:

First, meet with their CWSP Coordinator. The Coordinator facilitates the communication between student and jobsite supervisor, and confirms the make-up day is scheduled. The Coordinator also helps the student prepare the necessary paperwork to verify the make-up day.

Second, upon working the make-up day, the student has the jobsite supervisor sign the make-up form and the student returns the paperwork to the Coordinator.

TARDINESS (lateness) to morning check-in is a serious issue as ongoing training is sometimes conducted during check-in and tardiness results in disruption of the commute from ICA to the work site. Tardy students may expect the following consequences:

<u>#</u>	<u>RESULT</u>	<u>FURTHER ACTION</u>
1	1 detention	CWSP staff consults with student
2	1 detention	CWSP staff consults with student and parent/legal guardian
3	1 detention	CWSP staff consults with student
4	1 detention	Student is subject to CWSP probation. During CWSP probation, the student may be a) re-assigned to another employer, b) assigned to CWSP re-employment training, c) assigned to CWSP special projects, or d) any combination of the above.

The above detentions will be served with the Dean of Students. Students who miss their arranged transportation to work are assessed an additional \$30 fine as compensation for staff time and related expenses such as fuel and van use.

PERFORMANCE EXPECTATIONS

Not only are students' jobs and the experience of work integral parts of an Immaculate Conception Academy education, but our Corporate Sponsors pay real money for real work and therefore have real expectations of high quality performance. All student employees of ICAWS, Inc. are expected to meet or exceed these performance expectations of the job to which they are assigned. This effort requires that students (a) know what is expected of them, and (b) learn and develop the skills to accomplish the work.

- **ATTITUDE** is the most influential factor in the success of students at work. Students should always strive to be conscious of their attitude and how their performance is affected by attitude.
- **COMMUNICATION** is done well when it is both effective and efficient. To ensure that channels of communication are used appropriately, the Corporate Work Study Office facilitates all

communication between student employees or their families and the workplace.

A student's CWSP Coordinator is his or her first point of contact for all job-related issues. The Coordinator will help students communicate properly with the business at which they work.

- **LOSS OF JOB** is a very serious situation as it may mean that the student in question can no longer stay enrolled at Immaculate Conception Academy. A Corporate Sponsor may determine that a student is no longer suitable for employment with that company for a variety of reasons. Issues that may cause a Sponsor to "fire" the student include: poor attendance, poor work performance, violation of company rules, inappropriate conduct, etc. Although it happens very rarely, when a student is "fired," she is normally placed on CWSP Probation and is placed in a CWSP re-employment training program. Upon successful completion of the re-employment training program the student is placed back in a CWSP work position. If the issues that caused the student to be "fired" are deemed to be of a sufficiently serious nature, the student may be dismissed from the school, at the sole discretion of the school.
- **MORNING CHECK-IN** is conducted on every assigned workday to provide students with some brief training modules relevant to their growth as employees. Check-in also ensures proper timecard administration and coordination of the daily commute to the work sites. Students are therefore to attend and participate in all morning check-ins on their assigned workdays throughout the year. This is also the place at which official attendance is taken and dress code compliance is reviewed.
- **ON-THE-JOB TRAINING** is required from time to time by various job partners, and may include programs such as new employee orientations, "update" courses in various skills and/or procedures in use at the jobsite. As requested, the CWSP office will arrange for students to participate in these valuable training experiences.
- **PERFORMANCE EVALUATIONS** provide valuable feedback and insights into the quality of the work done by students at the workplace. These evaluations are normally conducted in a formal way three times per year: (1) near the end of the 6-week mark after beginning work (2) near the conclusion of the Fall Semester and (3) near the conclusion of the Spring Semester.
- **RE-TRAINING** occurs when a student is consistently exhibiting poor performance at the worksite. Such a student is likely to be removed from her job and assigned to work at the CWSP office for a period of time while learning to improve performance. Students in retraining are not normally replaced at the same worksite after the retraining period.
- **COORDINATOR VISITS** may be scheduled from time to time so that a student's CWSP Coordinator may visit the student at work, observe the student's performance, provide tailored on-the-job training, and review the goals for improvement with the jobsite supervisor.
- **SUSPENSION** is a period of time during which a student employee does not report to work, normally because an investigation of alleged wrongdoing is being conducted, or because poor conduct on the job has warranted that the student be removed from that jobsite. Any wrongdoing may also result in placement on Disciplinary Action Status or Disciplinary Probation, as determined by the Dean of Students.

CONDUCT

As employees of ICAWS, Inc., all students are expected to conduct themselves according to the Spartan Code of Honor set forth in the Immaculate Conception Academy Parent-Student Handbook. Students should consult with their CWSP Coordinator to together resolve other situations that may come up at work.

- **BUSINESS PROPERTY** includes goods, materials, equipment and resources owned by the business or for which the business is responsible. Such property is for work-related use only and may never be used for personal reasons. In particular, student employees should take care not to misuse computers, telephones or other office equipment.

No student employee is allowed to use the computers or other network equipment at work for personal reasons at any time. Such inappropriate usage is grounds for immediate termination.

- **ELECTRONIC DEVICES--CELL PHONES, MP3 PLAYERS, OR GAMING DEVICES** shall not be used during work time. Students who do not comply with these rules may be further restricted by the CWSP Staff or Coordinator from taking these items to the workplace.
- **CONTACTING THE WORKPLACE** is the responsibility of the Corporate Work Study Office. The CWSP staff facilitates all communication between student, school and partnering businesses.
In the event of an absence or work-related issue, students are not to first contact their CWSP Coordinator. They are not to contact their supervisor, manager, or co-workers without permission from their CWSP Coordinator. The purpose of this is to avoid any unnecessary gaps in communication between student, CWSP office and jobsite.
Parents, legal guardians, family or friends of students shall not contact their child at work or contact the workplace about issues regarding their child. The Corporate Work Study Office is available to relay messages between the students' family/home and the workplace.
- **PROFESSIONALISM** is expected of every student employee at all times. Students who exemplify professionalism conduct themselves with courteousness, dignity, honesty, disciplined language, and respect for all people.
- **TRANSPORTATION** is provided to student employees as a means of ensuring their safe transport between the worksite and the Immaculate Conception Academy campus. Students are expected to behave according to the guidelines set forth by the CWSP staff, and to follow all directions of the drivers/chaperones.

CO-CURRICULAR PROGRAM

The philosophy of ICA states that "we provide both within and beyond the classroom, educational experiences that give each student a context in which to further her development as a unique human person." The school's co-curricular program is an important means to achieve this purpose. The co-curricular program at ICA includes a program of campus ministry, student government, student clubs and athletics. The Campus Minister schedules and organizes all retreat and liturgical functions. The Director of Student Activities coordinates and calendars all student activities. The Athletic Director schedules all games and practices.

CAMPUS MINISTRY

The goals of ICA include developing educated young women whose lives are witnesses to the message of Christ. The school's Campus Ministry program, in collaboration with the Principal and Religion Department, gives special leadership to nurturing the faith formation of the school community. All students participate in this program.

Working with the campus minister, students provide leadership through retreats and school liturgies. Sophomores and juniors are eligible to apply for the campus ministry team. A student must receive academic approval from each of her current teachers, the Guidance Director, the Dean of Students and the Principal to apply for team membership. A 2.0 minimum GPA is required for membership. Any student on Probation or Disciplinary Action Status may not apply. Students who apply will be interviewed by the Campus Minister. A contract shall be completed by the student and signed by her parent(s)/guardian(s). Once approved, the Campus Ministry student will attend either the Dominican Preaching Retreat or the Living In Faith Experience (LIFE). A student may be removed from the team at any time for breaking the Campus Ministry contract.

The school's Campus Minister, LIFErs and Preachers give special leadership in nurturing the faith life of the school through the following opportunities.

- **Eucharistic Liturgy**
Since the Eucharist is the summit of worship in the Catholic faith, all students, faculty and staff attend Eucharistic liturgies on a regular basis including Holy Days.
- **Prayer**

Each school day a student campus minister leads the student body in prayer before the first block. Teachers are encouraged to begin each of their classes with prayer and students are encouraged to begin class and club meetings with prayer. In addition to daily prayer, the school community comes together regularly for school-wide prayer events. The John Fixa Memorial Chapel, located in Herbst Hall, is available to small groups of students and religion classes for prayer throughout the year. The Chapel may also be available for personal private prayer at designated times.

- **Reconciliation**

Reconciliation services take place within religion classes during Advent and Lenten seasons.

- **Retreats**

The retreat program provides opportunities for students to deepen their relationships with God, self and others. As the retreats are part of our overall curriculum, all students are expected to participate in the yearly class retreat. If some extenuating circumstance prevents a student from attending the class retreat, the parent is expected to notify the Principal at least one week prior to the class departing for retreat.

- **LIFE**

Living in Faith Experience, LIFE, is a program, which trains students to be faith leaders in the school community. Students are eligible to submit an application for membership to LIFE if they meet the following criteria: must be a sophomore or junior, have a minimum GPA of a 2.0, receive academic approval from each of her current teachers, the Guidance Director, the Dean of Students and the Principal, are not on Probation or Disciplinary Action Status and are available to attend the LIFE Leadership retreat in the summer. Accompanied by a member of the faculty, the students attend a week-long summer retreat/workshop sponsored by the Dominican Sisters of Mission San Jose. At the conclusion of the week, the students become LIFErs and draw up a covenant describing how they will promote faith development in the school community. After they have been selected for the Team, students and their parents are expected to sign a contract which acknowledges a commitment to the school community of service and leadership, working with the Campus Minister to provide class retreats, liturgies, and prayer services.

- **PREACHING TEAM**

The Preaching Team, another group sponsored by Campus Ministry, consists of students who have attended the annual Dominican High Schools Preaching Conference in the summer. The Preaching Team gives unique leadership to the school in the area of the Dominican charism of preaching the Gospel especially through service. Students may submit their names to be considered for appointment to this team if they meet the following criteria: must be a sophomore or junior, have a minimum GPA of a 2.0, receive academic approval from each of her current teachers, the Guidance Director, the Dean of Students and the Principal, are not on probation or Disciplinary Action Status and are available to attend the Dominican Preaching Conference in the summer. Students who attend the Preaching Conference provide leadership and service to the school community throughout the school year.

- **CHRISTIAN SERVICE PROGRAM**

Goals

The goals of the Campus Ministry Christian Service Program are based on the philosophy of ICA:

Immaculate Conception Academy strives to live the Gospel message of love and forgiveness. We foster respect for life and the interdependence of all peoples, responsibility and care for the earth and its resources, commitment to the principles of social justice and awareness of the rights and responsibilities of citizenship. We provide, both within and beyond the classroom, educational experiences that help develop each student's unique qualities and self-worth.

Requirements

Each student must complete 100 hours of Christian Service, by December 1st of her senior year. Transfer students are required to complete the equivalent of 25 hours of service for each year of enrollment at ICA.

While it is recommended that students complete 25 hours of service within each academic year, students are required to complete *a minimum* of ten hours of service *connecting with their class' theme within each academic year*. This requirement must be met by May 1st in order to allow the student to complete her Christian Service Reflection class project which will count towards her academic grade. Students should submit these service hours normally but include a copy of the previously submitted Christian Service Verification form with their yearly class project.

A senior who has not fulfilled her Christian Service requirements will have her diploma withheld until hours are completed.

Guidelines

No student may receive payment for hours worked. Hours may not "double up" as credit for out-of-school scholarship or other funding received. Students are expected to complete service hours at non-profit agencies or special events benefitting worthy humanitarian causes (with prior approval by Campus Minister only).

The following themes, based on principles of Catholic Social Teaching, are assigned for each class and include examples of service appropriate to each theme.

Freshmen: Human Dignity and Respect for Life

Focus: Look for people whose dignity is often ignored.

Examples:

- Feeding the Hungry: soup kitchens, food banks, homeless shelters
- Education and Evangelization: work in literacy programs, tutoring (especially for disadvantaged students), bilingual education

Sophomores: Call to Participation, Family, and Community

Focus: All people have the right to be active members of a community where they are accepted and their voices are heard.

Examples:

- Ministry of Presence: visit the elderly or sick, convalescent homes, senior centers, hospitals, become a teen hospice volunteer
- Involvement: help a local community organizing group with a mission you believe in (prior approval required)

Juniors: Preferential Option for the Poor and Vulnerable

Focus: Recognize and respond to the needs of the most vulnerable.

