



ICC ELEMENTARY SCHOOL

“Academic Excellence in An Islamic Environment”

ICC Elementary School Student Policy Handbook

ICC ELEMENTARY SCHOOL

3333 W. Peterson Ave. Chicago, IL 60659

Phone: (773) 267-6167

Fax: (773) 267-6168

Email: principal@iccelementaryschool.com

www.iccelementaryschool.com www.icconline.org



ICC ELEMENTARY SCHOOL

QUICK REFERENCE INFORMATION

School Name: ICC ELEMENTARY SCHOOL

School Address: 3333 W. Peterson Ave.
Chicago, Il 60659

School Telephone (Main Office): (773) 267-6167

School Fax: (773) 267-6168

School Website: www.iccelementaryschool.com www.icconline.org

School Hours: Monday – Friday, 8:25 am to 3:25 pm

Drop-Off and Pick-up Entrance (before 8:30am): Student Entrance 1
(Drop-off and pick-up and parking on Christiana Ave.)

Drop-Off (after 8:30am) and Business Matters Entrance: Main Entrance (Peterson Ave.)

Students are Tardy: After 8:25 am

In Case of Absence: Call the School by 9:00 am

Tuition is Due: 10th of the Month (Monthly, Quarterly)

Notify Main Office Immediately For: Change of address, Telephone #s, E-mail address

Welcome to ICC Elementary School!

Our Mission:

ICC Elementary School provides a unique blend of secular and Islamic education. We feel we must prepare our children to function comfortably as informed and committed Muslims. It is our goal to develop in our students, a lifelong love of learning, a healthy self-image, and a strong and positive Muslim identity. Our school creates an understanding and appreciation of sharing a diverse range of backgrounds within Islamic guidelines and practice.

Our mission is to provide a nurturing environment for our youth. We aim to empower our students to develop an infinite love of learning and of Islam, and to apply proper Islamic values to all aspects of their lives.

Our small classes fully address students' needs, develop their abilities, and stimulate their interests.

About ICC Elementary School:

In the name of Allah, the Most Merciful, the Most Kind.

Since 2004, ICC Elementary School (previously ICC Full Time School) has been part of Chicago's educational community. Located on the north side, ICC Elementary School provides boys and girls ages Pre-K through 8th grades with quality core curriculum in accordance with Chicago Public Schools and Illinois learning standards.

ICC Elementary School also incorporates Islamic foundations, teachings and studies as part of its core curriculum. ICC prepares students to be at a competitive level among their peers as they advance to high school and beyond.

Our talented staff and teachers have a range of qualified credentials, backgrounds, and experiences which add to the excellence that ICC Elementary School brings to further enrich students' learning, activities and greater insight into each subject.

ICC Elementary School takes pride in the diverse student body and families that make up the collective community and encourages all ethnicities and backgrounds to take part and be thankful for this blessing, as it is emphasized that ALL are part of ONE Ummah, to seek guidance and gain knowledge under Allah (SWT).

School & Office Hours

The school building is open Monday through Friday, from 8:00am – 4:00pm. School class hours are Monday – Friday from 8:30am-3:25pm. School related business such as tuition payments can be made in the Main Office Monday through Friday, from 8:30am-3pm. Our office number is 773-267-6167.

Islamic Environment and Behavior

All Islamic laws and regulations must be followed in all aspects of life including prayers, dress, social interactions, etiquettes, manners and morals and will be expected and enforced.

Admissions

Admission to ICC Elementary School is open to all students in preschool to 8th grade. **The school does not discriminate in enrollment on the basis of race, age, gender, religion, disability, or national origin.** ICC Elementary School reserves the right to decline admission to students for the following reasons which are not considered inclusive of all reasons justifying denial of admission: if a student requires special education instruction beyond the scope of the school's capability or capacity; if a student requires English as a Second Language (ESL) instruction beyond the scope of the school's capability or capacity.

The Chicago Board of Education requires that all schools must have updated student health records in order for legal enrollment in school. Some of these forms must be updated annually, despite continual enrollment year to year for returning students and are stated in the list below. In addition to health forms, additional forms must also be submitted at the time of enrollment. Forms include but are not limited to:

1. Child's Birth Certificate (Original with copy to be made)
2. Proof of Address
3. Immunization Records
4. Physical Forms
5. Dental Forms
6. Vision Form
7. Prior School Report Cards, Grade Records and Standard Test Scores (If new student)
8. All Required Registration, Policy and Consent forms signed and submitted
9. ICC Elementary School placement entrance exam results (given at time of registration)

Once all forms are completed and submitted, students will take placement tests in Math and English given by ICC Elementary School to determine their standing grade for the school year.

