



Immaculata Catholic School Parent-Student Handbook

**Learning and living
joyfully, honestly, justly**

The Immaculata Catholic School handbook is available on line. Parents are responsible for reviewing on a regular basis. Changes will be published in the newsletter and appear in red type on-line.

Immaculata Catholic School

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Dear Parents and Students,

What does love look like? It has the hands to help others. It has the feet to hasten to the poor and needy. It has eyes to see misery and want. It has the ears to hear the sighs and sorrows of men. That is what love looks like.

St. Augustine

Not to hurt our humble brethren is our first duty to them, but to stop there is not enough. We have a higher mission - to be of service to them wherever they require it.

St. Francis of Assisi

Welcome to Immaculata Catholic School! The faculty and staff are excited about working with you and helping students develop the knowledge and faith to serve the world. Immaculata students and staff strive to make the world a better place.

In choosing Immaculata Catholic School, you have committed to the values and philosophy of a Catholic school.

Knowing that God is with us and loves us always, we pray for God's wisdom and guidance for the school year and beyond.

Warm regards,

Dana Corcoran
Principal

Overview

Immaculata Catholic School

Immaculata Catholic School on the campus of Immaculate Conception Church in Durham, NC, is a pre-kindergarten through grade 8 Catholic school under the Diocese of Raleigh Catholic Schools Office. Immaculata serves as the parish school for the parishes of Immaculate Conception Church, Holy Cross, Holy Family, Holy Infant, and St. Matthew.

The Diocesan curriculum guidelines for secular subject areas are consistent with the state of North Carolina guidelines. Students engage in a core curriculum that includes reading, literature, writing and grammar, mathematical thinking and problem solving, understanding religion, as well as experiencing and living out one's relationship with God and Jesus Christ, exploring social studies, and investigating science. Special subject areas include Spanish, physical education, art, and music. We strive to offer a program that makes use of a variety of reading materials, and audio-visual and technology tools.

Students are actively involved in preparing for and participating in meaningful liturgy and prayer. Knowledge and skills are understood as tools for promoting justice, respecting life, upholding the dignity of every human being, and living a life of service. Each grade level performs age appropriate community service.

History

For **more than** 100 years, Immaculata Catholic School has served children and their families by providing a Christian Catholic education. Founded in 1909, the school originally was served by the Sisters of St. Dominic of Newburgh, New York. From the beginning, its mission was to provide quality Catholic education to residents of the city of Durham and surrounding communities.

The new sanctuary for the Immaculate Conception Church opened in March 2003, bringing together a diverse community and uniting parishioners with a renewed commitment to be "Called, Gifted, Sent." Immaculata students attend Mass weekly in the new sanctuary.

Realizing a dream of Coach Michael Krzyzewski and Father David McBriar, the Emily Krzyzewski Family Life Center opened in the spring of 2006. This community center serves the youth of Durham and is our neighbor. Immaculata Catholic School is honored to be a community partner with the Emily K Center.

Immaculata, through the generosity of parents, grandparents, friends, and relatives, rebuilt the school playground in 2006 and completed a two-summer gym improvements project in the summer of 2008.

Mission of Catholic Schools, Diocese of Raleigh

The mission of the schools and early childhood centers of the Diocese of Raleigh is to engage our school/center communities in creating quality education within a Catholic environment that fosters the current and future development of the child.

Mission of Immaculate Conception Church

Immaculate Conception is a Roman Catholic community in downtown Durham pastored by Franciscan Friars. We are a multi-cultural and stewardship parish called, gifted, and sent to proclaim the Gospel of Jesus Christ through worship, parish-wide faith formation, our parish school, pastoral care, and living the church's social teaching.

Mission of Immaculata Catholic School

The mission of the Immaculata Catholic School family is to build a community of learning under the patronage of Mary, the mother of Jesus. Relying on Gospel teachings and values, we view learning as a lifelong endeavor to grow spiritually, intellectually, socially, aesthetically, and physically. We commit to live as disciples of Jesus Christ and to be responsible citizens of the world.

Immaculata Way of Life

Character development, faith formation, and academic excellence are inseparable at Immaculata Catholic School. Every moment presents teaching and learning opportunities. Principles governing our community and promoting our way of life include:

† Respect God, self, and others.

Recognize that every person has worth and act accordingly.

Treat all people and all life with dignity.

† Be a person of integrity.

Always tell the truth and be responsible for your thoughts and actions.

† Live a life of service.

Ask, "What can I do for others?"

Strive to use your talents and gifts to make the world better for everyone.

† Produce quality work.

Show that you care for God, yourself, and others by consistently doing your best.

Philosophy and Beliefs

We believe that:

- † Children and early adolescents learn best as valued members of a community.
- † Students thrive in a learning environment that respects individual achievement and individual needs, challenges students to achieve their personal best, and nurtures the development of the whole child.
- † Students require skills and strategies to become moral, ethical people who understand and embrace diversity.
- † To become effective citizens, students need to understand their responsibilities in the world; recognize the consequences of their actions; and exercise their power to make Gospel values a reality.
- † The role of educators is to provide an environment that stimulates intellectual curiosity, provides the tools to make informed decisions, and encourages students to act responsibly.
- † Parents and teachers are partners in educating students to live by Catholic attitudes and values, and to learn Catholic traditions and history. This Christian Catholic foundation fosters the development of students' full potential.

Our philosophy is based on discipleship and community. The word “disciple” means learner. Beyond compliance with rules, discipleship entails devotion to a way of life guided by the teachings and example of Jesus. Relationships, respect, interdependence, reconciliation, restitution, forgiveness, and humility are all characteristics of discipleship. In discipleship, people share responsibility and consider each others' perspectives in problem-solving. In discipleship, we contribute willingly to the faith formation and education of students.

We live the Word of God and exist to do God's work on earth. Immaculata parents and students are not consumers and Catholicism is not for sale; we come to this community of our own will. We build the community through personal relationships and our commitment to shared standards, customs, values, and priorities.

“It is not enough to love the children, but they must know that they are loved,” are the words of Don Bosco, a priest who developed a “preventive system of education” in 1883. He viewed discipline as a pastoral triangle of Reason, Religion, and Kindness. Through discipleship and community, we are guided by these words to be reasonable in understanding youth, in communicating openly, and in developing authentic rapport. Adults model and expect young people to: learn the teachings of the Gospels, grow in their belief in God, join in service to others, and accept personal responsibility for their actions. It is the duty of faculty, staff, and parents to encourage, correct, counsel, and affirm our children and young people. In these ways, students know they are loved.

Statement of Nondiscrimination

Immaculata Catholic School does not discriminate based on race, color, national or ethnic origin. All students have the rights and privileges offered by Immaculata Catholic School.

Accreditation

Immaculata Catholic School is fully accredited by the Southeast Association of Colleges and Schools (SACS) and Schools Council on Accreditation and School Improvement (CASI).

Admissions

Admissions decisions at Immaculata are guided by two questions: Will a student benefit from an education at Immaculata? Does the family come to Immaculata for an education within a faith community? We are committed to admitting learners who are diverse in many dimensions—learning style, race, class, achievement, ethnicity.

All applicants must submit an application with the non-refundable \$75 application fee. In order to gain admission to the pre-kindergarten, four-year-olds must be four by August 31. Students must be five years of age by August 31 to be eligible for enrollment in kindergarten.

Complete applications are reviewed by the Admissions Committee composed of at least three of the following: the admissions director, a teacher, principal, and/or assistant principal.

A complete application includes the following:

- Completed application information sheet;
- \$75.00 application fee;
- Two teacher recommendations for Grades 1-8 applicants;
- One teacher recommendation for applicants for Prekindergarten and Kindergarten.
- Complete school records including all student report cards; confidential file, if any; other relevant school records;
- Record of the student visit to the school, e.g. teacher observation or notes from admissions director. (Every applicant is required to visit the school. An applicant visits his or her current grade. The director of admissions will schedule the visit and provide specific details. The director of admissions schedules screenings and visits only if space is available in the grade or there are no more than five spaces on the waiting list.);
- Results of screening of student by the director of admissions or designate. (The screening is an assessment of academic skills including reading, writing, and math. The results help the admissions committee make decisions and recommendations about placement.);
- \$50.00 screening fee due on the day of the screening.

Priority in admissions is given as follows:

1. Siblings of current Immaculata Catholic School students who are active parishioners;
2. Siblings of current Immaculata Catholic School students who are new parishioners or active Catholics in other parishes;

3. Siblings of current Immaculata Catholic School students who are non-registered Catholics or non-Catholics;
4. Applicants of active parishioners;
5. Applicants of new parishioners or active Catholics in other parishes;
6. Applicants who are non-registered Catholics or non-Catholics;

Application review proceeds as follows: Returning students register and siblings apply; new students apply and applications are reviewed monthly. Applicants are notified by mail of acceptance, wait list status, pending status (not screened but application kept on file), or denial. Any parent who has questions about an admissions decision should contact the admissions director.

Student(s) is/are accepted for enrollment only after the registration fee is paid, assessment of student academic skills and review of the application Portfolio is completed by Immaculata Catholic School, and space is available in the grade indicated by the locally administered assessment. All students new to Immaculata Catholic School are conditionally accepted on a trial basis for a period not to exceed the first nine weeks of school.

After School Program

After School (AS) programs for pre-kindergarten through grade 8 are intended to provide a developmentally-appropriate academic and social learning experience for all students enrolled. At the 3:00 pm dismissal, children enrolled in the AS Program report to their AS classrooms for attendance. For students in grades 1-8, we provide a structured study hall for doing homework. Children receive a healthy snack followed by indoor or outdoor play (weather permitting). Pre-kindergarten and kindergarten students participate in planned activities, such as story time, music, arts and crafts.

Parents/Guardians may pick up their child/ren at any time during the 3:00pm—5:30pm daily program, **but no later than 5:30pm. There is a late fee of \$10 for each 10 minutes, or portion thereof, when a child is not picked up by 5:30pm.** Parent/guardian or authorized adult signs out the child(ren) each day. Any child signed out without a time will be charged the full day fee. Parents/guardians are responsible for keeping us informed of changes in phone numbers and/or other emergency contact information.

The After School Program begins on the first day of school and will operate daily except on school holidays, vacations, staff development days, inclement weather days, and early closing days.

Registration

A Registration Form is required for both FULL TIME and PART TIME programs.