Examples:

- Homeless Ministry: volunteer at homeless shelters, soup kitchens
- Women: work in women's shelters, programs for single mothers, immigrant women
- Youth: programs for at risk youth

Seniors: Solidarity

Focus: Learning to share the struggles of others as your own.

Examples:

- Justice Work: volunteer for an organization raising awareness and/or funds for an important issue (prior approval required)
- Choose one previous experience of ministry and stick with that one organization for your remaining hours. Focus on entering into a deeper relationship with the people you

are serving.

Since typical office work (filing, answering phones, data entry, etc.) is valuable service, students may earn up to (and only up to) 10 hours of office work per year.

The purpose of Christian service hours is to look outwards to the needs of the larger community. However, as ICA is a non-profit organization, up to (and only up to) 5 hours of service work may be done for ICA per year.

** The ICA phone-a-thon is the only exception which will be made for limitation on hours worked for ICA. Up to 10 ICA hours may be credited for this service. Phone-a-thon hours do count towards the limit of 10 office hours accepted per year.*

Deadlines

Freshman through Junior service hours are due by May 1 of each school year. For seniors, 100 Christian Service hours are due by Tuesday, December 1st, 2009. For seniors, this deadline must also be met in order to be eligible to attend the Christmas Ball and Prom.

Students MUST complete a minimum of 10 service hours within their class theme by May 1st of the academic year. This is to allow participation in each class' yearly service reflection project.

Verification

Service verification forms must be used to verify Christian Service Program hours. Forms are available on ICA's website under the Campus Ministry heading in the Student Life section.

Forms must have a business card, letterhead or agency brochure attached to assist in verification.

Reflection

As reflection is an integral part of developing understanding and knowledge, during each year at ICA, students will participate in a reflective component on service in their Religious Studies classes. This yearly service project will focus on the class theme for the year and will count towards the student's academic grade.

STUDENT GOVERNMENT

Student Council, consisting of the elected officers from the student body and classes, and appointed representatives from clubs, is the primary student organization of ICA. A preliminary contract, provided by the Director of Student Activities, shall be completed by any student who runs for an office. A student may be removed from running for office at any time for breaking this contract. The preliminary contract must also be signed by the student's parent(s)/guardian(s) before campaigning begins. In addition, a student must receive approval to run for office from each of her current teachers, the Guidance Director, the Dean of Students and the Principal. Any student on Probation or Disciplinary Action Status at the time of elections may not run for student body, club or class offices. All students interested in running for student offices must have a 2.5 cumulative GPA, be current in all financial areas, including having paid their registration fee for the following year. They must have minimal absences and be in good disciplinary standing.

Upon election or selection to the Council, a student shall review a detailed list of events for the coming school year and agree to attend each of those events from start to finish by signing a Student Council Contract. The student's parent(s)/guardian(s) must also sign the Contract. Elected officers who are placed on Probation or Disciplinary Action Status during the year will be asked to step down until the probation is cleared. There are no exceptions to this rule.

A copy of the Constitution of the Student Body Association is available from the Director of Student Activities.

CLASS COLORS, NAMES, SONGS, BANNERS AND MASCOTS

During the freshman year the new class chooses its class colors, name, mascot and class song. Guidelines developed by the Student Council include the following:

1. No class may choose the colors of any class currently in the student body. All other colors are available except for royal blue, the school's color.

2. White is a neutral color, but it may be used by only two classes which are currently in the student body.
3. Classes may not choose a color which is too similar to a current class (i.e. if a class has lavender, another class may not choose purple).
4. Black is not a neutral color; once it is chosen, no other class may repeat it.
5. Other shades of blue, such as navy blue or light blue, are allowed as long as no current class has a similar color.
6. Since the Block Society sweaters are white with blue trim, classes with white as a color may not choose this for their class sweaters, but must choose another color.

Mascots, names and class songs currently being used in the student body may be used by that class only. Mascots, names and songs of classes that have graduated may be used.

In the sophomore year, the class makes its class banner. The banner should be no larger than three feet wide and four feet long. The shape of the banner is optional, i.e. square, shield, rectangle. The design must allow for a rod so that the banner may be hung; the rod should be no less than 3 ½ feet.

The banners of the last graduating class and the current senior and junior classes will be displayed at all times in the auditorium.

SPIRIT POINTS

Spirit points are awarded to classes for their demonstration of school spirit. At the Awards Assembly in May, the Spirit Trophy is given to the class that has accumulated the most points during the year. Spirit points are traditionally given for the following events: the Walkathon, class games, Catholic Schools Week/Spirit Week activities, dress-up days, intramural sports, bulletin boards, hallway decorations, and game and performance attendance. The Principal and Student Council Moderator may award points for other activities. The Director of Student Activities oversees the assignment of spirit points and keeps records for the Spirit Trophy

STUDENT HONORARY CLUBS

Honorary student organizations include:

- **Block Society**: This organization is composed of students who have been acknowledged with a Block for their service to peers and school, well rounded involvement, enthusiasm and selfless concern for the common good. Requirements for membership are available from the Block Society moderator. Spartan Blocks are presented to new Block members at the annual Blue and White Assembly.
- **California Scholarship Federation (CSF)**: Students who take five solids and whose grades merit ten points, according to the CSF rating scale, are eligible for CSF membership, on a semester basis. Life membership is earned by the student who maintains semester membership for four semesters at ICA, one of which must be during her senior year. Life members are eligible to apply for CSF scholarships offered by many colleges. Members are encouraged to be peer tutors for a minimum of ten (10) hours per semester. A student with a semester D or F will be unable to maintain membership in CSF.
- **National Honor Society (NHS)**: Students who earn a 3.0 cumulative grade point average in the 10th, 11th or 12th grade, and meet the NHS criterion based on leadership, service and character are eligible for membership. A student must be enrolled at ICA for at least one semester to be eligible. A member must maintain a 3.0 cumulative GPA to be a life member in NHS. Members are required to be peer tutors for a minimum of ten (10) hours per semester. A student may be removed if a semester grade is lower than a C-.

OTHER STUDENT ACTIVITIES & CLUBS

African Latina Association

Close-Knit

Respect Life

Ambassadors Club

Dos Lenguas, Un Mensaje

SAVE Club

HOW TO FORM A CLUB

1. **Student Interest:** a group of students or a faculty member interested in forming a new club must secure the names of at least ten students who would be interested in joining the club.
2. **Faculty Advice and Data Sheet:** Interested students are to engage the services of a faculty member to help them draw up a Club Data Sheet for the organization. The Club Data Sheet shall include the following:
 - a. Name of the club
 - b. Purpose (must be in accord with the preamble of the student body constitution)
 - c. Officers needed
 - d. Membership requirements
 - e. Interested students
 - f. Regulations
 - g. Scheduled meeting times
 - h. Suggested moderator
3. **Formal Request:** The group's representatives must present their Club Data Sheet and request for organizing a club at a Student Council meeting.
4. **Preliminary Approval:** Once the Student Council gives preliminary approval to the group, the petition must be presented to the Principal for preliminary approval.
5. **Student Council Approval of Charter:** The Principal will give the new club's representatives a formal Club Charter information sheet to fill out and return to the Student Council within two weeks for final approval. The information sheet includes the names of the club officials, moderator, budget and projects for the year.
6. **Final Approval:** The club presents the approved Club Charter to the Principal for final approval.

CLOSE-UP/COLLEGE TOURS

- **Close-Up:** Close-Up is a program sponsored by the Close-Up Foundation to give high school youth an opportunity to visit Washington, D.C. and learn more about the federal government. A contract must be signed and all cost deadlines must be met. The following criteria for involvement in Close-Up has been developed by the Social Studies Department and approved by the administration:
 1. Only juniors and seniors are eligible.
 2. A student must have a cumulative 2.0 GPA (a student may not be on academic probation). Moreover, a student must have C- grades or higher in ALL current-year courses up to the time of the trip to attend Close-Up.
 3. A student's accounts must be current, per the Finance Office.
 4. A student must have a satisfactory attendance record (no more than 3-5 tardies and 3 absences, either exempt or non-exempt, in the preceding semester; a student may not be on attendance probation).
 5. A student may not have serious behavior/discipline issues (a student may not be on Disciplinary Probation or Disciplinary Action Status).
 6. A student must attend all scheduled meetings prior to Close-Up.
 7. A student's current-year teachers, as well as the Principal, Assistant Principal for Academics, Dean of Students, Guidance Director and Finance Manager, must sign a form approving the student as a Close-Up participant.
 8. A student may go to Close-Up only once.
- **College Tours:** The Guidance Center offers all students the opportunity to visit various col-

leges. Whether it is New York, Boston or Southern California - we want students to visit a wide variety of colleges (small, large, Ivy League). A contract must be signed and all cost deadlines must be met. College tours will occur when Mini-Courses are offered.

1. A student must have a cumulative 2.0 GPA (a student may not be on academic probation). Moreover, a student may not have a grade below a C- in all current year courses up to the time of the trip.
2. A student's accounts must be current, per the Finance Office.
3. A student must have a satisfactory attendance record (no more than 3-5 tardies and 3 absences, either exempt or non-exempt, in the preceding semester; a student may not be on attendance probation).
4. A student may not have serious behavior/discipline issues (a student may not be on disciplinary probation or Disciplinary Action Status).
5. A student must attend all college tour meetings.
6. A student's current-year teachers, as well as the Principal, Assistant Principal for Academics, Dean of Students, Guidance Director and Finance Manager, must sign a form approving the student as a College Tour participant.

SCHOOL PUBLICATIONS

- **The Flame:** The Publications club works with the moderator to produce the school yearbook, *The Flame*. The students learn the skills of producing a high school yearbook. The editor-in-chief of the yearbook is a member of Student Council.

ATHLETICS

ICA is a member of the California Interscholastic Federation (CIF). The athletic program includes seven interscholastic Varsity sports: Tennis, Cross Country, Volleyball, Basketball, Soccer, Softball and the Spirit Squad. The Athletic Director coordinates all athletic activities.

- **Girls Athletic Association**

The Girls Athletic Association (GAA) promotes the highest ideals of sporting behavior, good conduct and school spirit through CIF's Pursuing Victory With Honor Program. All students are members of the Girls Athletic Association (GAA).

- **Athletic Team Membership**

Students who wish to participate on an athletic team must meet the requirements of the CIF. These requirements can be found on www.cifstate.org. In addition to the CIF standards, students must also fulfill ICA Athletic Department requirements that include, but may not be limited to: a 2.0 cumulative GPA, approval from the Guidance and Finance Departments, approval from the Dean of Students, and a current physical examination and clearance to participate from a physician. If, at any point during the season, a team member's GPA falls below 2.0 or she is placed on Disciplinary Action Status or Academic, Attendance or Disciplinary Probation, she may be dismissed from the team.

- The Athletic Department Handbook details all procedures of the Athletic Department and is available at www.icacademy.org/studentlife/athletics
- Athletic contests and events are available at www.highschoolsports.net

TYPICAL ICA ACTIVITIES

- Athletics: Tennis, Cross Country, Volleyball, Basketball, Soccer, Softball and Spirit Squad
- Blood Drive
- Career Day
- Catholic Schools Week/Spirit Week
- Class field trips
- Close Up Trip to Washington, D.C.

- College tours and Field Trips
- College and Enrichment Program Fair
- Cash for College
- Drama Productions
- On-site College Admissions Day
- Culture Days
- Dances
- Eucharistic Liturgies: prayer services
- Family Masses
- Father/Daughter Night
- Freshman Welcome Activities
- Health Fair (every other school year)
- Mini-Courses (every other school year)
- Mother/Daughter Tea
- Retreats
- Senior Class Day and Move-Up Day
- Senior-Junior Prom
- Walkathon

GUIDANCE

The Guidance Team takes an active role in our small school setting, coordinating numerous aspects of high school academic growth and personal development. Guidance at ICA is an essential piece of the total educational experience and complements the school's instructional program. ICA provides academic, college, career, emotional and personal support individually and in small groups under the direction of the Principal, Assistant Principal for Academics, Dean of Students, Guidance Director, FLAME Director and Personal Counselor.

- **Guidance**

The goal of Guidance is to help students optimize their opportunities and take advantage of all the resources and programs that are available to them. See Academic section and the ICA College Admissions Program section in this handbook.

- **FLAME “Focused Learning For Academic Motivation and Excellence” Program**

The FLAME Program seeks to ensure that all students have the academic support and services that they need to reach their highest potential. The FLAME Director works closely with parents and students to ensure academic success at ICA.