All admission decisions are communicated orally and in writing. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application forms.

Due to the limited number of seats available and the desire of many families to join ICC Elementary School, parents of returning students must fill out and sign the Intent of Enrollment form and pay the registration fee by the stated deadline each year. Failure to do so may result in loss of enrollment privileges for the family for the following school year. The signing of the Intent of Enrollment form does not constitute full registration. Parents must fully register a returning student by the deadlines set by the school.

A student will be allowed to attend classes only after fully registering by submitting all required forms and documents, registration and book rental fees are paid, and an initial tuition payment is made.

Students who withdraw prior to the beginning of the school year after being fully registered will lose their registration fees. Students who withdraw after school begins will lose registration fees and book rental fees.

Tuition Policy

Tuition must be paid in full by the 10th of each month. If the payment is delayed beyond the 10th of the month, a \$10 late fee will be charged.

If the tuition is not paid by the last day of the month, then the child will be expelled from the school. If a child is expelled from the school, in order to re-register the child into the school, a \$50 registration fee will apply. Tuition payments can be made in the Main Office Monday – Friday from 8:30am-3pm. As of February 1, 2015, a 3% service fee will be charged on all Credit/Debit card transactions.

The tuition fees cover only a part of the total educational cost of operating the school. The costs are covered by subsidies from ICC, fundraising, and individual donations. Discounts are offered to multiple children from the same family to lighten their burden. Please check with the Main Office for more details and information about tuition, payment plans and options.

Attendance Policies

- **Absence**

School attendance and success in school go hand in hand. Please make every effort to have your child in school every day, all day, if he or she is well. If your child is absent from school, please inform the office at (773) 267-6167. The parent/guardian must also send a note to school with the child for it to be considered an excused absence. Only certain absences are considered excused, such as: student illness, quarantine, medical appointment, funeral services of immediate family, or lack of immunization. If student is absent three (3) or more days, the third absence will only be excused if a doctor's note is furnished to the office. If the student does not have a doctor's note, then he/she will automatically receive a zero on any missed tests/assignments. The 4th and any subsequent unexcused absence without prior notification will warrant a conference between the parents/guardian and the school principal.

- **Early Dismissal**

It is important for all students to remain in school all day. If at all possible, do not schedule doctors' appointments during school hours. In case a student needs to be picked up early from school, the school office must be notified 24 hours in advance. All parents must fill out the early dismissal form and wait in the office until the student has been dismissed by the teacher. Students are responsible to make up any missed work by the next returning day.

- **Tardiness**

It is important for students to be in school on time so they may take part in morning assembly. Morning assembly is from 8:30-8:45am. A late arriving student disrupts the assembly while attempting to take a seat in the hall. If students arrive after 8:30am, they must be escorted into the building from the Main Entrance with a parent and report to the Main Office. Three (3) tardy events will result in one (1) absence. This will be counted as an unexcused absence. Seven (7) unexcused absences will result in 0 participation points for the quarter, which is 10 percent of the overall grade, as well as detention.

- **Vacation Policy**

Parents are strongly requested to refrain from planning vacations during scheduled school days. Vacations taken during this time interfere with the student's progress in school. Parents who find that they must take their child from school for vacation should meet with the principal to discuss the matter. In the event that a student has planned an extended unexcused vacation, the parents may request homework prior to the beginning of the vacation. Teachers will provide this homework whenever possible. A student who misses 10 days or less will have the right to make up their missing assignments. Test make-ups must be scheduled by the child at the convenience of the teacher and it is the discretion of the teacher and administrative staff to allow a student to make-up missed work, including tests if not communicated and arranged beforehand. Final Exams will not be allowed to be made-up or taken at a different time if missed.

Dismissal

Dismissal time is 3:25 pm-3:45 pm. Parents must pick their child(ren) within the dismissal time. If a child is not picked up by 3:45 pm, the 1st time will be excused. The 2nd and 3rd time the child is not picked up by 3:45, a \$1/minute charge will be applied. The 4th time the child is not picked up by 3:45, then that child will be expelled from school.

If you would like your child to be picked up by someone other than the parent/guardian, please inform the office of the person's name and that person must furnish a valid photo id to be able to pick up the child.

School employees outside the building do not supervise students and students and parents are not allowed to loiter around the building.