After School Annual Fees 2010-11

Full Time (four days per week regularly)	
First Child	\$2415
Second Child	\$2147
Third Child	\$2040

Fourth Child	\$1687
Part Time (fewer than four days per week and occasionally, "as needed")	
Registration Fee	\$50
Picked up by 3:30	\$6/child/day
Full Day (all other pick-up times)	\$16/child/day

Please note: The school day ends at 3 pm. Dismissal begins at 3 pm and ends at 3:30 pm. Students may not wait unsupervised for pick-up. If a student is not picked up by 3:30, the student will join the After School Program and parents assume responsibility for all fees

Payment Options for Full Time:

1. Pay the full after school fee in one lump sum. Full payment received on or before June 5, 2009 will be discounted at 1.5%.
2. Pay after school monthly. Families who choose this option must enroll in the FACTS Automatic Tuition Payment Plan. FACTS will draft the after school payment in 10 monthly installments from August through May on the 5th or 20th of each month.

Cancellation of After School Program Registration

Cancellation from AS program requires a 30-day written notice and the first month is non-refundable.

Payment for Part Time:

Charges are based on daily attendance records. Billing goes home on the first Friday of each month.

Tuition Assistance

Tuition assistance does not apply to after school program. If you experience financial difficulty and are in need of after school care, please talk with the after school director and/or the principal.

Arrival Departure Procedures

Leaving School Early

For safety reasons, no student will be permitted to leave Immaculata Catholic School during the school day without a **written note** from the parent/guardian requesting the child's release. No child may be released by a telephone message. If a parent needs to contact the school by fax, please notify the school by phone that a message is being sent.

If you have an appointment: Occasionally students have to leave school early. When this is necessary, **send a note** with your child at the beginning of the day notifying his/her teacher of your plans. Include the time of departure, estimated return time (if any), reason, and your (parent) signature.

Come to the school front office through the Burch Avenue entrance to pick up your child. Sign your child out. The school secretary will call your child to the office. If your child returns before the end of the school day, the parent must come to the school office to

sign them back into the school. Parents are asked to take care not to disrupt the classrooms.

If your child becomes ill: If a student needs to be sent home because of illness or for some other reason, the school office or the teacher will call the parents. Parents will either pick up the student themselves or send an authorized person in their place. The parent-designate must be listed on the family's Transportation Authorization or bear a note from the parent. Designates can expect school staff to ask to see identification. Any student leaving early must be signed out by parent or designate. Students may only leave the campus with approval from the school office.

No dismissals between 2:30 and 3:00: In order to not disrupt dismissal procedures, no student will be dismissed between 2:30 and 3:00. Parents should arrange appointments to accommodate this schedule

Arriving Late or Leaving Early from PE: PE classes are usually held in the Emily Krzyzewski Family Life Center. If a student is tardy for PE and the PE teacher has already left the Immaculata building with the class, the student will be supervised in the front office until the end of the period.

If a student must leave school early during the time period for PE then he or she should go to the front office to be supervised until pick-up.

Leaving School Safely

With authorized adults only: When a child is going home with anyone other than his/her regular parent, carpool adult or other authorized adult(as listed on authorized transportation form), the parent/guardian must **send a note**. Students will not be sent home alone or with an adult who is not specifically authorized by the parents.

Students are not permitted to leave the school grounds during the hours of school operation including the After School Program without **written parental permission** and approval of the classroom teacher/school administration/after school program director.

Guidelines for safe transfer of students: Immaculata faculty and staff are responsible, by national and diocesan guidelines and by safe practices for supervision of children, for ensuring and knowing that each child is released to his or her parent or parent designate. For this reason, we have created a dismissal process that controls closely the transfer of children. Many seemingly cumbersome procedures are actually designed to ensure the safe transfer of students from school staff to parents. These processes and procedures include:

- There are no early dismissals between 2:30 and 3:00;
- Walking parents must wait outside the school to have their children "called" and escorted to them;
- Whenever a child goes home with a person who is not the parent and not listed on the emergency card or transportation authorization, the child must show a note from a parent authorizing the child to go with that specific person;

- Whenever a person we do not recognize picks up your child, we will check the emergency cards and may ask to see identification;
- Parents with children in After School Program must sign out their children;
- **No student can wait unsupervised for a parent to pick up from any school event.**

Traffic

From 7am to 8am and again from 2:30 to 3:30 am, Burch Avenue is one way from the Freeway toward Buchanan. Burch Avenue is closed to traffic from 8am to 2:30 pm and from 3:30pm to 5:30pm on school days. For the safety of all students and adults, parents and other authorized drivers will follow the arrival and departure procedures.

An adult-to-adult transfer is required at when dropping off and picking up students. During the mornings, students must either:

- be walked by an adult at least as far as the school entranceway

OR

- be dropped off in car line under staff supervision.

During the afternoons, students must either:

- be picked up by an adult at the school entranceway after being called by a staff member

OR

- be picked up in car line under staff supervision.

Traffic on Burch Avenue is always one-way – from Wilkerson up past the church offices, and out Burch. Burch Avenue should be used as a single lane during drop-off; there are two lanes during dismissal. For safety reasons, prekindergarten students must be picked up in the car line closest to the school.

The use of cell phones on Burch Avenue during car lines is strictly prohibited.

Please be aware of direction given by staff members supervising traffic.

No vehicles should enter the campus using Chapel Hill Street. This entrance is only used by staff to get to the staff parking lot and is one-way. Anyone exiting by Chapel Hill Street will be going against traffic and operating unsafely.

Thank you for adhering to these rules. The safety of our children is our top priority!

If you are not in the carpool line...Walkers

If you are walking to pick up your child at the end of the day, please go to the Burch Avenue entrance. A teacher with a radio will then call your child to be dismissed. During dismissal, we work to ensure safe dismissal of all students and we need to keep the hallways clear and quiet. We ask that you not enter the school until dismissal is complete and all remaining students are in after school (3:25 pm).

Park on Burch Avenue or on Wilkerson St. Do not use the church/school parking lots or the Chapel Hill St. entrance. Park courteously and do not block driveways. Treat our neighbors with respect.

The use of cell phones on Burch Avenue during car lines is strictly prohibited.

AM Traffic 7:15 to 8:00 –Burch Avenue is one way and traffic flows in ONE LANE.

Traffic on Burch Avenue will form ONE LANE in a ONE-WAY flow toward Buchanan. **No traffic will enter or exit from Chapel Hill Street.** All cars will enter from Buchanan Blvd. through the Wilkerson Street parking lot and turn right onto Burch Avenue. No cars will park on Burch Avenue. Please pull up to the designated drop off where staff will help students exit from cars. We will have up to six to ten cars unloading at once. Students will exit from the driver’s side only and immediately proceed to assigned areas for Before School care. All students enter through the Burch Avenue entrance.

Parents of children in Pre-kindergarten should park in the parking lot next to the school in the designated spaces and walk their children into the building through the Burch Avenue entrance.

After students have exited, cars continue in a one-way flow and exit the campus by turning onto Buchanan Blvd.

This description of traffic flow may be subject to change.

PM Traffic 2:30-3:30 p.m., Burch Avenue is one way, TWO LANES. Cars arriving for dismissal should proceed from Buchanan Blvd. and enter the Wilkerson Street parking lot. Upon entering the parking lot, drivers should form two lines of cars beginning at the striped lines on Burch Avenue. Drivers who find themselves “first” in line should pull up to the yellow line near the traffic director. At dismissal time, students will walk with teachers to designated dismissal areas. All students in grades PK-8 will exit from designated dismissal areas through the Burch Avenue doors. We ask that students and parents enter their cars, fasten seatbelts, and secure the cars as quickly as possible. We will load six cars at a time. When all six cars are loaded, the traffic director will signal that the cars can move forward on Burch Avenue. Cars will be dismissed in groups of six until all cars are gone. All cars should have the Last Name, First Name and Grade Level of students they are picking up displayed prominently in the windshield.

Burch Avenue is closed to traffic from 8:00 am until 2:30 pm and from 3:30 to 5:30 on school days. To enter the school during these hours; park in designated parking spaces. **DO NOT PARK IN FRONT OF THE TRAFFIC CONES.** Parking in front of the cones compromises the safety of all students because the cars block the fire lane.

Attendance

Absence

Regular attendance is essential to school learning. The school administration will follow-up with families whose children have excessive absences.

If your child is sick or has an appointment and will not be in school or will be late to school, you should:

- Call the school office in the morning to inform school staff. The staff needs to know if your child will be returning to school that day or will be out for the whole day.
- Write a note of excuse when your child returns to school. The excuse should include the name of the student, homeroom teacher, reason for absence, dates of absence, and an

adult signature. We appreciate very much that you have called and recognize that the note seems redundant. However, for our records for our accrediting organization and others, we need the written note and your signature.

Extended periods of absence have to be approved by the principal. Please submit a letter to the principal outlining your plans, the dates of absence, and the reason. If your child is sick or hospitalized, follow the same procedure to request a medical excuse, include with your letter a note from the appropriate physician. (See Extended Illness below.)

Chronic absences interfere with both your child's and other students' education, we want to minimize the number of absences. Chronic absenteeism can result in serious consequences for your child including but not limited to not being invited back to Immaculata or the repeating of a grade by your child.

If a child accumulates an excessive number of absences, the following procedures will be followed:

- **15 days** – written notification to parents
- **20 days** – written notification to parent notifying them that the student has been placed on probation
- **25 days** – parent conference
- **30 days of more** – reviewed by the principal to determine if the child is to be retained or not allowed to return.

Class work missed during an absence is to be made up according to guidelines established by the teacher and by teacher judgment based on students' learning needs and on developmental norms. Students will make up work in a timely manner. In general, when a student is absent due to family vacation, the teacher(s) will provide make-up work *upon the student's return to school.*

Extended Illness

Students who are absent due to extended illnesses (more than four days in a row) must submit a doctor's note upon return. The student and family will work with the teacher to ascertain appropriate make-up work. The teacher(s) will work to ensure a smooth transition back to school and to assign work that gives your child an opportunity to learn missed content and skills. Teachers will make a realistic schedule for make-up work. Parents are expected to support their children in the completion of this work. A general guideline is that students will be expected to make up 60-100% of the work depending on the length of illness and the learning objectives. Students must demonstrate their understanding of subject matter and meet the objectives of the course. Work may be deferred to vacations or summer vacation, if necessary, with the approval of the principal or assistant principal, with input from teacher(s) and guidance counselor.