In the FLAME program, students work in a collaborative environment to strengthen their academic and organizational skills. FLAME offers peer tutoring to students in need of supplemental support in core subject areas. Students may also drop by the FLAME room for assistance with research, writing and editing. Additionally, there are opportunities to learn and practice useful organizational and study strategies. The FLAME program's primary goal is to teach effective learning strategies and approaches to the ICA student body, enhancing skill development and self-confidence throughout the high school experience.

- **Personal Counseling**

The ICA's Personal Counselor is a person who can listen, provide support, and help create strategies for coping with challenging situations or emotions. The Personal Counselor is available to work with students who have a desire or a need to talk about events in their lives that are causing them stress. Students may also be referred by parents, Faculty, or members of the Administration, who are concerned about a student.

The Personal Counselor may meet with a student one time without parental consent, but if

there are to be continued or follow-up meetings, parental consent is mandatory. A permission slip for counseling is sent home at the beginning of the school year.

Counseling discussions are intended to be private and confidential. With the permission of the student, the Personal Counselor may share concerns with the student's teachers. Information regarding a student's progress in counseling will be shared with parents upon request or if the Personal Counselor believes it would be helpful to do so. It is important, however, that the student be allowed some level of confidentiality for the counseling relationship to be most effective. Parents will always be informed if the Counselor discovers that a student's physical safety is endangered, either through her own actions or the actions of others.

- **Standardized Testing**

The Guidance Director organizes and supervises the school's standardized testing program. The testing program includes:

- Grade 9: EXPLORE test (Fall and Spring)
- Grade 10: Fall: PSAT, Spring: PLAN test, AP tests are optional
- Grade 11: PSAT, AP testing optional
- Grade 12: SAT and/ or ACT, AP testing optional

Explore and PLAN are tests from the ACT (www.act.org). PSAT is a practice test for the SAT (www.collegeboard.com/psat). To view all the AP exams a student can go to: www.apcentral.collegeboard.com

NOTE: All students are advised to take the SAT Critical Reasoning and/or the ACT Plus Writing and the SAT Subject Tests (2 subjects required by UC; some independent universities may require more.) Engineering majors will be required to take Math Level II and Physics or Chemistry. The Math Level 1 Subject exam is not accepted by many colleges/universities. Class of 2013 and beyond will not be required to take SAT Subject exams for the UC system.

- **College Admissions Program**

ICA is dedicated to preparing students for the rigors of college. To assist families with college and scholarship applications and test preparations, the Guidance Director facilitates several services. Refer to the "ICA College Admissions Program" section.

DISCIPLINE

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally- based education can be best served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this Student-Parent Handbook. It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school at its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in the Student-Parent Handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, etc.)

The school reserves the right to determine, at its discretion, which actions fall short of meeting Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian followed by disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.)

The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

STUDENT DISCIPLINE

All students are expected to strive to live the philosophy of ICA, which includes the challenge "to live meaningful Christian lives". Central to the Christian life is Jesus' teaching that we must love one another. This calls us to respect all people. The discipline policies of ICA are guidelines for the Christian behavior of ICA students, which challenge each student to develop habits of self-discipline in word and action.

When students do not meet the standards of ICA or disregard school rules, consequences include detention, probation, suspension or expulsion.

DETENTION

Detention is a consequence for breaking a school rule and requires a student to serve the detention after school. The Dean of Students determines the activities and amount of time for detentions. Teachers may conduct their own detention period for classroom infractions.

Students will receive a second detention if the first is not served by the next detention session. Students with serious infractions and/or repeated failure to serve detentions may be assigned Saturday detentions.

Students will be liable for a detention for the following infractions or others as determined by the administration and faculty:

1. engaging in disrespectful behavior;
2. using inappropriate language;
3. causing classroom disturbance;
4. engaging in boisterous/disruptive conduct;
5. being out of uniform without school approval;
6. failing to return communications sent to parents or guardians for their signature;
7. being tardy;
8. coming to class without required materials;
9. chewing gum;
10. eating or drinking in the building without authorization;
11. littering any area of the campus;
12. leaving locker unlocked or storing items on top of locker or underneath, or in an unused locker;
13. failing to present absence note on the day student returns to class;
14. refusing to keep an appointment with a teacher;
15. failing to serve a detention;
16. use of iPods or other music playing devices in the building without authorization;
17. use of cell phone during school hours;

18. promoting or enhancing gang activities by way of dress, communication, use of internet and activity on or off campus.

DISCIPLINARY ACTION STATUS (DAS)

At the discretion of the school administration, a student may be placed on Disciplinary Action Status (DAS) for a period of time, not to exceed one semester. DAS may result when a student's violation of school rules and/or policies warrants more than detention but does not rise to the level of being placed on formal Disciplinary Probation.

This status may carry the same consequences as Disciplinary Probation but may be enforced for a shorter period of time.

Any student who fails to abide by the terms of DAS or who commits further offenses may be placed on Disciplinary Probation.

PROBATION

Probation is a serious warning that a student is not meeting academic, disciplinary or attendance standards for an ICA student. Probation is given for a designated period of time. A student who is placed on probation is expected to show evidence of improvement; if a student fails to improve during the probationary period, she may be placed on probation for a second time; she may be asked to withdraw; or she may be expelled. Any student on probation for more than two semesters will be subject to an Administrative review to determine if she can remain at ICA.

There are three types of probation at ICA: academic, disciplinary, and attendance.

Academic Probation

Academic probation exists to help those students who are having academic difficulty. A student is placed on academic probation at the end of the semester if she (1) achieves below a 2.0 semester GPA with report card comments indicating that she is achieving below her ability and/or is showing poor effort; (2) receives two or more semester D's with report card comments indicating that she is achieving below her ability and/or is showing poor effort; (3) receives a semester F. A student is on academic probation for one semester. During the probation, students are required to meet weekly with the Guidance Director to assess their academic progress and attendance at tutorials. Students must participate in only one extracurricular activity sponsored by ICA (clubs/athletics only). Students may not participate in field trips. A formal review will determine if a student can be removed from academic probation or if she will remain on academic probation for another semester.

Disciplinary Probation

A student is liable for Disciplinary Probation for serious misconduct or for repeated lesser infractions. A student is on disciplinary probation for one semester. There is a formal review to determine if a student can be removed from Disciplinary Probation or if she will remain on Disciplinary Probation for another semester.

Attendance Probation

A student is liable for attendance probation for accumulating four or more non-exempt absences in any given class period in one academic quarter. A student is liable for attendance probation for accumulating seven or more tardies total in one academic quarter. A student is on attendance probation for one quarter. There is a formal review to determine if a student can be removed from attendance probation or if she will remain on attendance probation for another quarter. See related topics: **Absence Affecting Credit and Grades** and **Tardiness**.

Consequences for Probation

A student on probation is subject to the following consequences:

1. review of involvement in co-curricular activities, i.e. athletics, student government, and campus ministry, and clubs
2. she may not participate in extended field trips sponsored by ICA or other schools
3. she may not attend school-sponsored dances

4. juniors and seniors on probation during the second semester may not attend the prom
5. she may not run for class office or student body office

Note: Some colleges and universities require high schools to report probation, suspension and/or expulsion.

Procedures for Probation

In cases of Academic Probation, the Guidance Director will meet with or give written notice to student's parents or guardian. In cases of Disciplinary Probation and Attendance Probation, the Dean of Students will meet with or give written notification to the student's parent or guardian. In all cases, the parent or guardian and student will be required to sign and return a form acknowledging that they understand the terms of probation.

SUSPENSION

Suspension is a consequence for serious misconduct or repeated disregard for school rules. Grounds for suspension are listed below. Suspension may be given for a varied number of days. During the period of suspension, a student may not attend classes or school-sponsored activities. The student may not make up class work assigned during her suspension. Students may serve the period of suspension at home or school as determined by the Principal.

- **Procedures for Suspension**

When serious misconduct occurs, the Dean of Students informs the student of the serious nature of her misconduct. The Dean gives the student an opportunity to explain her actions. The parent/guardian is informed by phone or letter or by means of a parent/guardian conference. The Principal makes the final decision about suspension.

EXPULSION

Expulsion is the final irrevocable dismissal of a student from school. Grounds for expulsion are listed below.

- **Procedures for Expulsion**

When serious misconduct occurs, the Dean of Students informs the student of the serious nature of her misconduct. The Dean gives the student an opportunity to explain her actions. A conference is held with the student, her parent or guardian, the Dean of Students and the Principal. The Principal makes the final decision about expulsion. The Dean of Students prepares a letter summarizing the case.

- **Grounds for Suspension or Expulsion**

Students are liable for suspension or expulsion as determined by the Principal for the following actions on or off campus or at school-sponsored activities:

1. engaging in conduct detrimental to the reputation of the school;
2. disobeying and defying school authorities, school or state regulations continually and willfully;
3. being immoral in talk or action;
4. possessing, using or selling illegal drugs, alcohol, tobacco or drug paraphernalia;
5. stealing, cheating, or plagiarizing;
6. engaging in violent activity, including but not limited to verbal or written threats, hitting, and/or fighting;
7. falsifying or forging excuses, records or documents;
8. lying;
9. defacing or damaging school property;
10. possessing or using a weapon or a weapon-like instrument;
11. using profane or vulgar words or actions;
12. displaying disrespectful behavior on or off campus;

13. belonging to or joining a gang;
14. refusing to complete school assignments and failing to comply with the terms of academic probation despite ability to do the work;
15. truancy;
16. posting threats, slander or vulgarity on social networking sites or through use of technology.

ALCOHOL AND ILLEGAL DRUGS

If a student possesses, uses, or sells alcohol or illegal drugs, the school will enforce its disciplinary consequences and may also inform the police department. If a student is suspected or has been reported as using alcohol or illegal drugs, she will be referred for professional testing and assessment. Recommendations from the assessment may be followed. A further consequence for a student who is allowed to remain at ICA after possessing, using or selling alcohol or illegal drugs may be that she enroll in a drug/alcohol treatment program to receive professional testing, evaluation and counseling at the expense of the parent or guardian.

At the beginning of the school year, each family will be given a copy of "A Family's Guide for the Prevention of Alcohol, Tobacco and Other Drug Use." Please refer to this valuable resource.

SMOKING

Smoking is not permitted on or around campus or at sponsored activities, or while in school uniform. Students are reminded that smoking is illegal for minors and is injurious to health.

CONFLICT MANAGEMENT

If anyone on campus becomes aware of a dispute among members of the student body, the individual should inform a teacher, staff member or administrator. Behavior which should be reported may include: student complaints about another student harassing her, an angry verbal exchange between students, the observation of hostile interaction between students, a parent's complaint about the behavior of a student, a student's report about tension between peers, etc. Students may make a self-referral or a teacher or Dean of Students may make a referral. The Dean of Students will meet with the students involved. One means of resolving the conflict may be referral to the school's Personal Counselor.

CRIMINAL ACCUSATIONS

A student accused of criminal activity but has not been convicted may be placed on home-study.

DRESS CODE

At all times students are expected to dress in an appropriate manner projecting a neat, attractive appearance. The Administration of ICA reserves the right to determine and interpret dress code standards, including the uniform, free dress, and work attire.

CLASS DAYS (NON-CWSP) DRESS CODE

Students are expected to wear the uniform completely, neatly and proudly every day unless the Dean has approved non-uniform attire. If a student is unable to wear the complete uniform, she must present a note from her parent or guardian to the Dean before her first class. The Administration of ICA reserves the right to determine and interpret dress code standards, including wearing the uniform and free dress.

UNIFORM REQUIREMENTS

Students are required to purchase the following items:

- **Uniform brown heather skirt** should not measure shorter than two inches above the knee. The skirt must be purchased at Simply Uniforms. If students wish, they may wear shorts under the uniform skirt; however, the shorts must be unnoticeable.
- **White blouse/Polo shirts**: These are all "outer blouses" but may not hang below the uniform sweater. Blouses and white polo shirts with the ICA emblem must be purchased only from

Simply Uniforms.

If extra warmth is needed, only solid white, solid black or solid dark blue tops may be worn under the uniform blouse; no other colored top may be worn under the school blouse or shirt when the uniform is worn. The blouse is to remain buttoned at all times.

- **Burgundy pull-over sweater:** The burgundy sweater must be purchased at Simply Uniforms. Seniors may wear the specially-designed senior class sweater and members of the Block Society may wear the official Block sweater.
- **Shoes:** black, white, dark brown or burgundy colors. Athletic shoes must be predominantly white or black. All shoes for school attire must have a closed heel and closed toe; no sandal style shoe, flip-flops, excessive high heels (higher than 2") or boots are permitted with the uniform.
- **Socks:** solid white, brown, black or burgundy knee-highs, anklets, or tights may be worn. Socks cannot have stripes or other pattern on them. Sweat pants or leggings may not be worn under a skirt at any time, including break and lunch.