Traffic flow Pick-up Drop-off & Parking Policy

ICC Elementary School must enforce a strict parking, pick-up and drop-off policy. School hours are from 8:25am to 3:25pm **Students may arrive at the earliest 8:10am, dropped off no later than 8:25am and picked up no later than 3:45pm at Entrance 1, located on the back side of the building where parents are to use Christiana Ave. for parking and waiting. If students arrive past 8:30am, they are to enter with their parents through the Peterson Main Entrance and report to the Main Office, as student Entrance 1 will be locked promptly at 8:30am.**

***Pre-School Half Day pick-up parents should come in through the Main Entrance and wait in the lobby for their children to be called.**

PARENTS ARE NOT ALLOWED TO PARK IN THE PARKING LOT OR USE THE ALLEY FOR PICK UP AND DROP OFF. NON-ADMINISTRATIVE AND NON-STAFF VEHICLES WILL BE TOWED.

Parents are to use the free street parking on Christiana only, at all times. Please refer to the following maps for more details. We thank you for your cooperation.



General Discipline and Consequences

While students are expected to adhere to Islamic standards, ICC Elementary School has a NO TOLERANCE Policy towards any type of bullying towards other students or staff including verbal, physical or the misuse of property of others and that of ICC. Discipline actions will result with a first time offense with a behavior note home and a secondary offense with at meeting with the principal and possible suspension from school. Extreme behavior or continual minor disciplinary actions may result in expulsion. Each offense will be handled accordingly on a case by case basis and level of severity.

The following are examples of general misbehavior (included but not limited to):

- Disrespecting Islamic principles, teachers, staff, or ICC Elementary School property
 - Pushing, hitting, kicking, etc,
 - Bullying of any type, once or consistently
 - Disrupting class
 - Not listening
 - Running, either in class or in the hallway
 - Inappropriate language, gestures, or physical contact with other students
 - Not cooperating
 - Touching or taking someone else's belongings
 - Unhygienic action
 - Bringing forbidden or inappropriate thing(s) to school
-
- **Out of School Suspension Policy**

During an out-of-school suspension the student will not be allowed to be on or around school property on the day of the suspension. It will be the parents' responsibility to provide home supervision for their child at this time. The student will be marked absent and all homework, quizzes, and tests will be recorded as a zero. The student will be required to write a statement expressing regret and repentance at the offense or misconduct. This statement will be submitted to the principal at the end of the suspension. Parents and the student need to meet with the principal before the student is admitted back to school.
 - **Expulsion Policy**

Expulsion is the cancellation of the student's enrollment at ICC Elementary School for the remainder of the year without any refund of fees paid. ICC Elementary School administration will review each offense on a case by case basis recommended for expulsion. Readmission in subsequent years can only be considered upon the recantation to the administration of proof that the student's behavior problem has been addressed and improved, successful completion of the previous grade, and availability of a seat in the grade needed.

Dress Code & Uniform

ICC Elementary School enforces a School Dress Code Policy. Students should be dressed daily according to the following guidelines, according to Islamic principles and be covered appropriately at all times with clean clothing, appropriate for prayer (salah). Hygiene and cleanliness will be expected and checked each day by teachers.

Boys:

- Dark Pants (Navy Blue, NOT Jeans, Shorts are NOT acceptable)
- White Shirt (Short sleeve or long sleeve acceptable and should be tucked inside pants)
- Navy Blue Cardigan

- *White Topi Hat
- White Socks
- Black or Dark colored comfortable shoes (also appropriate for gym activities) to be worn all day.

Girls:

- Blue Long Shirt/Jilbab
- White Shalwar
- Navy Blue Cardigan
- *White Head Scarf / Hijab
- White Socks
- Black or Dark colored comfortable shoes (also appropriate for gym activities) to be worn all day.
- *Girls in Grades 6-8 may wear Navy Blue or Black Jilbab

Each Friday school uniforms are not required and students are allowed to dress up; however students should maintain **Islamic Dress Code** and be appropriately modestly dressed and covered accordingly. *Topi and Scarves may be purchased from school.

Additional Rules:

1. Clean pressed uniform must be worn at all times, including field trips with the exception on Eid.
2. No high heels, outlandish shoes or open toe sandals.
3. Boots may be worn to and from school in bad weather (rain or snow)
4. No sweat pants, loose pants, flares or wide pants under school uniform
5. No make-up or nail polish at any time.
6. No spiky haircuts allowed.
7. Jackets and coats are not allowed to be worn in class.