Tardiness

To gain full benefit from the educational program, students need to arrive on time. We strongly discourage arriving late to school. Please note that teachers PK to Grade 5 **begin teaching at 8 am**; we recommend that all students arrive by 7:45. Arriving by 7:45 will ensure that your child(ren) will be able to unpack and get ready for the day without feeling rushed. Students PK – 5 are tardy if they arrive in the classroom after 8 a.m. and middle school after 7:45. Students arriving late must obtain a tardy slip from the school

office. If the bell rings and your child is not in the classroom, your child is tardy. If your child arrives after 8:15 a.m., bring your child into the office and sign them in explaining the reason for being tardy. The front doors are the only entry to the school. Families receiving five tardies during a grading period will receive written notice from the school.

More than five tardies or five (5) early withdrawals is considered a full absence.

Because chronic tardiness interferes with both your child's and other students' education, we want to minimize the number of tardies. Chronic tardiness could result in not being invited back to Immaculata for another school year.

Behavior/Discipline

Expectations and Code of Conduct for Students

Students are expected to behave in a Christian manner demonstrating respect for God, self, and others. Students are expected to support and participate in the learning environment at all times and disruption of the learning process is unacceptable. By following general expectations and the code of conduct, students and adults create an atmosphere based on respect for God, for self, for others, and for the environment.

Each student has the right to learn in a caring and safe environment that is conducive to his/her growth and fulfillment academically, emotionally, socially, and spiritually. Each student has responsibility for creating this Christ-centered environment where learning is possible and individual growth is achieved.

Our discipline policy encourages personal growth because students are responsible for their choices and have understanding of consequences. We base the code of conduct on the following principles which form the basis of the Immaculata Way of Life:

Respect God, self, and others.

Be a person of integrity.

Live a life of service.

Produce quality work

Living by these four principles, each student learns to and is expected to be: responsible for his or her own actions and the consequences of actions; willing to work with others and share talents; and respectful of property, and responsible for giving effort to school work. Thus, at the core of our approach to discipline are respect and responsibility.

Respect and responsibility are expected of the administration, faculty/staff, students, and parents. Our Christian life of faith calls us to exhibit attitudes and behavior in our day-to-day living as a community of believers. We are asked to be stewards of resources and property.

General School Rules

Within the school environment, the faculty/staff will guide and teach students to develop effective work habits, good moral practices, and high quality communication and thinking skills. We want to instill within each student a strong inner discipline that enables him/her to make good decisions on a daily basis.

General School Rules

- ❖ Be prepared and ready for class when the bell rings, including having books and materials present and ready at the beginning of class.

- ❖ Respect the space of other students and contribute to a positive learning environment.
- ❖ Use appropriate language at all times
- ❖ Obtain permission before speaking or leaving seats (unless otherwise directed by a teacher).
- ❖ Complete assignments well and within the time specified by the teacher.
- ❖ Take care of all personal and school property.
- ❖ Wear the Immaculata school uniform.
- ❖ Follow all classroom, playground, lunchroom, Mass and Friday prayer, arrival and dismissal and other procedures and guidelines that govern school life.

Any behavior that interferes with teaching or learning can result in immediate referral to the principal.

In addition:

- ❖ No profanity or graffiti;
- ❖ No gum chewing;
- ❖ No wearing hats or sunglasses inside school buildings;
- ❖ No electronics including but not limited to cell phones, beepers, personal game devices, laser pointers, radios, CD players, MP3 players, Ipods;
- ❖ No large amounts of money or valuables in school;
- ❖ No toys, dolls, stuffed animals, or any type of trading cards are permitted in school unless a teacher gives explicit approval, which will be occasional and for a special purpose;
- ❖ No cheating or plagiarism;
- ❖ No destruction of school property including but not limited to other students', teachers', and staffs' property;
- ❖ No threatening or harassing of other students at school or on the Internet;
- ❖ No fighting;
- ❖ No alcohol or drugs of any kind;
- ❖ No knives or guns, real or toy, or any item that can be used as or construed as a weapon;
- ❖ No use of the Immaculata Catholic School name on the Internet
- ❖ No posting to the Internet the first and last names of any Immaculata student, current or former, without the written permission of the student's parent(s).

Students are expected to maintain the highest of moral and ethical conduct both in *and outside* the classroom. Cheating, plagiarism, disrespect, harassment, bullying, and use of vulgarity and/or threats upon an adult or student, are violations of the Immaculata Way of Life.

Methods for Handling Behavior

To encourage students to behave appropriately and productively, teachers and staff will reinforce positive behaviors by periodically praising students, sending notes home, making phone calls home, writing praise on papers and recognition through Living the Immaculata Way rewards, among other positive reinforcements given in the classroom.

When students disrupt the learning environment or otherwise stray from good conduct, teacher interventions may include (but not be limited to) one or all of the following (depending on the nature and severity of the behavior/incident, its frequency, and the duration):

- Redirection or reminder
- Written or telephone communication with the parents
- Recess detention—Loss of part of recess for students in grades PK-5 and all of recess for middle school students
- Removal to another place in the classroom to become calm and recover
- Removal to another classroom
- Removal to the offices of the principal or assistant principal
- Removal from a special activity, e.g. field trips
- Community service
- Electives detention (middle school students)
- Parent, teacher and/or staff member, student conference
- Removal from school—to home
- Referral to the administration for administrative action (a visit to the principal's office)
- Referral to the guidance counselor to follow-up
- Parent, teacher and/or staff member, student, principal and/or assistant principal conference
- At the discretion of the school administration or teacher suggestion, a conference with the guidance counselor, teachers, and other support personnel
- Behavior contracts or Academic Success Plan
- If deemed necessary, principal, pastor, and parent conference

In general, the classroom teacher will handle disciplinary procedure in grades PK-3. Conferences with parent and teacher will be held as needed. Principal and/or assistant principal will confer as necessary. In grades 4-8 students have developed the understanding and ability to follow school rules, procedures, and expectations; therefore, consequences may become more automatic.

Corporal punishment is not allowed at Immaculata.

Other consequences may include:

Detention

Detention will be scheduled for those students whose behavior warrants such disciplinary action based on the intensity, duration, and frequency of the inappropriate behavior.

Detention will consist of up to one hour for students in grades 4-8. Detention will be given for the following reasons:

- ❖ Disrupting the learning process
- ❖ Chronic disregard for school policy, including but not limited to violations of uniform code, classroom rules, playground/lunchroom rules
- ❖ Unexcused absence from class
- ❖ Unacceptable field trip behavior – This can also result in ineligibility for future field trips.
- ❖ Failure to serve detention at the appointed time

Suspension

Suspension is a severe disciplinary procedure and will be imposed after serious disregard for school or classroom policies. The time of out of school recovery will be determined by the administration as deemed appropriate by the intensity, duration, and frequency of the inappropriate action. Work and tests missed while serving out of school recovery will be made up and the administration will determine if credit will be earned. Participation in extra-curricular activities will be prohibited for each day of out of school recovery. For example, if a team member is required to serve out of school recovery on a game day then he or she will not play in the game. Student actions that lead to out of school recovery may include:

Cheating/Forgery/ Plagiarism

If a student is seen or found to have been forging a signature, or cheating or plagiarizing on homework, class work, quizzes, tests, or projects, the teacher will immediately confiscate the work, inform the student, call parents, inform the administration, and the student will receive a zero for the assignment or test. Plagiarism can include inappropriate use of the computer, research materials, Internet sources, and other sources by a student who represent others' work as his or her own. **Using electronic devices including but not limited to translators, any translation sites on the internet, any programs that translate or changing the language on computer programs in order to translate is plagiarism.** A second incident may result in an automatic two-day out of school recovery with no credit for the work cheated on, and a parent conference in which it will be determined whether or not the student will be allowed to continue at Immaculata Catholic School. As with all misbehaviors, some cheating is so egregious that it will result in an automatic out of school recovery the first time.

Disrespect

Any student who demonstrates an attitude of disrespect towards an administrator, teacher, staff member, fellow student, or a parent volunteer may receive detention. A second incident may result in out of school recovery for two days. A third incident will result in a parent conference in which it will be determined whether or not the student will be allowed to continue at Immaculata Catholic School.

Harassment

Any student who harasses, uses a racial or ethnic slur towards another adult or student may be suspended from school for two days. A second incident will result in a parent conference in which it will be determined whether or not the student will be allowed to continue at Immaculata Catholic School.

Stealing

Any student or students involved in stealing will receive consequences deemed appropriate by administration and will be responsible for restitution.

Threatening an Adult or Student and Fighting

Any student who physically or verbally threatens another adult or student may be suspended from school for at least two days. A second incident will result in a parent conference in which it will be determined whether or not the student will be allowed to continue at Immaculata Catholic School.

Use of Vulgar or Obscene Language or Gestures

Any student who uses vulgar or obscene language or gestures towards another adult or student may be suspended from school for two days. A second incident will result in a parent conference in which it will be determined whether or not the student will be allowed to continue at Immaculata Catholic School.

Bullying/Cyber-bullying

Bullying is not tolerated at Immaculata; and any student who bullies will receive the appropriate consequences as defined in the categories above. Bullying occurs when a student or group of students “targets an individual repeatedly over time using physical or psychological aggression to dominate the victim.” When bullying situations arise, the guidance counselor, administrator, and teacher will investigate, hold conferences with all involved students (including bully and victim), determine the consequences warranted based on the Code of Conduct, and conduct follow-up. In addition, Immaculata faculty and staff engage students in discussion about loving God and each other and our responsibilities to stop and/or report bullying when it happens. A second bullying incident will result in a parent conference in which it will be determined whether or not the student who bullied will be allowed to continue at Immaculata Catholic School.

Engagement in online blogs such as, but not limited to, My Space.com, Xanga, Friendster, etc

If the content of the student’s blog includes defamatory comments regarding the school could lead to suspension and/or expulsion upon the discretion of the administration with consultation from the Pastor.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting in school face detention, suspension and/or expulsion.

Virtual Reality Sites

Virtual Reality Sites such as, but not limited to www.there.com and www.secondlife.com pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing

that often predators are not living in a neighborhood, but within the home via a computer.