OPTIONS TO THE SCHOOL UNIFORM

- **Khaki knee-length shorts** are purchased at Simply Uniforms only. If necessary, a belt may be worn with the shorts.
- **Khaki pants** are purchased at Simply Uniforms only. If necessary, a belt may be worn with the pants. Pants must be worn properly at an appropriate length. Pants must not drag on the floor or be bunched up at the bottom. Dickies or another brand are not allowed.
- **Black Polo Shirts** are optional and are acceptable for school wear. Black polo shirts with the Veritas emblem may be purchased at ICA's Spartan Store.
- **Class Sweatshirts** are optional and are acceptable for school wear, except on formal uniform days. Class sweatshirts are purchased during the sophomore year.
- **ICA Sweatshirts** are optional and are acceptable for school wear, except on formal uniform days.
- **Non-Uniform** jackets may be worn over an ICA burgundy sweater or ICA sweatshirt. Non-uniform sweatshirts and scarves are not allowed.

FORMAL UNIFORM

Formal uniform consists of the burgundy sweater, skirt and blouse or shirt and is required on days when formal assemblies occur - all Masses and prayer services, Junior Ring Ceremony, Blue and White Assembly, Awards Assemblies, Candle Rose Assembly, Class Day Assembly, Baccalaureate Day and other days that may be announced. Sweatshirts and hooded sweaters must not be worn with the formal uniform. The formal uniform is to be worn the entire day.

OUT-OF-UNIFORM PASSES

Students are expected to wear the school uniform with pride.

If a student is unable to wear one part of the uniform, she must present a note from her parent or guardian to the Dean before school. Uniform passes will only be given for emergencies. Students are responsible to see that they are in proper dress. Students may also receive detentions for being out of dress code.

Students may also earn non-uniform passes as rewards or prizes. These passes are obtained from teachers, club moderators or the Dean, and must be worn on the designated day.

UNIFORM COMPANY

- **Simply Uniforms**
7801 El Camino Real
Colma, CA 94014
Telephone: (650) 757-5722

NON-UNIFORM ATTIRE

Non-uniform attire is worn on designated school days, on retreats, on field trips and during final exams at the end of each semester. Students may wear non-uniform attire on their birthday or half birthday when they bring the birthday dress form (located at the end of the Handbook) to the Dean and get a pass.

On non-uniform days students should choose attire appropriate for the school environment. Inappropriate attire includes: tank tops, shorts that are more than two inches above the knees, tights worn without a skirt or pants, beach or hiking attire, bare midriff tops, halter tops, T-shirts with inappropriate slogans, logos or designs, mini-skirts, etc. Military and Goth attire are prohibited. Pajamas must not be worn at any time, including dance classes, PE, retreats or other school functions. Shoes must be appropriate for steep stairs and a lot of walking (for example: no shoes without ankle support, no flip-flops, slippers, etc.). The Administration reserves the right to determine acceptable school attire. If a student wears clothing that does not meet ICA's non-uniform code, the parent or guardian will be contacted and asked to bring a change of clothing for the student.

CWSP DRESS CODE

The CWSP Dress Code ensures that every student will dress in a professional, modest, conservative, and safe manner. Immaculate Conception Academy's Corporate Work Study Program dress code corresponds to business, semi-formal dress. When students go to work, they enter professional work environments. Their dress should reflect a high standard of professionalism.

A special circumstance may arise for some students:

In cases where the workplace requires special clothing due to the nature of the work (for example: scrubs at a hospital), the Corporate Work Study Office will verify this need and adjust the dress code appropriately to the clothing provided by the workplace.

Work environments are also adult environments. Parents must be sensitive to the fact that their daughters might be assumed to be much older than their actual age. For the comfort and security of all our students, they should dress modestly. Conservative colors and styles of dress are required for all Cristo Rey students regardless of the particular policy of the sponsoring company.

The safety of our students is a priority. Most jobs require some interaction with office machinery such as copiers, fax machines, etc. A neat appearance and properly fitting clothes will help avoid potential mishaps. In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as music headphones, etc., help ensure their safety.

The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of general guidelines. However in all cases, the school administration has the final say. The dress style at Immaculate Conception Academy is intended to allow each and every student to achieve her best, both in the academic and the professional world.

It has been observed that the more seriously a person dresses, the more seriously that person performs in her/his role and the more seriously others receive her/him. Expressing individuality should be done through hard work at school and at the work place, and not through one's clothing.

Garments worn under clothing should not be visible.

Violation of dress code will result in detention and possibly missed work (including the consequences of missed work- see "Absences" under CWSP section).

PROPER ATTIRE FOR WOMEN IN THE WORK PLACE

Vest

Students are to wear the ICA Cristo Rey school uniform vest at all times over their blouse, top or sweater. No jacket, sweater or sweatshirt of any kind may be worn on top of the vest while inside the building. The vest is to be cleaned and pressed for each work day.

Blouses

Blouses must be modest and professional with buttons, sleeves, and a collar, of cotton, poplin, or similar material. No lettering or logos of any kind. Shirts must be below waist length. Undergarments such as camisoles should be tucked in and not visible.

Slacks/Skirt

Slacks or skirts should be relatively loose-fitting and of black, grey or khaki color only. Pants must have a crease and a bottom hem. Pleated styles preferred. Skirt should be knee length or longer. Pants should **NOT** be baggy, tight-fitting, or drag on the floor. Skirts should **NOT** be tight-fitting.

Hosiery/Socks

Socks or hose must be worn with slacks at all times. Hose must be worn with skirts at all times. Hose and socks must be black, brown, dark blue, or skin color. Socks should **NOT** be white.

Shoes

They should be leather or leather-like, and hold a shine. Shoes should be of professional appearance, preferably of black or brown color. Shoes must be closed all around and have a sole. No sandals, backless shoes, gym shoes, "Ugg" style winter boots, or slipper-like shoes. Heels should be of moderate height, not exceeding two inches.

Overcoat

Coats should be appropriate according to weather. No sports logos. Coats and scarves should not be worn inside the building. No jean jackets allowed in the work building either.

Sunglasses

Sunglasses may not be worn inside, at work or at school.

Student employees are always expected to arrive at school and return to school in dress code compliance. Those individual students who are found to be out of compliance with the dress code are required to change before continuing to work. For this purpose, the Corporate Work Study Office maintains a clothes closet that student workers may access to ensure student employees are always in compliance with the dress code.

Student employees who are found to be out of compliance with the dress code are also expected to serve detention as assigned by Corporate Work Study staff.

<u>#</u>	<u>RESULT</u>	<u>FURTHER ACTION</u>
1	1 detention	Student changes and continues to work
2	1 detention	Student changes and continues to work / CWSP staff consults students, and parents/guardians
3	Student works that day in the CWSP office.	

All detentions will be served with the Dean of Students. On the third occasion of non-compliance with the dress code, a student employee shall be deemed to be in need of retraining and shall therefore be assigned to work at the Corporate Work Study Office for the day under the supervision of the CWSP staff. This action results in the student being absent from work that day and absence consequences apply as normal (refer to CWSP section on absences from work).

GENERAL DRESS CODE REGULATIONS

TATTOOS

Tattoos of any sort are not allowed at ICA and should never be visible.

BODY PIERCINGS

Students may wear pierced earrings. A student may not have any more than one (1) earring in each ear. Earrings cannot be larger than a quarter in diameter or length. Students may not wear studs or rings that pierce the nose, eyebrow or any other part of the face including tongue rings.

This also includes items used to prevent a hole from closing. This body-piercing rule applies to any part of the body. A student is required to remove such items when she is on campus or participating in school-sponsored activities.

Parents/Guardians and students are held accountable for body-piercing, especially over the holidays. If a student is caught wearing a stud, ring or other items on her body she must take it out or she will be sent home.

JEWELRY

No excessive jewelry is to be worn and must be conservative style and length. Earrings are permitted but must not be larger than a quarter diameter or length. Rings, if any are worn, are limited to one per hand and need to be modest.

MAKE-UP

Less is better. Conservative colors and styles. Perfume, if used at all, should be worn in conservative quantities. Fingernails should be of a moderate length and color. No black or extreme colored nail polish or nail treatments. Face paint, glitter or stickers on the face, or writing on one's hands or arms is not permitted.

HAIR COLOR/STYLE

Conservative hairstyles and a neat appearance are expected. Hair may not be colored unusual colors, including burgundy, purple, blue, white, orange, pink or wine shades—natural colors only. Hair should be worn off the face and with safety in mind while working with office machinery. Head scarves, very wide headbands (more than 1 ½"), hats, or bandanas are not allowed. The CWSP Staff reserves the right to handle situations for work on a case by case basis.

HYGIENE

Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

IMMACULATE CONCEPTION ACADEMY

Teaching in the Dominican Tradition Since 1883

2009-2010 Financial Policy Contract

I am enrolling my daughter, _____, entering grade _____.
(Daughter's name)

TUITION AND FEE SCHEDULE

	Tuition	\$ 4,000
<u>April 3</u>	- Incoming Freshmen – Enrollment Deposit (applied to 2009-2010 tuition)	\$ 400**
<u>April 3</u>	- Returning Students – Enrollment Deposit (applied to 2009-2010 tuition)	\$ 400**
<u>April 3</u>	- Senior Registration & Graduation Fee	\$400**+ \$150

During School Year:

- Field Trips \$20 and up
- Annual Building Fund Pledge \$300

** non-refundable

A. PLEASE INITIAL YOUR DESIRED METHOD OF PAYMENT (If you qualify for financial assistance, or receive a scholarship or other awards, ICA will notify you of these changes affecting your tuition rate.)

- _____ 1. One Full-Tuition payment due September 1, 2009. Please bill me.
- _____ 2. Two Half-Tuition payments due September 1, 2009 and January 15, 2010. Please bill me.
- _____ 3. 10 Monthly-Automatic-Bank payments withdrawn by FACTS Management Co, due on either the 5th or the 20th of each month. The first PAYMENT BEGINS in August. FACTS charges \$38 for this service.

If re-enrolling in FACTS, you do not have to complete a new FACTS Agreement.

B. FINANCIAL POLICIES

1. Returning students will receive a 2009-2010 schedule of classes only when fees or tuition due from the previous year and the registration fee for the 2009-2010 school year are paid in full.
2. All tuition payments are due on time according to the tuition payment plan selected above.
3. ICA imposes a \$25.00 fee for late payments and for checks made payable to ICA which are returned for 'Non-Sufficient Funds' (NSF) or for any other reason.
4. If a student owes ICA any money, tuition or otherwise, a student may not:
 - attend classes
 - attend dances

- attend field trips that involve cost
 - participate on athletic teams
 - receive report card or class schedules
 - run for Student Government and apply to Campus Ministry
 - order items such as school ring, class/club sweaters, cheerleading uniform, etc.
 - receive graduation announcements, gown, or diploma, or participate in Baccalaureate or Commencement until all debts are paid in full or an amended financial contract has been agreed upon by the parent/guardian and Principal.
5. ICA reserves the right not to accept personal checks.
 6. ICA will only accept cash or money orders as payment during the two weeks prior to graduation.
 7. ICA has the right to take legal action to collect school tuition and fees. Parents/Guardians will be responsible for all costs of collection, including court expenses and reasonable attorney fees.
 8. As a courtesy, ICA may send delinquency notices to parents. If a parent/guardian does not receive a notice, this does not affect the parent's/guardian's financial obligation to ICA.

C. FAMILY SERVICE HOURS

- Each family must fulfill fifteen (15) hours of service to ICA during the academic year.

I have read the financial policies of Immaculate Conception Academy as stated above and I agree and understand that in order for my daughter to remain in good standing at Immaculate Conception Academy, I will fulfill all the terms and conditions of this Financial Contract.

Parent/Guardian Signature

Date

.....

Finances and Final Exams

Students whose accounts are not in good standing may not take final exams.

GENERAL POLICIES AND PROCEDURES

ACADEMIC HONESTY POLICY

Students are expected to abide by the Spartan Code of Honor and the academic honesty expectations found in the "Academics" section.

ANNOUNCEMENTS

Students should read the chalkboard in the main hall every morning before school for general announcements.

P.A. announcements are made before break everyday. Announcements will also be made at the end of the day. Students are to remain seated during announcements and listen with full attention. Announcement forms are in the main office and require the signature of the moderator for class and club announcements.