Any type of dress that violates this policy will result in discipline. Any further questions please contact the Main Office.

Academic Policies

- **Grading System**

The following is a breakdown of a student’s overall grade in any class. All teachers divide and grade students on the following percentage scale:

Homework:	20%
Class work:	20%
Participation:	10%
Tests & Quizzes:	20%
<u>Final Exam:</u>	<u>30 %</u>
Overall:	100%

Quarterly grades turned in to the office must contain + and -, with final letter grades.

If your child’s overall performance is 50% or less at the end of the first quarter, a conference will be held between the parents and the school’s principal.

The following is the grading system adopted by all teachers in the upper elementary and middle school.

All scores are based on a 0 to 100 scale.

The following is the correspondence between letter grades and numerical grades:

D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
60	63	67	70	73	77	80	83	87	90	93	97
61	64	68	71	74	78	81	84	88	91	94	98
62	65	69	72	75	79	82	85	89	92	95	99
	66			76			86			96	100

- **Homework Policy**

For grades KG-2, the teacher will send a printout of all the homework assignments. In grades 3-8, it is each student's responsibility to write down homework assignments in their Assignment Notebook that the school has provided and the student must bring the Assignment Notebook to school on a daily basis. For grades 2-8, homework assignments need to be submitted on the due dates and late assignments without a valid excuse will result in deduction of points (number of points deducted will depend on the teacher), affecting the student's overall final grade.

ICC Elementary School promotes and encourages family involvement and awareness in students' learning and overall academic well-being. This is important for students to have home support as well as parents to better understand the academic needs of their children to succeed to accomplish better grades, continual development and long-term commitment to learning and achievement. Parent involvement in homework and assignments can also allow parents to have a better understanding of how their children learn and to avoid any misunderstandings or miscommunication between the expectations and guidelines that are provided by teachers and curriculum for students. Students at all levels should begin and continue to take responsibility for their own academic success by learning to evaluate their own needs for time management in completing homework, assignments and understanding materials and concepts that are being learned.

ICC Elementary School's core curriculum also includes Arabic, Quran and Islamic Studies along with Reading, Math, Language Arts, Science, Social Studies and Spelling that often require practice at home in the form of assigned homework. Homework for these subjects may include lesson reading and practice as well as memorization and some form of written practice. The actual time spent on homework largely depends on the pace of the individual students.

- **MAP Assessment**

MAP Assessments will be given three times every year; fall, winter and spring. The results are analyzed for academic assessment, growth and used for placement and academic measure and acceptance for high school.

- **Parent Teacher Conferences and Communication**

The school year schedule also offers two parent teacher conference sessions at the end of the 1st and 3rd quarter grading periods. Outside of this scheduled time, parents may request a meeting with their child's teacher at any time during the school year **by appointment only arranged through the Main Office.**

Teachers are not allowed to confer with parents before or after school or during class time under any circumstances. Any classroom visits must be arranged in advance with the Main Office. Parents may communicate with teachers through the *EngradePro* Grading messaging system regarding student's grades, work and assignments. If parents wish to drop items off for their children, they must give them

to the office staff and the item will be delivered to the child as soon as possible without disrupting the educational process.

Parents may request a meeting by appointment with the principal regarding any matter through the Main Office.

- **Report Card Pick-up**

ICC Elementary School operates on a quarterly calendar. Parents will be required to attend a parent/teacher conference for the **first, third and fourth quarters where then report cards will be picked up, if all tuition and fee balances have been paid.** Report cards will be sent home with students at the end of the second quarter, only if all balances have been paid. Report cards will be held until balances have been paid and picked up in the Main Office. Report cards must be signed at the end of first, second and third quarters and returned back to school.

- **Student Competitions**

ICC Elementary School offers student participation in numerous school wide competitions throughout the year. Parents will be notified prior to the competition date for advanced preparation. These competitions while mainly school based, may also lead to higher level of competition such as inter-school, city, state and even national levels, depending on the individual result of each student. These competitions include but are not limited to:

- All-School Spelling Bee
- Science Fair
- Islamic Bowl
- Qirat Competition (Opportunity for City Level Competition)
- Math League (Opportunity for City, State and National Level Competition)

- **Student of the Year**

To qualify for the student of the year award, a student must meet the following criteria:

- Highest MAP scores in the entire school.
- Excellent academic performance (all A's) throughout the academic school year.
- Islamic Etiquettes and excellent behavior.
- Perfect Attendance.