Discipline Plan for Middle School

In order to help students become more accountable for their actions, the middle school faculty, in collaboration with administration, is implementing the following plan:

Violations of Immaculata Catholic School's code of conduct would result in the following consequences. Violations are classified as Level 1, Level 2, or Level 3.

Level 1

Chewing gum/candy
Uniform violations

Level 2

Classroom disruption
Disrespect to fellow student
Not following classroom procedures
Disrespect to adult
Inappropriate language
Disrespect in hallway/public area

Level 3

Physical behavior
Foul language
Plagiarism
Cheating

When a student is in violation of a level 1, a faculty member will record the appropriate information. Once a student has accumulated **four** level ones, he or she will be expected to serve detention **at which time they will be required to silently reflect on an Examination of Conscience handout. Athletes will not be allowed to participate in practice or game on the day of detention.**

When a student is in violation of a level 2, the faculty member will record the appropriate information. The student will serve detention on the next available date.

When a student is in violation of a level 3, the matter will be immediately referred to administration.

Detention will be served by students from 12:30-1:20. They will be allowed to eat their lunch in quiet.

If a student accumulates three detentions in a quarter, there will be a parent-administrator-student-teacher conference.

After that conference, if a student accumulates another detention in that quarter, the student will serve a Tuesday morning detention from 7:00-7:45.

If a student accumulates another detention after serving a Tuesday morning detention, the matter will be referred to the administration.

Elastic Clause Concerning Conduct:

Since it is impossible to foresee all problems that can arise, this clause empowers the pastor, principal, assistant principal, faculty, and staff members to take disciplinary actions for any behavior that violates the spirit and philosophy of Immaculata Catholic School, even if not specified in this update to the discipline plan.

Chronic Misbehavior

Sometimes a student or students engage in persistent patterns of misbehavior. A student who continues to misbehave over time demonstrates that he or she is either unable

or unwilling to comply with school rules and procedures; and therefore, that Immaculata is unable to meet the student's needs. The consequences for chronic misbehavior may include being barred from enrollment in the following school year and/or having to withdraw from Immaculata immediately.

Expulsion

Expulsion is most serious and will be invoked only after all other means of discipline have proven ineffectual and a student's conduct is a definite hindrance to the welfare and progress of the school community. There may be situations which demand immediate removal of a student from school. If the serious nature of the situation warrants (e.g. drugs, alcohol, vandalism, possession of a weapon or anything that looks like or could be used as a weapon) it, expulsion will be invoked for a first offense.

Role of the Pastor and Principal

The pastor and principal are the final decision makers in all disciplinary situations and the pastor or the principal may waive any disciplinary rule for just cause at his/her discretion.

Elastic Clause Concerning Conduct.

Since it is impossible to foresee all problems that can arise, this clause empowers the pastor, principal, assistant principal, faculty, and staff members to take disciplinary actions for any behavior that violates the spirit and philosophy of Immaculata Catholic School even if not specified in this Code of Conduct.

Cell Phones

The use of cell phones by students is discouraged. A cell phone may not be used at any time during the school day 7:45am – 3:00pm. The cell phone will be confiscated if it is visible or goes off during school hours. The cell phone will be returned only to a parent.

Class Size

There are two classes per grade. The figures below show the target number of students per class per grade.

PK	18
K	20
Grades 1-5	22
Grades 6-8	24

Communications

Friday Folder

Each Friday a folder containing school information is sent home with your child. Any group that wishes to include information in the Friday Folder should have it to the office by Tuesday morning for approval. Once approved, copies of insert should be delivered to the front office by Wednesday afternoon. Each group should make its own copies. Call the office to find out the number of copies needed. *All materials in the packet must be reviewed and approved by the school administration before copies are made and prior to distribution.*

Immaculata staff is happy to share community information with families when appropriate; however, it does not circulate flyers, announcements, or advertisements for programs that compete with Immaculata programs.

Immaculata News

The *Immaculata News* communicates information about the school and school activities. Submissions for the newsletter, must be emailed to the main office by Tuesday at noon, no exceptions. The header to the email message should be "Newsletter submission". The newsletter is a shared effort by staff and volunteers. Strict adherence to deadlines and procedures is necessary.

Advertisements in *Immaculata News*/Friday Folder

On occasion, you will find in your Friday folder or in the *Immaculata News* information about camps and community events not sponsored by Immaculata or Immaculate Conception. It is our intention to help make you aware of things that may be of interest to you. Immaculata does not in any way endorse these other organizations nor has it investigated their programs. Retail businesses will not be advertised except under special circumstances such as a percentage of proceeds dedicated to the school. The newsletter will not be used to advertise events for personal profit.

Website

The Immaculata website is your primary source for information about Immaculata. The website contains news, school forms, enrollment information, up-to-date event calendars, sports information, inclement weather information, the *Immaculata News*, as well as individual teacher pages with homework, newsletters, and scheduling information. Visit the website often at www.immaculataschool.org.

Publications, Productions, Displays

School publications, productions, or displays which are characterized as school-sponsored or are represented as such or are part of the school educational program, whether or not they happen in the classroom setting, are subject to review and evaluation by the school administration. The school administration makes the final decision about any educational program (publication, production, display) after review and consultation with the teacher or advisor. Any non-school publications, productions, or displays are also subject to the same process. Immaculata staff is happy to share community information with families when appropriate; however, it does not circulate flyers, announcements, or advertisements for programs that compete with Immaculata programs. Permission from the principal is required for the use of the Immaculata Catholic School name on labels, Internet sites, displays, publications, or productions of any kind.

School Telephone

To maintain a positive learning environment we strive to minimize interruptions. Therefore, please do not call and ask to speak with your child at school. Front office staff will relay urgent messages. All other communications should be handled before coming to school or after students are dismissed.

Similarly, teachers are not available for unscheduled phone conferences during the school day. If you would like to speak with your child's teacher, please call and leave a message.

The school telephone is not for general student use. In case of emergency, the students may request permission from their teacher to use a school telephone. Students are expected to come to school prepared so that calls for homework, lunch, and so on do not become routine. After school, students should use, with staff permission, the after school office phone.

School Directory

The school directory is provided as a service and its purpose is to facilitate communication about approved school activities. The school is not responsible/liable for the use of the school directory for other purposes. Information in the school directory is for the use of Immaculata families only. In general, the directory may not be used for political or commercial purposes without explicit written permission from the school administration or pastor. Any communication which misuses the school directory and information in the directory may result in serious consequences up to and including dismissal of offending families from the school community.

Community Expectations

Role of Immaculata Adults

Immaculata teachers and staff are privileged to be partners in education and faith formation with students' parents. Adults within the Immaculata community have special responsibilities as role models whose actions are consistent with Christian values. Our goal is to create and maintain a positive, cooperative atmosphere that focuses on students and supports students' growth. We seek to identify, understand, and address issues and problems as they arise. We understand issues, problems, and conflicts as opportunities for growth as individuals and as a community. We strive to model the Immaculata Way of Life (see earlier section.) Through constructive engagement in the life of the school, we grow in understanding and in our faith in God.

To this end, this Code of Conduct applies to all Immaculata Catholic School community members and is essential to fulfilling our mission.

Code of Conduct

Immaculata Catholic School adults will be committed to the spiritual development and education of all members of our faith community.

- The Immaculata Catholic School adults will be cooperative and committed to school goals.
- The Immaculata Catholic School adults will be respectful and self-disciplined.
- The Immaculata Catholic School adults will separate personal desires from what is in the best interest of all within the school community.
- The Immaculata Catholic School adults will treat each other honestly and politely and will respect the diversity of persons and opinions within our community.
- The Immaculata Catholic School adults will seek reasoned approaches to problem-solving and peaceful resolution to disputes.

When issues and/or conflicts arise, we will treat one another with compassion and seek a reasoned approach to addressing the issue and reaching a peaceful resolution. If you have a question or concern or are involved in a conflict, please follow the ensuing guidelines.

Problem-Solving and Conflict Resolution Process

1. Talk directly to the person or people with whom you have a concern. For example, if you have a concern about classroom life, talk first with your child's teacher or if you have a question about the Home and School Association, talk to a board member of the Home and School Association. If you have a question for a coach or leader of extracurricular activities, talk directly to that person.
2. Avoid involving other members of the community.
3. Any time a problem involves harm to a child or is of a serious nature, contact the principal directly and immediately. Identify and focus on the issues/problem. Attack the problem, not the people. Teachers and the school administration follow processes for addressing problems. These processes are designed to clarify the issues when problems arise in the classroom or elsewhere in order to understand the best solutions.
4. Listen with an open mind. We can all grow by talking with each other. We keep as the focus of the discussion: What is in the best interest of the student? Talk about your own experience, not the experiences of others. Tell us about your child(ren) or about you. Avoid hearsay.
5. If you want help after your initial communication with the person directly involved, contact the guidance counselor or the assistant principal. The guidance counselor (while observing her obligation to confidentiality) and the assistant principal can help you in getting a problem-solving process started and addressing an issue from an administrative level. In addition, they keep the principal apprised of issues in the school.
6. Contact the principal for help, or if the issue involves school policy, present the issue to the School Advisory Committee. Simply contact the chair of the School Advisory Committee and ask to be put on the agenda. Because the committee considers issues of policy only, the chair will work with you to determine how to present the issue. The advisory committee considers parent concerns about school policies.
7. Request a meeting with the pastor (or his designee from parish staff) and the principal.

If the parties involved cannot reach agreement to solve a conflict or address an issue, adults within the school community are bound by the decisions of the pastor and principal.

Safe Environment for Children and Youth

Immaculata Catholic School makes a safe environment for children its highest priority. We have implemented the policies of the Diocese of Raleigh in accordance with the U.S. Conference of Catholic Bishops *Charter for the Protection of Children and Young People* (Available: www.dioceseofraleigh.org). These guidelines include conducting criminal background checks for all staff and some volunteers (see below); ensuring completion of the Personal Information Sheet by volunteers; training about the proper

supervision of children and proper conduct with and in the presence of children for employees and children; education in recognizing the signs of abuse—for all staff; and education about proper reporting procedures for all staff.