APPOINTMENTS

Students and parents should see administrators or teachers before or after school by appointment. Parents may email, leave telephone messages or send notes requesting appointments at mutually convenient times.

ASSEMBLIES

During assemblies students should maintain behavior appropriate to the type of program being offered. Students are required to wear the uniform sweater, skirt, and blouse/shirt at formal assemblies. The formal uniform sweater is not mandatory for rallies. Backpacks may not be brought to assemblies. Each class will enter the auditorium as directed and move quietly to its place for the activity.

AUDITORIUM USE

Clubs, classes or individuals who use the auditorium for any reason are responsible for leaving the area in perfect order. Chairs, tables, props, equipment, banners or decorations used must be put away carefully and promptly after each event. The stage, main seating area and lobby must be left in good order. The Director of Student Activities approves all calendar requests for the auditorium.

BOARDS

All bulletin, chalk and white boards are the property of the school and may be used only with the permission of the person responsible for the specific board. Students may not write on or deface these boards in any way.

BUSINESS HOURS

The school office is open from 7:00 a.m. until 4:30 p.m. on school days.

CALENDAR

The school calendar is provided to each student on Orientation day in the form of the Student-Parent Handbook & Planner. Each family will also receive an additional copy for home use at the Back to School Night Mandatory Parent Meeting. Please refer to this calendar for major school events and schedules. The calendar is available on ICA's website. Any changes to the calendar will be highlighted on the website.

CAMPUS SECURITY

For the security of the campus, the following doors may not be used as an entrance or exit except in an emergency or when a scheduled event requires them to be opened: the west door of Herbst Hall facing Fair Oaks Street, the north door of Herbst Hall facing 24th Street, the north door of the auditorium facing 24th Street, and the east door of the auditorium facing Guerrero Street.

CAFETERIA

Breakfast and lunch are for sale daily for students in the school cafeteria. Lunch is not available on

days when dismissal is 1:21 p.m. or earlier. Students may not purchase food on credit.

CLOSED CAMPUS

ICA is a closed campus. Students may not bring visitors unless the school secretary or receptionist has approved the visitor. Students may not meet persons at the gates of the campus during school hours. Visitors must sign in at the office and wear a visitor's badge while on school grounds. The closed campus policy also applies to the week of final exams.

CRISIS RESPONSE

In cooperation with the Archdiocese of San Francisco's Department of Catholic Schools, ICA has a Crisis Response Plan. This Crisis Response Plan is followed in the event of any unpredictable event such as a crime, disaster, accident, act of war, serious illness or death within the community which disrupts the community's sense of control. The goals of this crisis management are to maintain and support a cohesive school community and provide appropriate support and services to staff, students and families.

DANCE POLICY FOR HIGH SCHOOLS IN THE SAN FRANCISCO ARCHDIOCESE

ICA sponsors dances so that students and their friends may enjoy a fun social experience. The administration, faculty and parents/guardians of ICA expect that students understand what are acceptable and appropriate forms of dancing and what forms of dancing are in-acceptable, offensive and unacceptable for a Catholic high school dance.

Working together, the ICA administration, faculty, parents and Student Council expect that all students at ICA dances will conduct themselves in a Christian manner.

Dances and Mixers

The secondary schools of the San Francisco Archdiocese have adopted the following common policies pertaining to regular school dances and mixers. The common policies of these schools promote Catholic Christian values that recognize the dignity and self-worth of each person. Dances and mixers should provide an opportunity for students to socialize in a supervised and safe environment.

Dance Regulations

- Students will not be admitted into any school-sponsored dance without a student ID or other valid photo identification.
- The student's guest must leave his or her ID at the check-in desk when they arrive, and retrieve it when the dance is over.
- All ticket sales are final.
- All bags, purses, jackets, or other hand-carried items may be subject to inspection.
- Student attire for dances must be clean, neat, and follow the school's standards of modesty and appropriateness. The school reserves the right to determine the appropriateness of any attendee's dress. (See below)
- Students and their guests must engage in acceptable and appropriate forms of dancing for a Catholic high school dance. The school reserves the right to determine the appropriateness of any attendee's form of dance. (See below)
- The drug and alcohol policies of the host school will be enforced at all times.
- Glow sticks or any glow items are not allowed at dances.

Dance Attire

All students and their guests **MAY NOT** wear the following:

- hats, bandannas or other head coverings
- sweats
- ripped or torn clothing
- clothing that promotes alcohol, drugs, profanity, tobacco, or anything deemed inappropriate by the school

- flip flops, backless sandals, or slippers

In addition, the following items MAY NOT be worn:

- Males only: sleeveless shirts or tank tops
- Females:
 - halter, tube tops, tank tops, spaghetti straps, tops that reveal the midriff or bare back, off the shoulder tops
 - short skirts
 - shorts
 - spandex pants or tights
 - dresses or skirts with slits above the mid-thigh

Closed shoes must be worn at all times by both males and females. Males are required to wear shirts with sleeves.

Schools may modify the dress requirement for a theme dance or formal.

Types of Dancing

Students and their guests MAY NOT engage in the following types of dancing:

- slamming
- break dancing
- “freak” dancing
- moshing
- sexually explicit, suggestive, or otherwise inappropriate or dangerous dancing

Students in violation of any of these rules will face the following consequences:

- parents of students will be contacted to pick up their child
- guests will be asked to leave the dance
- student’s and guest’s ID’s will be confiscated
- student will face disciplinary procedures as deemed appropriate by the school

EATING IN BUILDING/SNACKS

Students must eat snacks and lunch in the cafeteria and Student Park only. No food is permitted in the buildings without permission. Be sure to place all food left over from break and lunch in your backpack or locker. Food should not be visible in the building. A detention will be given to students violating this rule.

EMERGENCY FORMS

Parents are required to complete an Emergency Health Form, which is due on the first day of school; this form includes information for health emergencies. Parents are also required to complete an Emergency Release Form which is due on the first day of school; this form lists the names of persons to whom a student may be released in the event of a disaster. Students will be released only to those persons listed on these forms. The school may ask a student to remain home if she fails to return these forms on the due date. No student will be allowed into class unless these documents are completed and on file.

ENROLLMENT

An enrollment fee for each academic year is announced in the spring and is ordinarily due in April. A student will not attend classes until her enrollment fee is paid in full. A student will not receive a class schedule for the following school year until the enrollment fee is paid in full.

FIELD TRIPS

The school sponsors various field trips to enrich the curricular and co-curricular programs. Parents/Guardians may grant permission for their daughters to participate in field trips by completing the official school field trip permission form which is required for all field trips. The school field trip permis-

sion form must be signed by a parent or guardian and given to the respective teacher or moderator at least 48 hours in advance of the field trip. Verbal permission or letters from a parent or guardian **will not** be accepted in place of the official school field trip permission form. A copy of the school Field Trip Permission form is included in the appendix of this handbook.

Field trips are nonrefundable even if a student is unable to attend for any reason.

FLYERS/POSTERS

Students may not post information, posters, or fliers of any type without approval from the Director of Student Activities. All posters must be hung with masking tape only.

FOOD

Food may not be ordered by students for delivery during the school day, *including finals week*. Students are expected to bring their lunches or to use the school cafeteria. An exception is a food order for a school activity under the direction of a faculty member.

GRADUATION

Graduation is a privilege conferred by the administration of ICA on those seniors who have met the standards of the ICA's graduation requirements, including academics, Christian Service Hours, attendance and conduct. The school expects students to maintain these standards up to and including the Commencement event itself. The Principal of ICA reserves the right to deny participation in any school sponsored activity, including Baccalaureate and Commencement, if any senior does not maintain any of the standards of the school. A student may not receive graduation announcements, graduation tickets, her cap and gown, participate in baccalaureate or commencement or receive her diploma if her Christian Service hours are outstanding, detentions have not been served, incomplete checklists for the Guidance Office, and/or if any monies, athletic uniforms, or any documents are owed to ICA.

A senior who has one unresolved semester Failure (F) grade may participate in graduation activities, but may not receive a diploma until the course is satisfactorily completed. The student may have one year from the date of graduation to complete the work. Any senior receiving two (2) semester fail grades (F) in her first semester may be asked to withdraw from school. If a senior has two (2) or more unresolved semester fail grades (F), the student may not participate in any graduation activities. She will be given a diploma when all the course work is satisfactorily completed. The student will have one year from the date of graduation to complete the work.

GUM

Due to damage caused by improperly discarded gum, gum chewing is never allowed on campus before, during, after school, or at any other event on campus. A detention will be given to students violating this rule.

HARASSMENT

Harassment in General

ICA affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, religion, color, gender, age, national origin, ancestry, physical or mental ability. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of ICA to provide an educational environment in which all students are treated with respect and dignity.

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets;

Written Harassment: suggestive or obscene letters, notes or invitations;

Physical Harassment: unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement;

Visual Harassment: leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters.

Cyber Harassment: slurs, demeaning comments, sexual statements or pictures, jokes, or other destructive, unkind acts via email messages, instant messages, text messages, digital pictures or images, or Web site postings.

Student to Student Harassment

1. This policy prohibits student to student harassment at any time including, but not limited to, any of the following:
 - a. while on school grounds;
 - b. while going to or coming from school;
 - c. during the lunch period;
 - d. while using the Internet, cell phone, or any other technological means;
 - e. during, or while going to, or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline as students of ICA are expected to conform their lives to Christian principles at all times.

Student's Responsibility: It is the student's responsibility to conduct herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace or threaten the safety, privacy, and respect of other students, teachers, or staff members.

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules and providing staff in-service or student instruction or counseling. Teachers shall discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional and thorough manner.

IMMUNIZATIONS

According to California State Law, all students must submit documentation that they have had the required immunizations. If a student does not comply with this request, she may be excluded from school.

INSURANCE

If a student is injured at school or during a school-sponsored activity, her parent or guardian should contact the school's Finance Manager immediately to obtain information about insurance.

IOU'S/STAMPS

Students may not request cash IOUs from the school.

Students may not purchase U.S. postage stamps from school office personnel.

IPODS/MP3 PLAYERS/ELECTRONICS

For reasons of safety, students may listen to iPods, MP3, etc. only in the cafeteria or in student park, not in the classrooms (unless authorized by a teacher) or in hallways. Earphones must be used in the cafeteria and student park. iPod Touches or other devices that can access the Internet or be used to send correspondence to another person are treated like cellular phones. They must

be turned off and stored in a locker.

LIBRARY

- **Printer:**
There is a charge of ten cents per page.
- **Copier:**
There is a charge of ten cents per page.
- **Scanner:**
There is a scanner available for student use.
- **Computers:**
There are 28 computers available for student use.
- **Library Cards:**
All students are encouraged to apply for a San Francisco Public Library card, which enables them to access the SFPL databases from school and home.

LITTER

Litter left anywhere on the campus will result in consequences for classes or individuals.

LOCKERS

The school issues a lock and locker to each student. Lockers should be kept locked at all times, free of stickers and free of writing. If lockers are decorated for birthdays, all decorations must be removed after one week. Any problems with locks should be referred to the Dean. The Associated Student Body Officers are responsible for lock and locker distribution. No additional locks, other than those provided by the school, may be used. If locks are left open or if belongings are left outside the locker (i.e., on top, under, etc.), detention will be given or items removed by the Dean. If items are stolen, the student must accept the responsibility.

Because the school is co-tenant of all lockers, lockers may be searched by the administration at any time.

LOST AND FOUND

The school is not responsible for missing articles. Valuables or any considerable amount of money should not be brought to school. All books, articles of uniform and personal possessions should be marked clearly with the student's name. Students should not leave wallets or books unattended. The Lost and Found is located in the main office.

Items that are not claimed by the end of each quarter will be given away. Items left in lockers or on campus after dismissal in June will be given away.

LUNCH AND BREAK

Students should go to the following areas during lunch and break: Cafeteria and Student Park.

- **Cafeteria:** Each student should respect the right of her fellow students to enjoy a pleasant and neat lunch area. Courtesy is expected in the cafeteria line. Students may only purchase food for themselves. Cafeteria tables and adjacent floor areas should always be cleared after lunch, litter and recycled items placed in the proper containers and chairs pushed under the tables.
- **Student Park:** Students eating in the student park should see that the area is left litter free.
- **Auditorium:** The Dean may give permission for students to eat in the auditorium; however, no one may eat on the stage, in the stairwell or in the balcony at any time.
- **Corridors:** Students may not loiter in the locker areas.