- **Student Records**

The school considers student records confidential and may not be viewed except by school authorized personnel. Records will not be provided to non-school personnel except with written request from the parents/guardian of the student delivered to the school by mail or in person. Parents may request a copy of all or some parts of the student's record. The school requires a notice of at least 48 hours to process such a request. The school will share nonacademic records only with custodial parents. Non-custodial parents have the right to a copy of academic records such as report cards, and standardized test scores etc., only after all final costs, fees and/or tuition payments have been made.

Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with a written permission from the person whose name is on the promissory note at the time of enrollment.

Emergency & Safety Policy

- **Accidents**

In case of an in-school accident, students should notify the nearest teacher or staff member. The main office personnel should be notified when there is an emergency or a need for an ambulance. The name

of the injured person should be given. School personnel will notify the parents. The staff will call 911 if they judge that the situation warrants it.

- **Closed Campus Policy**

ICC Elementary School has a closed campus policy. Parents can only enter through the **Main Entrance** when they have an appointment with a teacher/principal, paying tuition, late drop off or early pick up of their child, report card pick-up, or any pre-determined events where parents will be notified and asked to attend and participate. Detailed instructions are provided to parents at the beginning of the school year.

- **Emergency School Closings**

If for any reason the school needs to be closed, the school will make the following steps to inform the school community:

1. Staff and teachers will call parents on their emergency list to inform of the school closings. We will try our best to inform all parents the night before the possible school closing, but this may not be possible all the time. In that case an early morning call will go out to all parents.
2. ICC Elementary School will also send an email to parents to inform of emergency school closings.
3. School closings will also be posted on the ICC Elementary School website (iccelementaryschool.com or icconline.org) and twitter page @iccelementary.

- **Fire and Severe Weather**

During the event of a fire emergency or severe weather, students are to follow directions given by teachers and administration and are by any means **not** to leave the building unless directed to, at which then students are to stay near a staff member and follow directions. Directions for fire and tornado evacuations are posted in each classroom. Students will be given instructions on emergency procedures at the start of school.

- **Parent-Student Conduct**

For the safety of our students, a parent is not allowed to have any inappropriate contact with another ICC Elementary School student. Inappropriate behavior includes but is not limited to the following: intimidating, yelling, physically hurting, sexually harassing, etc. If a parent has any type of inappropriate contact with another ICC student, then there will be severe consequences that that parent will face, which will be determined by the ICC Elementary School administration. Parents are not allowed to take a video or photograph of another ICC Elementary School student(s) without permission.

- **Visitors**

All visitors to the school must enter through the Main entrance and report to the main office to sign in and receive a visitor's pass.

Cell Phones, Electronic Devices, & Network/Internet Access

All electronics, except for laptops, which will be used for classroom instruction upon teacher's request, are strictly prohibited in school. However, if you feel that your child needs to carry a cell phone for safety reasons, then the cell phone must be left with the homeroom teacher or Main Office at the start of the school day and picked up at dismissal time. If the student is caught with the cell phone or any other electronic device, it will be confiscated. The office phone is available as the main way for students and parents to communicate to each other at any time. Cell phones and devices that are found being used or on students person will be confiscated and then given back to parents at pick up time at the end of the day.

Network and internet access is available at ICC Elementary School for academic purposes only. Students will be allowed to use the internet based on parental consent and student conduct. Before students use the internet parents must sign and submit the **ICC Elementary School Student Network and Internet Access Policy Agreement**.

Field Trips and Off Premise Behavior

Field trips are an important part of our educational program. Parents will be notified in advance whenever a trip is planned. It is necessary for the school to have a signed permission slip from parents authorizing participation. Some field trips require extra cost to each family that will be stated in prior notifications to cover bus fees and the costs of participation at each destination. No children will be permitted to leave the school without such written authorization.

Students are expected to adhere to Islamic behavior and reflect the morals and good behavior of Muslims when leaving school premises including outdoor park activities and field trips. Inappropriate behavior and actions will result in the student's removal of outdoor activities, removal of permission to attend field trips and possible expulsion from school.

Food & Lunch Policy

Students at ICC must provide their own lunches each day. Students in the lower grades will be provided a halal snack if paid for as one of the tuition options. Microwaves and stoves are not available for students to heat food at any time for safety purposes.