Responsibility to Report

Any adult in this community who becomes aware that a child has been hurt or abused by any school or Church personnel has a responsibility to report the incident immediately and directly to the principal, assistant principal, or pastor. All allegations of abuse should be made in writing and will be reported to civil authorities. In addition, the Bishop has established an office to investigate allegations openly and the principal and pastor will follow these guidelines. Moreover, if you have been the victim of sexual or physical abuse by Church personnel, this office provides support and counseling. You can find more information at www.dioceseofraleigh.org. You can also contact the guidance counselor, assistant principal, or principal for assistance.

Volunteers

Volunteers make a huge contribution to Immaculata. Because of our hundreds of volunteers, we accomplish much. We encourage parents, grandparents, aunts, uncles, students, young adults, and senior citizens to offer their talents to help our children.

All volunteers need to sign in at the school office and obtain a visitor's tag. While in the building, all volunteers need to wear the visitor's tag and then return to the main office to sign out before leaving.

People who are volunteering for the first time should plan to arrive at the school a few minutes early.

Volunteers are required by the Diocese of Raleigh to fill out a Personal Information Sheet. All volunteers must fill out the Personal Information Sheet. Whenever a volunteer will have direct supervisory responsibility for students, then he or she will complete the Diocesan employment and volunteer application. Any volunteer with direct supervisory responsibility for students must undergo a criminal background check and take the Prevent Child Abuse NC training. This includes all coaches.

Visitors

The only entrance open during the school day is the Burch Avenue entrance. All persons entering the school should come through this entrance and sign in at the main office. All visitors need to wear a visitor name tag. If a student wishes on a rare occasion to bring a visitor, he or she must gain the permission of the principal. At no time can a visitor disrupt the educational process or regular school procedures of Immaculata. If disruption occurs, the visitor will have to leave immediately.

School Office and Hallways

We strive to keep the focus of all activity on learning and faith formation. Please help when you are volunteering or visiting by curtailing personal conversations in the front office or the hallways.

Conferences

Scheduled teacher conferences are held once a year, after the first report card. However, at any time, you can have a conference with your child's teacher. Please make an appointment.

Curriculum

The curriculum of Immaculata Catholic School meets or exceeds the guidelines of the Diocese of Raleigh, North Carolina. The school offers a full academic program including faith formation, reading, spelling, handwriting, writing, mathematics, science, social studies, Spanish, art, music, and physical education. In addition, students spend at least thirty minutes per week in the computer lab where they use computer technology in their regular subject areas. An overview of the curriculum of the Diocese of Raleigh is available at www.dioceseofraleigh.org. The Immaculata *Information and Curriculum Guide*, is available from the school office and on the school website.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a line, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Kneel, face wall, put head down to floor, and put hands over head;
4. Return to classroom when signal is given.

Crisis Plan

Immaculata Catholic School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of three secure designated locations:

1. Immaculate Conception Church
2. Off Campus – Duke East Campus lawn at the corner of Main St. and Buchanan Blvd.
3. Off Campus—at the headquarters of the Durham Police Department on Chapel Hill St.

Emily Krzyzewski Family Life Center

Policies and Procedures for the Use of the Emily K Center

Immaculata is a community partner of the Emily Krzyzewski Family Life Center, the community center that is our neighbor. Our physical education classes and extracurricular

sports take place in the Emily K Center. We hold special events at the Emily K Center. In addition, some of our students participate in tutoring and other programs of the center.

When we go to the Emily K Center for school events, the Emily K Center is an extension of the school. Therefore, all school rules and policies as outlined in the Parent-Student Handbook are in effect while students are at the Emily Krzyzewski Family Life Center.

In addition, the following apply:

- Immaculata students must be with an Immaculata teacher or staff member or designate at all times in the Emily K Center.
- No student may travel alone to the Emily K Center. If a student does attempt to travel alone to the Emily K Center, the consequence may be suspension for two days.
- Inside the Emily K Center, students must stay within the area designated for Immaculata students. In general, this will daily include the one-half of the gym designated for Immaculata use and the hallway beside it. For athletic activities and special programs, an Immaculata staff member will give directions about which part of the facility may be used. A student who goes into any other part of the Emily K Center will be considered “off-campus.” The consequence for going “off-campus” is two days suspension.
- Students may play in the courtyard outside of the Emily K building only with the permission of and under the supervision of their teacher or another Immaculata staff person. Any student who is outside of the Emily K Center without an Immaculata teacher or staff person will be considered “off-campus”
- If a student arrives late to school and PE class is already in session, the student will wait in the front office for the end of the class and will rejoin his or her classmates for the next class.

Transportation of Students – No student will be unsupervised between buildings.

Each grade has a plan for the safe transfer of students. The PE teacher and/or the regular classroom teacher will accompany students to the Center.

The front office will be contacted if a student must leave the gym. Personnel in the front office will facilitate the transportation of the student.

If a student is tardy for PE and PE Teacher has already left the cafeteria with the class, the student will be supervised in the front office until the end of the period.

If a student must leave school early during the time period for PE then he or she should go to the front office to be supervised until pick-up.

PE Teacher will be responsible for students in PE class during any emergency drill.

Campus Arrangements

- The inner parking lot will be secured during the school day.
- Signs and gates will be installed to welcome visitors and mark the school and parish boundaries

Entrances

- Event Entrance on Buchanan Blvd—for Immaculata parents, visiting teams, and guests
- School Entrance (off the inner parking lot)—for Immaculata faculty/staff and Immaculata students only
- Office Entrance on W. Chapel Hill St.—will not be in general use.

Parking

Use parking on Immaculate Conception/Immaculata campus for events. Avoid using the upper parking lot in front of the office entrance.

In the Gym

- Students sit by class for school events, in assigned location.
- No one should be under the bleachers at any time.
- No one should be on the stage without permission.
- Water only in the gym. No food or other drinks.
- Students should enter and leave the gym silently—for safety.
- Only athletic type shoes allowed on gym floor.

Extracurricular Activities, including sports: Drop-off and Pick-Up

Unless otherwise specified by the supervising adult, drop-off and pick-up for practices and games will be:

If before 5:30 pm: in the Immaculata gym. Enter through the Burch Avenue entrance.

If after 5:30 pm: in the Olive Tree Building hall. Enter through the Olive Tree Building entrance.

Extra-Curricular Activities

Athletics

Immaculata is a charter member of the Triangle Catholic Schools Athletic Conference. This conference includes all the Catholic schools in the Triangle area. Sixth, seventh, and eighth graders compete in conference play.

There will be a sports fee for each participant per each sport played. The fee is \$100 per sport. These fees help offset the cost of the sports programs. Immaculata offers the following sports programs (unless otherwise noted, the teams are for middle school students):

Girls

Volleyball (fall)

Basketball (5th/6th) (winter)

Basketball (7th/8th) (winter)

Soccer (spring)

Cheerleading (5th/6th) (winter)

Cheerleading (7th/8th) (winter)

Boys

Soccer (fall)

Basketball (5th/6th) (winter)

Basketball (7th/8th) (winter)

Baseball (spring)

Cheerleading (5th/6th) (winter)

Cheerleading (7th/8th) (winter)

All students who participate in athletics and other extra-curricular activities and their parents are required to read, consider, and agree to abide by the expectations, rules, and responsibilities specified and acknowledge understanding of the contents. Signing of the contract is a prerequisite for participation. Each year student athletes must submit a current physical prior to participating in a sport.

Athletic Booster Club

The Booster Club has the responsibility for raising funds to support and enrich the athletic program. The parents of each participating athlete are required to help sell concessions, prepare the fields, keep score, or anything else that is needed to insure a successful sport event.

Choir

Students participating in choir are dismissed from the music room. Parents must enter the school through the front doors of the school to pick-up their child. The doors on the Music side of the building are not an entrance to the school. Students are taught to never open any door to anyone. Parents should respect this important lesson in safety.

Liturgical Choir

Students in grades 3-8, rehearse after school on Mondays, from 3:00-3:45 p.m. The Liturgical Choir sings for the All-School Mass each week, as well as the Friday Morning Prayer service. The choir participates in special events, such as the Barnes and Noble Book Fair, Light Up Durham and at Graduation.

Junior Choir

Students in grades K-2, rehearses after school on Wednesdays, from 3:00-3:30 p.m. The Junior Choir joins the Liturgical Choir on special occasions throughout the year, including graduation, the Barnes and Noble Book Fair, and Light Up Durham.

Cantors

A select group of choir students lead the psalm and other liturgical songs for the school mass. During cantor rehearsal, more extensive vocal training is given and students are taught to use the microphones correctly and effectively. Students from grades 3-8 who have excellent attendance at liturgical choir may ask to attend cantor training, in order to be eligible to cantor at Mass. Cantor training will be held on Fridays at 3:00-3:45 pm. (Please note – on noon dismissal days, there will be NO cantor rehearsal).

String Ensemble

The String Ensemble, consisting of both student and faculty string and woodwind players, assists during the All-School Mass, and for various occasions throughout the year, including Graduation. They rehearse on Tuesdays from 3:00-3:45 pm.

Band

Band is open to students in 4th -8th grade. Students may choose from woodwinds (flute, clarinet, saxophone), brass, percussion, keyboard, mallet instruments, and guitar and bass. Students are encouraged to

take private lessons, but this is not required. Band rehearses on Monday and Thursday mornings before school, 7:15-8:00 a.m.

Field Trips

The purpose of field trips is to enrich classroom learning experiences. Each teacher will plan and organize field trips during the year. When a trip is planned, a description of the trip will be sent home. Written parental permission is necessary for a student to leave school grounds even on a field trip. Students will travel by bus to field trip destinations. If a parent does not want his/her child to go on a field trip, or if the child does not have a signed permission slip, the child will remain at school and will spend the day with another class. All school rules apply to field trips. For example, we do not permit electronics for field trips. The number of seats permitting, chaperones may ride on a field trip bus. However, children who are not Immaculata students, including younger siblings of Immaculata students, may not ride on field trip buses.

Upon return from a field trip, it is expected for your child to complete the school day and we ask that you not expect other siblings to leave early as this causes disruption to the learning day.

Food

Cafeteria-Lunch

Students may bring a bag lunch to school daily. A hot sandwich or sandwich equivalent will be available during the week for a modest fee; on some days, a full meal is available. Catered lunches or sandwiches are available daily by pre-order. The order goes home about every six weeks; parents complete the form and return with payment. You will receive information from the Food Sales Coordinator. If your child purchases the hot sandwich, he or she should bring vegetables and/or fruit to school to complete the meal. Milk is available daily and must be ordered through the front office. Also available for sale are snacks such as fruit cups, crackers, yogurt.