OFFICE AREA

The only students allowed in the office workroom are the following: the office assistants, the Associated Student Body officers to read the announcements and announce birthdays and the LIFers or Preachers to lead school prayer.

PREGNANCY POLICY

Human life at all stages, including the unborn child, is a sacred gift from God. To protect this sacred gift of life and to extend love and compassion to those involved in a pregnancy, ICA, in keeping with the teachings of the Catholic Church, will work with a pregnant student to help her complete her education, continuing in school as medically advisable.

A pregnant student must advise a counselor or administrator of her condition in order to make appropriate arrangements. The administration will review the needs of a pregnant student on a case-by-case basis and decisions regarding her educational program will be made in consultation with the student, the student's parent/guardian and the student's physician or other health care personnel. The process will reflect consideration of the needs and responsibility of the student, parent/guardian, the baby and the school community.

PRESIDENT'S/PRINCIPAL'S RIGHT TO AMEND

The President and Principal of Immaculate Conception Academy reserve the right to interpret this handbook and to amend this handbook at any time.

PROFANITY

As a Catholic high school, ICA expects each student to live the Christian life in word and deed. The school considers it a serious matter if a student uses profanity. The use of profanity seriously damages and violates the Christian atmosphere of the school and all its activities. As needed, students will receive disciplinary consequences for use of profanity.

PROM

Only juniors and seniors in good standing may attend the prom. Any student on Probation (academic, attendance or disciplinary) or DAS may not attend prom. If any monies are owed to ICA, a student may not purchase a bid. If a Senior has not completed her 100 Christian Service hours by December 1st, she is not eligible to attend the Christmas Ball or Prom. A parent/guardian must attend a mandatory meeting prior to prom for a student to attend. Students must be at school the entire day of the prom in order to attend the prom. The student's guest must have a guest pass and bring a valid I.D. to the dance in order to be admitted.

RESTROOMS

Students are expected to use the restrooms before school, at break and lunch. Students are to obtain permission of the teacher before leaving class to use the restroom.

SENIOR PRIVILEGES

Senior privileges include: using the stairs next to the main office, wearing a class sweater and matching socks, wearing non-uniform attire (according to the dress code) every Friday, entering the auditorium first and sitting in the front, and exiting the auditorium after the faculty.

SHIELD

The school shield on the main floor at the entrance to the Academy building should be respected by all. Traditionally, no one steps on this shield except during emergency drills or emergencies themselves.

STUDENT BODY ID CARDS

Student Body ID cards are distributed to each student after the school pictures are taken and serve as identification. Some of the uses of a student body card are to gain entrance to dances at other Catholic high schools, football games and other activities. If a student withdraws from ICA or is expelled during an academic year, she must turn in her ID card to the Dean of Students.

TELEPHONES: SCHOOL PHONE AND CELLULAR PHONES

Students may not use cell phones on campus between 7:30am and the time of dismissal. Phones may only be used before and after school in the café and in Student Park; they may not be used in the classroom buildings, including hallways. Phones are to remain **in the off position inside student lockers during the day**. Within the entire school year:

- first offense: will result in the confiscation of the student's phone, which must then be retrieved by a parent or guardian and serve a detention;
- second offense: the Dean will keep the phone for a minimum of three school days which must then be retrieved by a parent or guardian and serve another detention;
- third offense: students who break the rule a third time may be forbidden from bringing a phone to school and other consequences.

In the event of an emergency, students may use the office phone. Parents may contact students in the event of an emergency by calling the school and having the student paged. Students will not be called to the telephone except in an emergency. These rules apply to finals week as well.

TIME AT SCHOOL

All students are expected to be on campus between 7:15 a.m. and the stated end of the school day unless the administration has announced a special schedule. Supervision is not provided before 7:00 a.m. or after 4:30 p.m.

TRAFFIC SAFETY

In order to ensure the safety of everyone, especially the combined student-bodies of ICA and St. James' school with over 400 students, and to ensure that traffic in our neighborhood moves as smoothly as possible, the following information must be shared with anyone who picks up or drops off an ICA student, including grandparents, siblings, friends, etc.

- Do not block or park in the neighbors' driveway. These driveways are private property.
- Follow the hand signals of parents, staff members, or school traffic officers who are directing traffic.
- Do not come any sooner than your daughter is ready to go home. There simply is no parking in the area.
- Fair Oaks St. is a one-way street between 7:30 - 8:30 A.M.; 2:00 - 3:00 P.M. on school days.
- The following traffic violations could result in a ticket:
 - parking next to the fire hydrant on 24th St.
 - blocking any pedestrian crosswalk even if you are just unloading/loading passengers
 - sidewalk parking
 - double parking and leaving your car for any length of time
 - Jaywalking or walking outside the crosswalks in the middle of the block.

There will be zero-tolerance on the part of the San Francisco Police Department and Department of Parking and Traffic in order to alleviate traffic congestion.

TRANSCRIPTS

Students who need transcripts should contact the school Secretary/Registrar. Cost: \$2.00 for each unofficial transcript and \$3.00 for each official (as required by college admissions and scholarship applications) transcript.

TRANSFER TO ANOTHER SCHOOL

The parents or guardians of a student must inform the Principal in writing of their intent to transfer their daughter. All accounts due to ICA must be paid in full before the transfer process is finalized. The school's Secretary/Registrar coordinates necessary transfer forms.

TRANSPORTATION

Transportation to school sponsored events requires full compliance with all requirements noted under Field Trips above. It is absolutely forbidden for students to drive students to or from school sponsored events. There is no exception to this policy.

USE OF SCHOOL GROUNDS

The grounds and facilities of ICA are reserved for the school's curricular and co-curricular pro-

grams.

The Director of Student Activities calendars use of the auditorium, gymnasium, cafeteria or classrooms for school activities. If any outside individual or group wishes to use the facilities, the Principal will consider permission on a case-by-case basis.

USHERS

Members of the Block Society serve as ushers at student body Masses and assemblies. All students are required to cooperate with Block Students' directions.

VALEDICTORIAN

The Valedictorian is the student with the highest cumulative weighted grade point average in the senior class. The Salutatorian is the student with the second highest weighted grade point average in the senior class.

The seniors who have the top five grade point averages are invited to prepare speeches for the Baccalaureate Mass and Commencement ceremony. A panel consisting of the Senior Class officers and moderators, and Student Personal Services committee members will judge the speeches and the top speaker will deliver the address on Commencement and Class Day; the second place speaker will deliver the address at the Baccalaureate Mass. A member of the English Department will help prepare the speakers for their speeches.

VISITORS

If a student wishes to bring a visitor to her classes, she must obtain permission from the Dean of Students at least 24 hours ahead of the visit; visitors must be at least 14 years of age and present written permission, with an emergency contact number, from a parent to visit ICA. All visitors must register with the school secretary in the office. Visitors must sign in at the office and wear a visitor's badge while on school grounds. Students may not see visitors who have not checked in at the office.

WATER BOTTLES

Students may have water bottles in school. When students are in the hallway, water bottles must be closed. Students may only have water in the bottles. No food or drinks are allowed in the computer lab (unless given permission by a teacher) or the library.

WORK PERMITS

Work Permit information may be obtained from the school secretary.

ICA COLLEGE ADMISSIONS PROGRAM

ICA is dedicated to preparing students for the rigors of college. To assist families with college and scholarship applications and test preparations, the Guidance Director facilitates several services.

CHECK LIST FOR COLLEGE APPLICATION BY GRADE LEVEL

ICA's checklist is a program to ensure student success in college. Each student per grade level is required to complete each checklist item by the deadline announced. Students who do not fulfill the checklist requirement will receive a detention from the Guidance Director and will not receive preliminary class schedules for the following school year and will not be able to graduate until completed.

Ninth Grade (Fall)

- Create a Fast Web Account at www.fastweb.com
- Create an account and a college list....
- Create a College Board Account at www.collegeboard.com
- Learn about Explore at <http://www.actstudent.org/explore> and take a practice test
- Get on the Class Email List (see Ms. Vaccaro for details)
- Create your High School Planner for colleges at www.californiacolleges.edu

- Print and highlight a Career Sheet from the Occupational Outlook Handbook at www.bls.gov/oco
- Show proof that a parent/guardian is checking student's PowerSchool profile

Ninth Grade (Spring)

- Update your High School Planner
- Obtain a specific type of college folder (see Ms. Vaccaro for details)
- Complete a scholarship application
- Complete your 4CASTER at www.fafsa4caster.ed.gov
- Complete an Explore Practice Test
- Complete SEOP – Career Pathways – for College List (min 15) and possible Majors
- Apply for Summer Enrichment or Volunteer Programs (see College Corner at ICA website or the Guidance Center for suggestions)
- Print and highlight a Career Sheet from the Explore website
- Show proof that a parent/guardian is checking student's PowerSchool profile

Tenth Grade (Fall)

- Update your High School Planner (www.californiacolleges.edu)
- Complete a scholarship application
- Update SEOP Career Pathways (min 15 colleges)
- Update SEOP Extracurricular Activities
- Complete your PSAT practice test booklet
- Print out 3 College Profiles
- Print and highlight a career profile at www.bls.gov/oco
- Show proof that a parent/guardian is checking student's PowerSchool profile

Tenth Grade (Spring)

- Update High School Planner
- Complete SEOP Award List
- Complete your 4CASTER at www.fafsa4caster.ed.gov
- Complete a PLAN practice test at www.actstudent.org/plan
- Print and highlight Career Search from the PLAN site at www.actstudent.org/plan
- Complete a scholarship application
- Create your College Quick Start Account at www.collegeboard.com/quickstart and complete two practice tests in Critical Reading and Math
- Apply for an Enrichment Program (resources at the Guidance Center and ICA's website under College Corner)
- Show proof that a parent/guardian is checking student's PowerSchool profile

Eleventh Grade (Fall)

- Update your High School Planner
- Apply for a scholarship
- Submit proof of FAFSA Pin submission for yourself and one of your parents at www.pin.ed.gov
- Update your entire SEOP account
- Turn in your Cal Grant Form available in the Guidance Center
- Complete your 4Caster at www.fafsa4caster.ed.gov
- Show proof that a parent/guardian is checking student's PowerSchool profile

Eleventh Grade (Spring)

- Update your High School Planner
- Create your College Quick Start Account at www.collegeboard.com/quickstart and complete two practice tests in Critical Reading and Math
- Sign up for a SAT Reasoning or ACT Plus Writing Exam
- Recommended signup for SAT Subject Exams for UC's and Selective Independent Colleges
- Apply for a Summer Enrichment Program
- Apply for a Scholarship
- Complete a resume
- Complete two Letter of Recommendation Request forms (available at Guidance Center)
- Show proof that a parent/guardian is checking student's PowerSchool profile

Twelfth Grade (Fall)

- Complete 4Caster at www.fafsa4caster.ed.gov
- Update your High School Planner
- Sign up for remaining SAT and/or ACT Plus Writing – December is the last test date
- Finalize SEOP
- Apply to your college campuses for On-Site Admission Day
- Apply for a Scholarship
- Show proof that a parent/guardian is checking student's PowerSchool profile

Twelfth Grade (Spring)

- Complete CSS Profile
- Complete FAFSA Application at www.fafsa.ed.gov
- Complete ELM/EPT at www.sfsu.edu/~testing
- Two copies of all college admission and scholarships
- Update College results on Powerschool SEOP
- Turn in your SIR forms and Final Transcript request
- Apply for a Scholarships
- Update SEOP
- Fill out Guidance Survey form
- Show proof that a parent/guardian is checking student's PowerSchool profile

NOTE: Students can submit their checklist assignments during drop-in hours.

RECOMMENDED CHECKLIST ITEMS FOR ALL STUDENTS:

- Attend necessary college workshops
- Update and begin to complete college applications (www.commonapp.org; www.eduinonline.com; www.csumentor.edu; www.cccapply.org; www.universityofcalifornia.edu)
- Submit all other college applications before their deadlines
- Submit EOP applications
- Complete housing applications
- Keep in touch via email with your College Admission Counselors especially from private colleges/universities
- Be involved in several enrichment programs inside and outside of school
- Study twenty minutes a day for SAT and ACT exams
- Visit colleges and go on college tours

- Always look and investigate colleges and careers that are a "best fit" for you

TOP TWELVE TIPS FOR APPLYING TO COLLEGE

1. Take a strong course schedule in which you will be successful and get strong grades
2. Do volunteer work in areas for which you feel passion and can exercise leadership
3. Study 20 minutes a day for standardized tests (SAT, ACT, AP)
4. Find colleges that are right for you
5. Fill out the application accurately and well
6. Craft excellent application essays and personal statements
7. Submit applications as early as possible
8. Get letters of recommendation
9. Follow up on your applications
10. Dazzle the college with your admission's interview and show your passion through your work
11. Make sure your Student Educational Occupational Plan (SEOP) is updated with the activities you've done, descriptions of your responsibilities, and hours/week spent on the activities.
12. Make sure your family uses 4caster (www.FAFSA4caster.ed.gov) about realistic financial decisions.