ICC Elementary School asks parents to provide their children with healthy nutritious food and **not** sugary snack items. **Soda-pop is not allowed under any circumstances.** On special occasions, such as individual class events or school events where parents prepare and send food to share with others, we ask parents to limit sweet food and desserts such as cakes, cupcakes, doughnuts, candy, chocolate and any other heavy sugar based items and instead provide healthier options such as fruits and vegetables. This is to ensure better health and focus for students throughout the day. We also would like to note that while ICC Elementary School provides and adheres to Islamic standards, we ask each family to be aware of halal guidelines and try to only share halal food at the school. Prior approval is required for food to be sent with a student to share with a class through the class teacher and ICC Elementary School administration with valid reason for the *purpose of sharing food items.

*ICC does not allow any occasion or birthday celebrations or for parents to bring food or treats to celebrate such events, other than Islamic holidays such as Eid-al-Fitr and Eid-al-Adha.

Fundraising

As a private, non-profit institution, ICC Elementary School relies on annual fundraising events to bridge the gap between the tuition it collects and the cost of educating its students. Parents are expected to help with the school's fundraising efforts. There are numerous ways in which parents can help:

- Buy and Sell tickets for the annual dinner.
- Make donations during the annual dinner.
- Participate in fundraising events throughout the year.
- Provide educational items for the classroom, or the school in general.

Health and Illness

Control of communicable illness among children is a prime concern in a school. Policies and guidelines related to outbreaks of communicable illnesses have been developed with the help of the health department and local pediatricians. In order to protect the entire group of children at school, we ask that parents assist us by keeping sick children at home if they experience any of the following symptoms within the past 24 hours:

- A fever over 100 F (37.8 C) orally or 99 F (37.2 C) auxiliary (under the arm)
- Signs of a newly developing cold or severe coughing
- Diarrhea, vomiting (more than once and/or with signs of fever, cold or an upset stomach)
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Discharge from the one or both eye or pink eye like symptoms.
- Signs of any other highly communicable disease or unexplained rashes.

Children who become ill with any of these symptoms will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing your child to school.

To help maintain a healthy school environment, it is extremely important that sick children are not sent to school. If your child is complaining of aches and pains as well as have obvious signs such as runny nose, a persistent cough and fever he/she must not come to school. A sick student can become sicker and make other students sick if he/she is not allowed the time to rest and recuperate.

- **Lice Policy**

Any student found to have either lice or nits will be asked to remain out of school for a minimum of three (3) days or until nit-free. If any time during the school year, a child is found to have lice, his/her entire class will be checked and the above will be applicable. This will be done to help deter a school wide infestation.

Salah Requirement

All Muslim students attending ICC Elementary School are required to pray in congregation with the school community and assigned imam when prayers are held during school hours.

Toilet Training

Pre-school and Pre-kindergarten classes provide an academic environment where all students must be toilet trained. Students that have frequent accidents are not considered toilet trained and will be sent home until they are completely trained. Teachers or other staff will not clean students' accidents that involve a bowel movement. In that case we will call the parent to come to school for cleaning and changing the child. We will make the child as much comfortable as possible until parents can come. We ask that you provide the teacher with a number where you are always available.

Toys and Non Academic Materials

Toys from home are not allowed in school. If a student brings a toy from home, it will be confiscated by the teacher and returned to the student at the end of the school day. Toys are a distraction to the student as well as to other students and could cause other behavioral problems as well as result in the toy or item to become damaged.

*ICC Elementary School reserves the right to update, change, add or remove any of the aforementioned policies and otherwise at any time. Notification of changes will be made available to parents and students, and is available on the school's website at www.iccelementaryschool.com.

Last updated May, 2018.





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ICC Elementary School Policy Handbook Signature Page

STUDENT/PARENTS SIGNATURE ACKNOWLEDGEMENT

The following statement page must be signed and returned to the school office:

I, _____, along with my child(ren), _____, have read the entire **ICC ELEMENTARY SCHOOL POLICY HANDBOOK** and agree to the terms included in this policy. I recognize that if my child's actions break any of the aforementioned policies they may warrant the repercussions stated on the **ICC ELEMENTARY SCHOOL DISCIPLINE POLICY**. If I have any questions or concerns with what has been written I will contact the ICC Elementary School administration early in the year and not only if/when my child is in violation of a policy.

Student Signature _____

Student Signature _____

Student Signature _____

Student Signature _____

Parent Signature _____ Date: _____

*All students enrolled in ICC Elementary School from 3rd grade and up are required to sign. Only the parent's signature is required for 2nd grade students and younger.

Please discuss the Student Policy Handbook with your child.