Following the recommendation of the American Academy of Pediatrics, Immaculata **does not allow soda** for lunch. Immaculata does not sell soda during athletic events.

Morning Snacks

All students should bring a morning snack. Primary students have morning snack during the morning recess. Grades 3-5 have snack sometime around 9:30 and 10:00 depending on the class schedule. **We ask that morning snack foods be limited to fruits, vegetables, cheese, or yogurt. Snack time for middle school students is a “working snack” around 9:30.**

Food for Celebrations

During the year, we have occasion to celebrate holidays, accomplishments, and birthdays at school. We are making a conscious effort to promote healthy eating habits and knowledge about nutrition. In addition, some students at our school cannot eat food with refined sugar. Students can have special foods in the lunchroom on their birthdays. If you choose to bring sweets for your child's birthday, please include also a serving or two of

fruit or other alternative. In addition, teachers will ask you to provide healthy food for parties. See also Food Allergies.

No Food Swapping

Due to food allergies and other special diet needs, students in the lunchroom are not permitted to swap or share food. See Food Allergies.

Food Allergies

Our community includes several students who have severe food allergies. Common food allergies include sensitivity to shellfish, wheat, ground nuts (e.g. peanuts) and tree nuts (e.g. almonds). Often peanut allergies pose the greatest challenge because peanut butter is sticky and “travels” with children from place to place. If a child with a severe food allergy is in your child’s class, you will be notified by letter and asked to observe some simple safe practices for “party food” and other times when food is shared. Observing a few precautions makes Immaculata safe for all. We maintain a **Nut Free** Table in the lunchroom.

Food Allergy Policy

Immaculata Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies. In order to minimize the incidence of life threatening allergic reactions, Immaculata Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain a Food Allergy Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training

In order to minimize the incidence of life threatening allergic reactions, Immaculata Catholic School will provide training and education for all Immaculata Catholic School staff. In conjunction with the student’s parent/guardian and primary care provider and/or allergist the school will maintain a Food Allergy Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff) and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an “Evaluation Form” by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen or EpiPens.
- Policy and procedure will be reviewed at the beginning of every school year.

Procedures for Life Threatening Allergy Issues

General School Procedures

At all levels, the student's parent/guardian and the primary care provider/allergist, will prepare an Food Allergy Action Plan for any student with a life threatening allergy and will review it with the classroom teacher. This Food Allergy Action Plan will be updated annually and reviewed by the principal, assistant principal, the classroom teacher, the student's parent/guardian, and the primary care provider and/or the student's allergist. The FAAP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents, doctors, and allergists. The FAAP will be available in the lunchroom, the front office, and the classroom. In addition, the plan will accompany a student on any field trip.

Photographs

Photographs of student with life threatening allergies (LTA) will be attached to the FAAP with permission of the parent/guardian.

EpiPens

EpiPens (belonging to the school and those prescribed to the students) will be available at various locations throughout the school, including the student's classroom. At the beginning of each school year or upon assuming a staff position, all staff (including substitutes) will be informed by the assistant principal of the locations of the EpiPens. With parental permission, students are allowed and encouraged to carry their EpiPen on their person as allowed in the medication policy.

Notifications

Classroom teachers are responsible for informing relevant faculty and staff about threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

If the parent is in agreement, the FAAP will be distributed to the designated staff members. Staff will be reminded that all medical information is confidential and shared on a need to know basis. Teachers will be responsible for keeping an updated substitute folder containing information that needs to be shared.

Classrooms

Teachers must be familiar with the Food Allergy Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Food Allergy Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the assistant principal or principal will be called. The emergency medical services will be called immediately.

The classroom will have easy communication with the administration by such means as functioning telephone, walkie-talkie or cell phone.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers, aides and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Sharing or trading food in the class will be prohibited.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the lunchroom a "nut-free" table will be established and maintained as an option for students with peanut allergies.

School Field Trips

The teacher and an administrator will evaluate the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.

Protocols for field trips will include consideration of the Food Allergy Action Plan.

Medications including an EpiPen and a copy of the student's Emergency Medical Form must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

Parents of a student at risk for anaphylaxis will be invited to accompany their child on school trips, in addition to the chaperone.

In the absence of accompanying parents/guardian, another individual must be trained and assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

All chaperones must be 25 years of age or older.

Field Trip Bus

Eating food is prohibited on field trip buses.

Field Trip bus drivers should be knowledgeable of risk reduction procedures, recognition of allergic reaction, and implementation of bus emergency plan procedures.

The field trip bus must have a cell phone or other means of communication for emergency calls.

Physical Education and Recess

In the event of a suspected allergic reaction (where there is no known allergic history), the front office will be called and emergency medical services will be called immediately.

Teachers and staff responsible for physical education or recess will be trained by appropriate personnel to recognize and respond to exercise-induced anaphylaxis, as well as anaphylaxis caused by other allergens.

Staff in the gym, playground and other sites used for recess will have a walkie-talkie, cell phone or similar communication device for emergency communication.

A current EpiPen will be readily accessible, and an adult staff member onsite will be trained in its use, for previously diagnosed students.

After School Care

After school activities sponsored by the school must be consistent with school policies and procedures regarding life-threatening allergies.

The supervising staff member will identify who is responsible for knowing the location of EpiPens during after school activities.

With written parental permission, the coach or adult staff member in charge will be provided with a list of students who have life-threatening allergies.

The staff member (or his/her designee) will maintain a current EpiPen in the first aid kit, to be used by designated trained school personnel for previously diagnosed students.

Fundraising

Fundraising Approval

For any fundraiser which benefits the school or another organization that is run by the school, or any party seeking to raise funds in the school must seek the approval of the ICSAC. This is the responsibility of the ICSAC as specified in its constitution and in accordance with the policies of the Diocese of Raleigh for Catholic Schools and Early Childhood Centers. Examples of such fundraisers include but are not limited to: Cookie Dough, Girl Scout Cookies, Fall Fundraiser, Annual Auction & Dinner/Dance, Walk-a-thon, Alumni Campaigns, Capital Campaigns, Student Council (dances, ice cream sales), Halloween Festival, Yard Sale, Holiday Shop.

The responsible party should obtain the “Fundraiser Proposal” application from the front office. To gain approval, an individual will fill out the fundraiser approval form, put it in a notebook in the front office at least a week before the ICSAC meeting. The committee members will review the notebook and approve/disapprove at the next scheduled meeting. The following activities for which funds are raised to cover direct, actual costs are not included and do not have to be submitted to the ICSAC for approval: field trips, gifts to teachers, service projects, and any fundraiser that is contained at the classroom level.

Fundraisers at Immaculata

At Immaculata, we try to contain the number of fundraisers. We do operate on a shoe string and many extra curricular groups are self-supporting. In addition, we collect funds as community service projects. During the school year, you can expect to hear about the following fundraisers:

School Fundraisers

- Auction (October)
- Walk-a-Thon (March)
- Athletics
- Yearbook (advertisements)
- Drama (ticket sales)
- Student Council Dances and Service Projects
- Spaghetti Dinner (ticket sales)

Other Fundraisers

- Boy Scouts
- Girl Scouts
- Community Service Projects
- Immaculate Conception Church Choir

Governance

The pastor is primarily responsible for ensuring that the needs and priorities of the parish are identified and met. Immaculata Catholic School is a component of the total education/faith formation program of Immaculate Conception parish. The pastor is the

representative of the Bishop of the Diocese of Raleigh and, according to canon law, is thereby the designated leader of the parish. The governance of Immaculata is the responsibility of the pastor. The pastor is to elect and nurture local leadership, collaborate closely with the principal, and work cooperatively with parents, the School Advisory Committee, the Pastoral Council, and the Parish Finance Council.

Immaculata Catholic School Advisory Committee (ICSAC)

The pastor and principal are to establish an advisory committee that represents the entire parish community, not necessarily only parents/guardians of Immaculata. As specified in the Diocesan Administrative Handbook, the School Advisory Committee advises and provides support to the administration of the school. Advisory committee members contribute to fiscal, academic, and program decisions.

Financial recommendations involving major capital improvements and subsidies are made to the Pastoral Council after consultation with the Parish Finance Council and are subject to approval of the Pastor and the Catholic Schools Office of the Diocese.

The members of the Immaculata School Advisory Committee are empowered only when the committee is in session. A Committee member cannot speak for the Committee or take binding action unless authorized by the Committee.

The Immaculata School Advisory Committee is composed of nine members.

Functions of the Immaculata Catholic School Advisory Committee

The purpose of the Immaculata Catholic School Advisory Committee is to advise the pastor and the principal in making policies for the overall operations of Immaculata Catholic School.

The Committee:

- Advises in implementing policies and regulations as stated in the Catholic Schools Administrative Handbook;
- Relates to the Pastoral Council;
- Is responsible to the pastor who acting on behalf of the parish reserves the following powers:
 - ❖ To establish the philosophy of the organization;
 - ❖ To amend the constitution and bylaws;
 - ❖ To appoint the executive board of the organization;
 - ❖ To dissolve the organization;
 - ❖ To approve expenditures of the organization in consultation with the executive committee of the organization; and
 - ❖ To remove an officer who acts in a way that hinders operations of the organization.
- Proposes policies that relate to overall operation of the school to insure quality Catholic education;
- Assists the principal in formulating the annual budget process to be presented to Parish Finance Committee;
- Gains support of various groups and publics for the school;
- Creates better understanding of Catholic education and promotes financial support for Immaculata Catholic School;

- Cooperates with and supports the principal in her/his role as defined by diocesan guidelines;
- Approves all fundraising for the school;
- Assists the principal in evaluation of maintenance of school facilities. The principal in turn informs the pastor.

Structure of the ICSAC

The ICSAC is composed of nine voting members and one nonvoting member from the faculty. One of the members is the president of the Home and School Association. After the initial establishment of the ICSAC, members shall serve a two year term, with terms expiring May 31. Terms are staggered so that each year not more than five of the nine voting members will conclude their terms and be replaced. The officers of the ICSAC include a chairperson, vice-chair, and co-secretaries. These officers are elected annually at the May meeting.