TOP TWELVE TIPS FOR WRITING YOUR PERSONAL STATEMENT

1. Be painfully honest and answer the prompt
2. Write your own personal essay
3. Write in your own voice
4. Each rough draft should more clearly reflect your beliefs, sense of humor and stance in the world
5. Do not list activities in your essay
6. Allow enough time for your essay to sit between drafts
7. Read the essay out loud
8. Do not be wildly funny or creative
9. Avoid clichés
10. Do not be cute with fonts or format
11. Do not manufacture hardships
12. Proofread and edit your work, and then repeat the process

COLLEGE INFORMATION WEBSITES

www.californiacolleges.edu

www.college.gov

www.collegeispossible.org

www.cccapply.org

www.collegeboard.com

www.csumentor.edu

www.princetonreview.com

www.finaid.org

www.fafsa.ed.gov

www.actstudent.org

www.pin.ed.gov

www.commonapp.org

www.lafreecashforcollege.org

www.assist.org

www.universityofcalifornia.edu

www.fastweb.com

HOW TO FIND SCHOLARSHIPS

- See www.fastweb.com

- See www.edfund.org

- See www.petersons.com

- www.finaid.org

- See www.mach25.com

- www.gmsp.org

- See www.collegeanswer.com
- See www.maldef.org
- See www.uncf.org
- See www.doi.gov
- See www.scholarshipshare.com
- See www.calgrants.org
- See www.csac.ca.gov
- See www.chafee.csac.ca.gov
- www.scholarshare.com
- Check out the Spartan College Arena postings
- Check out various unions, employers, church or community organizations to which you or your family belongs.

TIPS FOR COLLEGE PLANNING

- Do not procrastinate. Take advantage of ICA's checklists and college counseling services.
- Map out the classes you will need to take over the four years at ICA and spend more time on those courses that meet the UC's a-g criteria and those that are the most challenging.
- Get connected with an ICA alum and discuss your high school and college plans.
- Participate in summer enrichment programs
- Join clubs and organizations that interest you and serve often in the community.
- Work in paid internships that are designed to give employees an idea of the profession. See ICA's College Corner on our website for ideas about volunteer work, summer jobs and internships.
- Build good relationships with teachers, counselors, coaches and moderators so they can provide great references for you when you apply for admissions and scholarships.
- Meet often with your counselor to explore options and stay on course with your four-year plan.
- Get a book and/or take courses in SAT or ACT test taking and practice your test taking skills.
- Attend college fairs, visit colleges and get to know your college admissions representatives.
- Analyze test results to see how you might improve your scores.
- Get on college mailing lists and/or visit their websites often.
- Calendar the key events related to testing and applications and consult your schedule.
- Request all private school applications.
- Finalize your personal statement and have a teacher or counselor critique it.
- Get on the college counselor's e-mail list.
- Request letters of recommendation and provide the writers of these with a completed Request Letters of Recommendation form, and provide some information about yourself, your goals, achievements, and school involvement.
- Discuss the options for college with your parents or adults you can trust.
- Interview people who work in professions you think are interesting to you.
- Stay on top of your grades. Good grades open doors of opportunity!!

For more information on college, check ICA's Guidance Center go to: www.icacademy.org

COLLEGE GLOSSARY

ACT Test: Measures knowledge typically taught in high schools. It contains multiple choice questions in math, English, reading and scientific reasoning. There is a writing component.

Award Letter informs the student of financial assistance, grants or loans they have earned.

Award Year is the school year in which the financial aid is given, typically from July 1- June 30.

Base Year is the calendar year preceding the award letter.

College Entrance Exams Many four year colleges require applicants to submit results from college entrance exams. Two commonly accepted exams are the SAT Reasoning and ACT Plus Writing. Some universities, including the UCs, require SAT Subject exams. Many colleges require that applicants take the SAT by the end of fall semester of their senior year. ICA recommends

students begin taking the test at the end of their junior year; the SAT may be taken more than once.

California Aid Report (CAR) is a document sent to the student by the California Student Aid Commission. CAR contains the grant letter.

Cal Grants are those awarded to students who will be attending community colleges, vocational schools or four year colleges in California. To qualify, a student must be a US citizen, permanent resident or eligible non-citizen. Students must meet the scholastic criteria and demonstrate financial need.

California Student Aid Commission is a state agency that administers programs including the Cal Grants.

Central Processor represents an agency where the financial aid forms are processed for colleges.

Community Colleges in California are publicly funded institutions that offer a variety of vocational and semi-professional programs as well as lower division courses for students preparing to transfer to a four year university or college. Students may earn certificates or Associate of Arts degrees from community colleges. Certificate programs, such as those related to technology can require anywhere from six months to two years of coursework. The Associate of Arts degree is awarded to students who complete a program that includes subject area classes and liberal arts courses.

Cost of Attendance includes all the costs of attending a college, such as tuition, fees, housing, and living expenses.

CSS Profile is a financial aid form required by many private colleges. There is a fee to submit this form.

Expected Family Contribution (EFC) represents how much a family can be expected to pay towards the college education of their child.

Financial Aid is assistance to pay for a post-secondary education.

Financial Aid Package is the financial assistance offered by a college and may include grants, loans, or work-study programs.

Financial Aid Offices are located at colleges and are responsible for evaluating students' eligibility for financial aid; they also forward funding that students have earned.

Financial Need is the difference between the cost of attendance and the expected family contribution towards education.

Free Application of Federal Aid to Students (FAFAS) is an application used to calculate the expected contribution a family can make towards education. All colleges and universities require this form when students apply for financial aid. Some schools also require the CSS Profile (provided by the College Board). ICA recommends that these forms be completed no later than February 1st of the student's senior year.

Four Year Colleges and Universities: These schools offer programs that lead to a Bachelor of Arts or Science degree. These programs are academic rather than technical in nature, and provide a deeper level of knowledge than those offered in an Associate of Arts program. All courses of study require a liberal arts component to provide a broad base and well rounded education. Universities traditionally offer more opportunities for research and graduate studies than do colleges.

Need Analysis is the process of analyzing the family's financial information and calculating how much money the family might be able to pay towards education.

Parents' Contribution represents the funds parents and guardians can contribute towards post-secondary educational expenses.

Pell Grants are funds that come from the federal government and are awarded to students who come from low-income families; as a grant, this money need not be paid back. To receive this grant, a student must complete the FAFAS.

Pin Number serves to identify you when you want access to your personal information in various US Department of Education systems; it is similar to a pin number given by a bank, which enables you to access your account. Your pin number is an electronic signature and **MUST NOT** be given out to others.

Promissory Notes are legal documents that a borrower signs in order to receive a loan. By signing this document, the borrower agrees to pay back the money plus interest on a payment sched-

ule determined by the loan agency.

Scholarship is money received by the student based on academic achievement.

SAT Reasoning Test is a multiple choice exam that assesses a student's knowledge in reasoning, verbal and mathematical areas.

SAT Subject Test is a specialized multiple choice exam that assesses a student's knowledge in a particular subject, such as United States history or physics. It takes about one hour to complete.

Student Aid Report (SAR) is the document sent to the student by the application processor. The SAR contains financial aid and other information reported by the student on the FAFAS and EFC.

Verification refers to the procedure in which colleges and universities check the information students gave them on their applications for financial aid. Colleges may require a copy of the parents' and student's income tax forms. Many schools have their own forms of verification.

Vocational Schools offer specialized programs for students who seek technical training in a specific field such as mechanics or communications. These programs often require six months to one year of course work and do not require liberal arts courses. Students receive a certificate upon completion of a vocational school program. Many are private and very expensive.

TECHNOLOGY USE POLICY

POLICY AND PARENT/USER CONTRACT PERTAINING TO THE ACCEPTABLE USE OF INTERNET AND ELECTRONIC INFORMATION RESOURCES

Immaculate Conception Academy strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such services is to promote educational excellence by facilitating resource sharing, innovation and communication. Immaculate Conception Academy will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service access through Immaculate Conception Academy. However, users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to control effectively the content of data and it is the user's responsibility not to initiate access to such material.

CONTRACT

Please read this document carefully. When the 2009-10 Electronic Resources Contract (see beginning of this handbook) is signed by you (the user) and your parent/guardian, it becomes a legally binding contract. We must have your initials and that of your parent/guardian and your signature and that of your parent/guardian where indicated before we can provide you access to the Internet.

Listed below are the provisions of this contract. If any user violates these provisions, access to the network or information service may be denied and the user may be subject to disciplinary action.

NETWORK ACCESS

Immaculate Conception Academy provides computer and network services to students who use the access in accordance with the philosophy of Immaculate Conception Academy and the Department of Schools of the Archdiocese of San Francisco. Access is a privilege - not a right.

Students agree to the following terms as a condition for having network and computer access:

1. Appropriate Use
 - Must be in support of schoolwork
 - Must not interfere with or disrupt network users, services, data or equipment either locally or off campus
 - Must not try to make unauthorized entry to any machine accessible via the network or on remote networks
 - Must be consistent with the rules appropriate to any network being used/accessed

- Unauthorized use of copyrighted material is prohibited
 - Students may not use, copy, delete, or install any program on a school computer, use an external storage device, or save any executable program without the permission from a teacher.
 - Students must not knowingly access sites that contain illegal, defamatory or potentially offensive material, nor import, transmit and/or transfer any of this material to other computers.
 - Access must not be used to transmit threatening, obscene or harassing materials, including chain letters, solicitations, or broadcast messages via the network.
 - Students are not allowed to access instant messaging or chat rooms. This includes sending text messages via the web to cell phones, Myspace, Facebook, or other social networking sites.
 - All students and parents must sign the Electronic Use Policy Contract found in the front of this handbook before the student is allowed access.
2. Privileges
- Access to the Internet is not a right, but a privilege
 - Unacceptable usage will result in penalties
 - Training will be provided for each individual applying for an account
3. Security
- If you identify a security problem, notify a teacher or the Technology Director immediately.
 - Students will not provide their ICA logins or passwords or share another student's password with any other student or non-student.
 - Attempts to login as another user will result in cancellation of privileges.
 - Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through e-mail without parent/guardian permission
 - Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
 - Users occasionally may be required to update registration, password and account information in order to continue access.
 - After five failed login attempts, a student's login will be locked out. In case of lock out, contact the Technology Director.
4. Storage
- Students are only allowed to store files related to school projects on the R: drive and local computer.
5. Vandalism/Harassment
- Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
 - Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.
6. Netiquette
- Be polite
 - Do not use vulgar or obscene language
 - Electronic mail is not guaranteed to be private
 - Use caution when revealing your identifying information

7. MySpace.com and other social networking sites are recognized by law enforcement agencies as an avenue through which predators gain access to children. In the interest of personal safety, the good reputation of the school and its members, ICA strongly discourages students from maintaining these sites and forbids their access on campus.

The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of Immaculate Conception Academy may require that the Information Technology Director deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what appropriate use is and their decision is final.

8. Cyberbullying/Cyberstalking: Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purposes of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else. Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (Dean of Students or Principal). All reports of harassment in cyberspace committed against members of the ICA community will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from ICA.

Adapted from the Anti-Defamation League. Adapted from William Penn Charter School, Philadelphia, Pennsylvania. Reprinted from Mark Franek, "Fighting Cyberbullies in the New Wild West," Educational Leadership 63(2005):39-43.

INFORMATION ACCESS

Unacceptable conduct and/or illegal interaction with the information service are strictly prohibited. This includes but is not limited to such actions as:

- Use of the network for any illegal activity, including violation of copyright or other contracts
- Use of the information services for commercial activities for profit or product advertising
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Waste of finite resources
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Use of an account owned by another user without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on a system
- Use of abusive or otherwise objectionable language
- Sending messages that are likely to result in the loss of recipients' work or systems
- Sending "chain letters," "broadcast," or "chat" messages
- Political lobbying
- Any other use which would violate the policies of Immaculate Conception Academy concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.

Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the Technology Director or the Assistant Principal for Academics.