Meetings of the ICSAC

The full ICSAC meets monthly as indicated on the current school year calendar (changes in these dates will be posted on the website). All meetings of the ICSAC are open to parents of students enrolled in the school. See chair of the ICSAC if you wish to address the committee; prior approval is required because the committee meetings are governed in part by agendas planned in advance.

Health

Keeping children home when they are not feeling well is good for both your child and the community. When children become injured, they need rest and they need to be able to maneuver safely at school before returning. Immaculata requires that you follow these guidelines:

- A child should be fever free for at least 24 hours before returning to school.
- A child should be free from vomiting or diarrhea for 24 hours before returning to school.
- A child should not return to school until they have been able to eat and drink.
- A child being treated with antibiotics for something like strep or pink eye should be on the medication for at least 24 hours before returning to school.
- A child who requires crutches or any special physical accommodation must have a note from a doctor indicating the need and the length of time accommodations will be required.

At school and at home, washing hands many times a day helps to keep everyone healthy.

Head Lice Policy – Immaculata is a nit free school.

The purpose of this policy is to provide guidelines for the prevention and control of head lice in the students and staff attending Immaculata Catholic School grades PreK-8.

At any time during the school year the DESIGNATED school Staff may inspect any student for head lice. If nits or lice are identified during inspection the following procedure will be implemented:

- The student will be removed from the classroom.
- The parent or guardian will be called to come to the school to pick up the student. It will be documented in the main office. It will be the responsibility of the parent or guardian to transport the student home before the end of the school day. The student will not be permitted to attend any school related activities scheduled for after school that day due to added risk of other students acquiring lice.
- Verbal instructions as well as written instructions will be given to the parent and student (depending on the age of the student) before the student leaves the building. It is the parents' responsibility to follow these instructions and rid the student of nits or lice so that the student may readmitted to school. These instructions will include treatment as well as management of the student's environment and prevention.

After treatment has been completed and ALL nits have been removed from the head, the student should be accompanied by the parent or guardian to the school and remain until the child is rechecked by school staff.

If upon reinspection the student is found to still have nits or lice, the student will be denied admission to the school until all nits are removed.

After the student has been cleared to return to classes, school staff will continue to check for nits because of the risk of re-infestation if the student's environment was not properly treated. The student will be checked as often as deemed necessary by the school staff. For example:

The student will be checked:

- 3 times per week for 2 weeks
- 2 times a week for 2 weeks
- 1 time per week times 2 weeks
- 1 time in 1 month.

Parents are able to accomplish the treatment in one day. The student will be expected to report to the main office 24 hours from the time of treatment/appication for reinspection. Exclusion for lice should not be used to miss school for an extended period of time. Therefore, the school may enforce disciplinary action as deemed necessary by the school's administrative staff.

Special Health Needs

Parents should inform the school office and teacher of any special health needs. If your child has special health needs including food allergies, list them on the medical form for your child. Also talk with your child's teachers.

Student Injuries While at School

In case of an accident or illness suffered by a child during the school day, every attempt will be made to notify the parent/guardian. If parents/guardians cannot be reached, one of the emergency contacts designated on the emergency release form will be contacted. If a doctor's attention is indicated and parents are not available, school personnel will use the authorization given on the emergency release form in order to ensure that the child receives necessary emergency care. This authorization needs to be completed by the parents and returned on the first day of school.

Parents are required to inform the school of any changes to the emergency release form during the school year.

First Aid

Immaculata Catholic School does not have a health room. All teachers and the front office personnel have first aid kits. They will clean minor injuries with soap and water and will place an adhesive bandage if necessary. No other medication of any type will be administered without the written authorization of the physician. These practices are in compliance with North Carolina school and public health regulations.

Medication

All students needing medication of any kind during school hours are to turn all medicines in their original containers into the school office upon arrival in the building. Forms authorizing staff to administer medications need to be submitted each year. Forms can be obtained on the website or from the front office. Forms should be completed in detail, including specific dispensing methods, and signed by your doctor. Medications are to be clearly identified with the student's name, type of medicine, and dosage.

For safety reasons, all medications, including over-the-counter, must be checked in the front office and accompanied by a form. You may want to discuss with your doctor authorization of certain medicines (such as Tylenol, Benadryl, and/or cough drops) on an as needed basis.

Should a medication, such as an inhaler or epi-pen, need to be kept with the student at all times (versus in the front office only), special arrangements must be made. Additionally, persons with severe allergies need to file an "allergy action plan."

The school will record in a log each time a medication is administered.

In case of a medical emergency, the school should be kept informed of any medications that your child takes on a regular basis .

Immunization

All students attending Immaculata Catholic School must be in compliance with North Carolina state law and regulations regarding immunizations.

Homework

Homework is assigned to reinforce concepts and curriculum taught in class. It is also valuable for learning self-discipline, personal responsibility, and time management. It reinforces study habits. At times, homework can be frustrating for parents/guardians. Think positively and encourage your child to understand the value of homework. Accomplishment requires work, practice, and consistency. Give assistance but keep in mind that homework is your child's opportunity to learn. If homework becomes excessively frustrating for your child, inform the teacher.

Students use assignment books or sheets ordered by the school. You can reinforce the use of the assignment book/sheet and know your child's homework by asking to see his/her assignment book.

Homework assignments should last approximately:

Grades 1-3 20 minutes total

Grades 4-5 45 minutes total

Grades 6-8 60 – 120 minutes (20 min. per core, excluding projects)

Students have daily homework. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Students will be allowed two days for each day of absence due to illness.

Middle School Homework Policy

These definitions and consequences are to clarify the homework policy adopted by the middle school at the beginning of the 2009-2010 school year.

Homework: These are daily assignments that may take a day or two to complete. They may be turned in the next day for half credit (50% off). After the second day, they won't receive credit, will receive a 0, and parent will be contacted.

Extended Learning Activity- These are longer assignments that are worked on in class and/or at home and take longer to complete. These will be accepted late, but go down 10% for each day late.

Independent Learning/Projects: These are activities that take about a few weeks or longer. They might include deadlines for certain assignments that turn into a larger product. These will also be accepted late, but go down 10% for each day late.

Assignments

All assignments are to be neatly written and complete. Individual teachers will inform students of the type of paper to use for assignments. Assignments turned in late will be dealt with according to the judgment of the assigning teacher.

Hours

School Hours

The school day begins at (and students are expected to be in classrooms no later than) 7:45 a.m. for middle school and 8:00 a.m. for primary and intermediate grades. The school day ends at 3:00 p.m.

Please note that teachers PK to Grade 5 **begin teaching at 8 am; we recommend that all students arrive by 7:45.** Arriving by 7:45 will ensure that your child(ren) will be able to unpack and get ready for the day without feeling rushed. Students PK – 5 are tardy if they arrive in the classroom after 8 a.m. and middle school after 7:45.

Students can be dropped off at school beginning at 7:15 a.m. and they will be supervised in morning care.

- PK students go to pre-kindergarten rooms between 7:15 and 7:45 a.m.
- Grades K - 1 go to kindergarten or first grade rooms between 7:15 and 7:45 a.m.
- Grades 2 - 5 go to the gym between 7:15 and 7:45 a.m.
- Middle School students go to the gym between 7:15 and 7:45 a.m.

All students report to homerooms once morning care has ended.

The school day ends at 3 pm. Dismissal begins at 3 pm and ends at 3:30pm. Students may not wait unsupervised for pick-up. If a student is not picked up by 3:30, the student will join the After School Program and parents assume responsibility for all fees. The after-school program is a fee based program that requires registration. Please see the After School Program information in this handbook.

Building Hours and Access

The building closes at 5:30. The After School Director or designate locks the Burch Avenue doors at that time. Parents and students may not enter classrooms without a teacher or administrator. Other staff members are not permitted to open the classrooms. If a student forgets texts, materials, or supplies, he or she is, in general, not permitted to enter the classroom. He or she may enter the room only with an administrator or the classroom teacher and only at the discretion of the administrator or teacher and only extremely occasionally. After school personnel and cleaning staff are not permitted to open classrooms for students or their parents.

After 5:30

If your child participates in an extracurricular activity that ends after 5:30, you should enter through the Olive Tree Building entrance to pick them up.

Inclement Weather

Emergency Notices

In case the school is closed or hours are delayed due to inclement weather, you will receive a phone call, (usually between 6 – 6:15 am) via the Alert Now calling system with school status for the day. Closing and delay information will also be posted on the Immaculata website at www.immaculataschool.org or you can listen to or watch the following television stations to obtain specific information:

WRAL-TV Channel 5 www.wral.com
WTVD Channel 11 www.wtvd.com
NBC17 Channel 17 www.nbc17.com

Watch for information about Immaculata Catholic School. Because of our urban setting and because many Immaculata students live near good roads, we often are in session when other school systems take snow days. It is important to look for information specifically about Immaculata.

In case of an emergency or severe weather that requires closing during the school day, we make every effort to have that information broadcast on television and posted to the websites of the stations above. The After School Program will be closed if school closes early. In rare circumstances, the After School Program will be cancelled even if we finish the school day.

Parents should make every effort to pick up children as soon as possible when the school has to close early.

Internet

Students at Immaculata have access to the internet. Internet use is limited to times when students are supervised. The internet will be used to fulfill educational objectives and/or for research related to coursework. Students and parents are to sign an *Acceptable Use Policy* at the beginning of the year before students will be given access to the internet. We understand that use of the internet is another arena for students to exercise sound, ethical judgment. Any use of the internet that violates the spirit of Christian ethics or school rules will result in disciplinary action.

Parents should monitor home use of the internet, email, and instant messaging. Tell your children explicitly that the values you expect from them in the “real world” are the

same values that they should live by in cyber space. We advise that parents read and share with their children the rules governing your family's service provider such as AOL. Violation of user agreements can result in your account being terminated.

Any student who uses the Immaculata school name or the names of Immaculata students on the Internet in a manner that violates the school rules or principles will be subject to disciplinary action. Under no circumstances will an Immaculata student use another student's first and last name on the internet.

Lost and Found

Items found will be placed in the Lost and Found, a box kept in the cafeteria during the school day. It is a student's responsibility to retrieve lost articles. All unclaimed articles will be given to charity or placed in the Immaculata Uniform Resale.