OTHER TERMS AND CONDITIONS OF THIS CONTRACT

1. **Personal Responsibility.** I will accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.
2. **Acceptable Use.** The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of Immaculate Conception Academy.
3. **Etiquette.** The user is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - A. BE POLITE
 - B. USE APPROPRIATE LANGUAGE
 - C. PRIVACY: do not reveal any personal information, your home address or personal phone numbers or those of other students or colleagues.
 - D. DISRUPTIONS: do not use the network in any way that would disrupt use of the network by others; do not tie up the network with idle activities, play interactive games or download huge files.
4. **Services.** Immaculate Conception Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Immaculate Conception Academy specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.
5. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the Technology Director at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. IMMACULATE CONCEPTION ACADEMY RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.
6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of the computer services and disciplinary action as outlined in the student handbook.

Immaculate Conception Academy has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.

STUDENT COMPUTER USE RULES

The rules listed below apply to student use of any computer and/or printer at Immaculate Conception Academy, whether in the labs, classrooms, the library or offices.

1. No food or drink is allowed at any computer station, without express permission from a teacher.
2. Students may not lean any objects against the hard drives on the floor.
3. In the lab or the Educational Resource Center, students must leave the aisles clear by placing book bags, purses, etc., in the front of the room or against the side walls.
4. Students should refrain from tapping the screens or writing on any equipment surfaces.
5. Disks and USB drives should be carefully inserted and removed from the drives.

- Students should never attempt to remove jammed disks. Any computer problems should be reported immediately to the supervising teacher.
6. Students should never reset computers or turn off hard drives. If a system is stuck or crashes, students should inform the supervising teacher.
 7. Students may not access the Internet for chat rooms, personal e-mail or access My Space.
 8. The printers are available only for class assignments. Full PowerPoint slides may not be printed. Please follow your teachers' instructions to minimize wasting paper and toner. Students may not print any material for personal use.
 9. Color printers are available in the lab or the Educational Resource Center. These printers are not on the network and can only be accessed at the teacher's station. Students can bring their work on disks to the supervising teacher and request printing at ten cents per page.
 10. Headphones are distributed for on-site school related projects; they are NOT for recreational use.

PENALTIES

The consequences for misuse of technology in any of the specific areas listed above or in the general policy statement are as follows:

- For the first misuse, the student will be banned from all school computer use in the lab, the Educational Resource Center, classrooms or offices for a period of time determined by the Dean of Students on a case-by-case basis.
- Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or changes, or the invasion of privacy of anyone's information on the network, will lead to disciplinary action. Each infraction will be considered on a case-by-case basis; such action can include suspension and/or expulsion. Penalties may include limiting privileges or monitoring every keystroke per individual login.

ICA's computer use rules have been developed for student safety, the good working condition of the equipment and, most importantly, to focus technology use on academics. The technology so generously provided by our benefactors is intended to enhance learning and provide our students with the skills needed for college and the job market. We encourage our students to avail themselves of every opportunity to use the school's technology to achieve those goals.

Sister Mary Virginia Leach, O.P.
President

Mrs. Lisa Graham
Principal

Mr. Max Straube
Chief Business & Finance Officer

Mrs. Patricia Cavagnaro
Director of Development/Alumnae Moderator

Ms. Mary Cerutti
Assistant Principal for Academics

Miss Anita Diaz
Dean of Students

Ms. Anna Maria Vaccaro
Guidance Director

Ms. Nina Kresova
Finance Manager

Mr. Jonathon Wang

Corporate Work Study Program Manager

S. Lily Fitzpatrick, O.P.

CWSP Coordinator

Director of Facilities & Transportation

TBH

Assistant Director of Development

Ms. Sara Schulte

Campus Minister

Mrs. Leticia Cottrell

Student Activities Director

Ms. Gina Espinal

Admissions Director

TBH

Development Researcher/Grant Writer

Mrs. Laurie Pomeranz

Personal Counselor

Dr. Constance Clark

FLAME Program Director

Ms. Carolyn Sideco

Athletic Director

Mrs. Debbie Clingsmith

Information Technology Director

PowerSchool Coordinator

FACULTY

Mrs. Christina Burnside

Spanish

Ms. Mary Cerutti

English; English Department Chairperson

Mrs. Leticia Cottrell

Religion

Miss Anita Diaz

Religion

Mr. Kevin Garvin

Fine Arts

Mrs. Mahri Gelormino

French, Spanish;

World Language Department Chairperson;

FLAME Program Assistant

Mrs. Terry Hodges

Home Economics, Science;

Home Economics Department Chairperson

Ms. Kathleen Hoffman

English

Mr. David Isbell

English, Social Studies

Ms. Patricia Jiron

Fine Arts

Mr. Vincent Leach
Social Studies
Social Studies Department Chairperson

Ms. Andrea Manchester
Religion
Religion Department Chairperson

Ms. Anya Manes
Science

Mrs. Eileen O'Kane
Social Studies

Mr. Gervase Pfeiffer
Mathematics

Mrs. Mary Ann Provence
Mathematics

Ms. Laurel Reitman
Science
Science Department Chairperson

Ms. Sara Schulte
Religion

Ms. Carolyn Sideco
Physical Education/Health
Physical Education/Health Department
Chairperson

Ms. Gigi Tan
Mathematics
Mathematics Department Chairperson

Ms. Marybeth Tereskiewicz
Fine Arts; Fine Arts Department Chairperson

Sister Mary Ybarra, O.P.
Religion

SUPPORT STAFF

Mr. Omar Contreras
Webmaster

Ms. Rachel DeBruin
CWSP Coordinator

S. Imelda Marie Dibble, O.P.
Finance Assistant

Ms. Stanislava Giverts
Development Assistant

Ms. Maria Khoury
CWSP Coordinator

Dina Martens
Development Assistant

Sister Lisa Ann Martinez, O.P.
Secretary/Registrar/Attendance Clerk

Mr. Naun Molinero
Custodian

Ms. Courtney Philbin
CWSP Coordinator
Administrative Assistant to Board & President

S. Dolorice Ramirez, O.P.
Receptionist

Ms. Tina Sprouse
Projects Assistant

ICA STUDENT COUNCIL 2009-2010

Annalisa Bouska
Student Body Officer

Keilah Cabrera
Student Body Officer

Caroline Dittmann
Student Body Officer

Natasha Marston
Student Body Officer

Anastacia Crespo
Senior Class Officer

Hilary Dalrymple
Senior Class Officer

Rachel Kellermann
Senior Class Officer

Yesenia Lechuga
Senior Class Officer

Sophie Quinlan
Junior Class President

Jessica Lacayo
Junior Class Vice-President

Janee Loftin
Junior Class Secretary

Laila Ababseh
Junior Class Treasurer

Theresa Chase
Sophomore Class Officer

Diana Guardado
Sophomore Class Officer

Clarissa Liwanag
Sophomore Class Officer

Estefania Lopez
Sophomore Class Officer

TBA
Freshman Class President

TBA
Freshman Class Vice-President

TBA
Freshman Class Secretary

TBA

Freshman Class Treasurer

ICA PARENTS' GUILD 2009 – 2010

The ICA Parents' Guild is the organization of all parents/guardians of students enrolled at Immaculate Conception Academy. The purposes of the Parents' Guild are: (1) to foster community among the parent membership; (2) to support the spiritual growth of students and their families by sponsoring family liturgies; (3) to provide financial support for specified school projects. The Parents' Guild officers form a board which meets monthly. General meetings of the Parent Guild are held twice a year.

PARENTS' GUILD BOARD MEETINGS

Meetings are held the first Tuesday of each school month at 6:45 p.m.

GENERAL PARENT MEETINGS

General parent meetings are obligatory for all families. Meeting dates for 2009-2010 are Wednesday, September 9, 2009 at 7:00 p.m. and Tuesday, April 13, 2010 at 7:00 p.m. for Senior and Junior parents/guardians; on Tuesday, April 27, 2010 at 7:00 p.m. for Sophomore and Freshmen parents/guardians.

PARKING

Parking at St. James Church lot at 23rd Street and Fair Oaks is available for all school functions.

SPECIAL EVENTS

All Sports Parent Meeting, August 20, 6:00 pm

Back to School Night - September 9, 7:00 pm

Walkathon/Family Mass & BBQ-September 12

Mandatory Senior Parent Meeting, September 17, 6:30 pm

Gala Dinner - October 3, 6:00pm

Open House 1 – October 15, 5:00-8:00pm

Open House 2—November 14, 9:00am-12:00pm

Holiday Boutique—December 5, 10:00am

Wine & Cheese/Silent Auction Evening—TBD

Family Liturgy - February 7, 9:00 am

Father-Daughter Night—March 6

Mother-Daughter Tea—April 18

Mandatory Junior/Senior Parent Meeting - April 13, 7:00 pm

Mandatory Freshmen/Sophomore Parent Meeting - April 27, 7:00 pm

Parent Orientation for Class of 2014—May 14

Parent Guild BBQ - TBD

REQUIRED PARENT SERVICE HOURS

Parents are required to give 15 hours of service to the school annually. The Parents' Guild records the hours of service and announces opportunities for families to fulfill the service requirement.

FAMILY NEWSLETTER

Each month a Family Newsletter, which includes a message from the President of the Parents' Guild and important information regarding student and parent events is emailed and posted on the school's website, www.icacademy.org.

ICA PARENT GUILD BOARD—2009-2010

Officers

Robert Balcioni <i>Co-President</i>	Margo Manzo <i>Co-President</i>	Bekki Cataldo <i>Vice President</i>	Chachi Mesta <i>Financial Officer</i>
Krystina Romero <i>Recording Secretary</i>	Lara Contreras Espino <i>Corresponding Secretary</i>	Greg Chase <i>Service Hours Coordinator</i>	Tina Sprouse <i>Parliamentarian</i>

Moderator: Lisa Graham

SAMPLE ABSENCE LETTER

Date

To Whom It May Concern/Attendance Clerk/ICA:

Please excuse my daughter, _____ (first and last name) of grade for being absent on _____ (please indicate date(s) of absence). She was _____ (please indicate the reason she was absent).

If you have further concerns, please feel free to contact me at _____ (telephone)

Thank you,

Parent/Guardian Signature

(If possible, attach doctor's note to absence letter.)

SAMPLE EARLY DISMISSAL LETTER

Date

To Whom It May Concern/Attendance Clerk/ICA:

Please excuse my daughter, _____ (first and last name) of grade _____ from school today, _____ (please indicate date of early dismissal) at _____ (time).

(Indicate how she will leave school.) I will pick her up in the office or she may take the bus or she may walk home or to her appointment.

If you have further concerns, please feel free to contact me at _____ (telephone)

Thank you,

Parent/Guardian Signature

IMMACULATE CONCEPTION ACADEMY

3625 - 24th Street San Francisco CA 94110-3607 (415) 824-2052 Fax: (415) 821-4677

FIELD TRIP PERMISSION FORM

Activity _____

Place _____ City _____

Date(s) _____ Means of Transportation _____

Time of Departure from School _____ Time of Return to School _____

Student's Name _____ Grade _____ Date of Birth _____

Address _____ Phone _____

(Street, City, Zip)

Parent/Guardian's Name _____ Home Phone _____

Address _____ Work Phone _____

(Street, City, Zip)

Person(s) other than parent to notify in case of emergency:

Name _____ Phone _____

I/We, the parent(s)/guardian(s) of _____ request that Immaculate Conception Academy allow my/our daughter to participate in the above named activity. In consideration, I/We hereby release and save harmless Immaculate Conception Academy and any and all of its employees from any and all liability for any and all harm arising to my/our daughter as a result of this trip. I/We agree to direct my/our daughter to cooperate and conform to the directions and instructions of the school personnel responsible for the activity.

I/We agree to the extent permitted by law, that in the event my/our daughter is injured as a result of her participation in the above named activity, including but not limited to transportation to and from the activity, whether or not it was caused by the negligence (active or passive) of the school or any of its agents or employees, recourse for the payment of any resulting hospital, medical or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or my spouse.

I/We am/are not aware of any medical condition of my/our daughter which would render it inappropriate for her to participate in any such activity. I/We, hereby, give permission to the physician selected by the school personnel then present to render medical treatment deemed necessary and appropriate by the physician.

Please obtain both signatures when possible.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

BIRTHDAY DRESS PASS

Student Name _____

Birthday _____
(date)

As today is my birthday, or as my birthday falls on this weekend, or as this is my half birthday, I am coming to school in non-uniform dress code, and will abide by the standards of dress as outlined in the ICA Student- Parent Handbook. I have taken responsibility to remove this page from the handbook and present this to the Dean of Students. This pass is good for only one day of the school year 2009-2010

Student's Signature

Dean's Signature