Parent Concerns

If a parent has a concern regarding his or her child(ren) or classroom procedures, the parent will contact the teacher first to discuss the issue. If the issue is not resolved between the parent and the teacher, then the parent may bring the issue to the guidance counselor and/or the assistant principal's attention. If the parent does not feel a satisfactory solution has been achieved, then the matter may be brought to the principal. (See previous section, Problem Solving, Conflict Resolution, and Code of Conduct.)

Classroom Visits

Visits to your children's classrooms are encouraged at Immaculata. Please make arrangements with the classroom teachers in advance.

Family/Custodial Situations

In cases of joint or separate custody, a copy of the court decree bearing the case number, pages referring to child custody as it relates to school, and the page bearing the judge's signature are to be submitted to the Principal for the child's confidential file.

Photography

Photography at School Events

We want everyone who attends a school performance to have a memorable experience. We aim to keep the focus on student performances, to ensure that all audience members have an equally wonderful experience, to work for the well-being of all students, and to minimize distractions for students during student performances.

The use of cameras and camcorders during school performances and events has become increasingly disruptive. The flashes and the movement of the photographers and their cameras can distract the student-performers and obstruct the view of other audience members. The actual performance can seem to become less important than the recording of it at times. We also have parents in our school who, for a wide range of reasons, do not want their children photographed. These parents have written letters to the school asking that their children not be photographed at school.

Therefore, we ask families to abide by the guidelines set forth for photography and videoing during official school events such as the Primary Grades Advent Program, the Intermediate Grades Music Program, and Graduation.

This policy was developed with input from parents and from the members of the Immaculata Catholic School Advisory Committee.

Photography During Extra-Curricular Activities

During extracurricular activities, such as athletics and clubs, the school cannot prevent others from taking photos and video images. Families may take photos at athletic and club events. Your permission to allow your child to participate in athletic and extracurricular activities is also acknowledgement of your understanding of this.

Registration and Tuition

For new students, after notification of acceptance, a registration packet must be completed and accompanied by a non-refundable registration fee. Registration for the following school year is held annually in December for all enrolled students. Educational plans and the school budget for the following year are based on registration. Please consider it carefully.

Tuition Agreement

At the time of pre-registration or registration, you will sign a tuition agreement. Signing the agreement indicates that you acknowledge your responsibility for payment of the following year's tuition. In general, tuition is not refundable (see "Cancellation of Enrollment" below.)

Tuition and Fees 2010-2011

The tuition and fees are determined by the pastor and Immaculate Conception Church Finance Council with input from the Immaculata Catholic School Advisory Committee and the principal. In general, tuition and fees include tuition, registration fee, and curriculum fee.

Prekindergarten: A **non-refundable fee** of **\$335** per child is required at the time of registration in order to hold a place for your child(ren). This fee is used for homeroom activity expenses, classroom supplies and a reserve account. A non-refundable fee of **\$275** per child for curriculum materials is due in May. The curriculum fee contributes to the purchase of books and other curriculum materials.

Tuition per child (Parishioner): **\$6793**

Tuition per child (Interfaith): **\$7094**

Kindergarten through Grade 8: A **non-refundable fee** of **\$335** per child is required at the time of registration in order to hold a place for your child(ren). This fee is used for homeroom activity expenses, classroom supplies and a reserve account. A non-refundable fee of **\$275** per child grades K - 5 and **\$375** for grades 6 - 8 for curriculum materials is due in May. The curriculum fee contributes to the purchase of books and other curriculum materials.

Tuition is as follows:

- *For Catholic, active parishioners from Immaculate Conception Church or Holy Cross, Holy Infant, St. Matthew, Holy Family, or other Diocese of Raleigh parish not associated with a school*

Tuition per child: **\$5381**

- *For Catholic, active parishioner from parish associated with another Catholic school*
Tuition per child: **\$5896**
- *Interfaith*
Tuition per child: **\$7094**

Multiple child discounts apply only to families with children enrolled prior to 1999. For a schedule of discounted tuition, see the administrative assistant.

Tuition Assistance

All families who desire a Catholic education for their child(ren) but are worried about tuition should talk to the principal. We want to make a Catholic education accessible to many. Thus, we also encourage any family that is worried about paying tuition to make an application for tuition assistance. Tuition assistance is awarded annually. Applications are available on-line at www.immaculataschool.org.

If your family experiences unexpected financial difficulty, talk to the principal as soon as possible.

Application

Immaculata uses the FACTS Grants and Aid Assessment program to manage information and provide objective analysis of applications for tuition assistance. In order to be considered for tuition assistance, a family needs to complete and submit a FACTS Grant and Aid Assessment application. There is a fee to FACTS for the application. A hard copy of the application is available from the front office or you can apply on-line at www.factstuitionaid.com. The FACTS application must include the tax returns for both parents. If a parent has sole custody of his/her children and is solely responsible for payment of tuition then the school must have a copy of the custody agreement and a letter stating the nature of the responsibilities. Misrepresentation of any financial or household information may result in revocation of financial assistance.

Review of applications for tuition assistance: After FACTS has validated the application, information is posted to a secure site for review by the Tuition Assistance Committee. This committee includes the director of operations of the parish, the principal, the assistant principal, and/or the pastor.

Deadline

The deadline for application for tuition assistance is announced in the spring. In general, the application deadline is in March. The deadline is coordinated with the Diocese of Raleigh. The application deadline will be announced in the *Immaculata News*. We cannot guarantee assistance for any application received after the deadline.

Criteria for Awards

Resources for tuition assistance are limited. Awards are based on the parishioner tuition rate. Assistance decisions are based on financial need as analyzed by FACTS and

considered by the committee and on active parishioner status (parishioner, Catholic, interfaith). Among considerations in determination of financial need are gross income(s), number of children enrolled at Immaculata, support of other family dependents, and adjusted gross income. In addition, the timeliness of the application can affect the level of support offered. Tuition assistance is limited and most of it is awarded in the spring. *The deadline for financial assistance is announced in the spring and coordinated with the deadline for the Diocese of Raleigh Catholic School grants. Timely submission of applications increases the likelihood of tuition assistance being awarded.*

Confidentiality

All applications for tuition aid are confidential. Take all questions and/or concerns about tuition aid directly to the principal.

We make every effort to safeguard the confidentiality of students and families. The principal, assistant principal, and administrative specialist are the only school staff members with direct access to tuition assistance records. In addition, the pastor, director of operations, and parish bookkeeper could have access to tuition assistance records.

If at any time a faculty/staff member, parent, or other member of the community finds that a student is in need of assistance for uniforms, equipment, materials, field trips or other school related expenses, talk directly to the principal. The principal will ask the appropriate organization or committee for support without revealing the identity of the student and will bring matters to the director of operations and/or pastor as needed.

Even when you have good intentions, respect the privacy and dignity of families by not revealing the name of the family who might be having financial difficulty. Take concerns directly to the principal or assistant principal. If you think that confidentiality has been breached, please inform the principal immediately.

Methods of Payment

At the time of registration, families can choose between two methods of payment: annual or monthly. Annual payments are made directly to the school and are due by June 5. Families that pay the full tuition by June 5 will receive a 1.5% discount. Payment should be by cash, check, or money order.

Monthly payments are made through the FACTS Tuition Management Program, a monthly draft program. Registration for FACTS must be completed by the end of April of the preceding school year. The draft begins in June.

Failure to make tuition payments, to complete the FACTS enrollment form, or to pay outstanding fees may result in the holding of report cards, class assignments, or other documents. In addition, as outlined in the Tuition Agreement the staff may choose to use a collection agency to collect the outstanding funds.

Immaculata Tuition Policy

Accounts Receivable Tuition Payment Policy: The Accounts Receivable Tuition Policy of Immaculata seeks to protect the school's financial health by ensuring collection of its primary revenue stream, tuition payments. The following procedures, and the Enrollment Contract signed by each family, constitute the Immaculata Catholic School Accounts Receivable Tuition Payment Policy. The Pastor and school administration has the

discretion to refer any delinquent account to a collection agency or to the appropriate law enforcement authorities.

The Tuition Payment Policy is to be strictly enforced. However, recognizing that there occasionally arise extenuating circumstances that justify exceptions, the Pastor and Principal have the authority to grant an exception in cases of demonstrated hardship. *However, all tuition must be paid in full by the end of the school year.* No debt can be carried over to the following year. Students will not be allowed to re-enroll and begin a new school year until the previous year's tuition is paid in full. Additionally, student transcripts and records will not be forwarded to schools or to other parties until tuition is paid in full.

Non-Sufficient Funds (NSF): In addition to late fees, a \$30.00 service charge will be assessed on each child's account to which the returned NSF check was applied.

Delinquent Accounts:

- **Start of School:** No student will be permitted to begin classes if any balance from a previous year remains unpaid for that student, or if on the first day of school, the student's account is not paid current according to the payment plan selected on the Enrollment Contract.
- **During the School Year-First Notice:** Accounts 30 days past due will receive notice of the delinquent amount. The correspondence will seek immediate payment of the delinquent amount.
- **During the School Year-Second Notice:** Accounts 45 days past due will receive notice of the delinquent amount by statement and letter. The correspondence will seek immediate payment of the delinquent amount and inform the family that failure to pay this balance within 15 days will result in a Final Notice being mailed.
- **During the School Year-Final Notice:** Accounts 60 days past due will be required to pay the balance of the tuition in order for the student to continue attending classes. No student will be permitted to participate in any school-sponsored extracurricular activities if the account is 60 days past due. Failure of the responsible party to pay this balance within 10 days after notification thereof will result in suspension of the child's enrollment until balance is paid in full. The Pastor and Principal have discretion to report any account over 60 days past due to a credit reporting bureau and to utilize a collection agency to collect delinquent accounts.
- **End of School:** No student will be permitted to take exams (or in the case of students in grades where final exams are not given, will not be able to attend classes the last two weeks of school) if any balance remains unpaid for the student. Immaculata has the right not to release or forward grades or official transcripts to a receiving school until all monetary obligations relating to the student are paid in full.

Cancellation of Tuition

By June 1st of each academic year, programs are designed, books ordered, and staff hired for the upcoming year. As parents seek to confirm school placements for their

children, the number of student-applicants diminishes. Thus, it becomes increasingly difficult to replace a student's slot. This situation can be costly to the school. For these reasons, the School Advisory Committee has advised the establishment of the following policy on cancellation of enrollment. The amounts of the payments to be made hereunder are a good faith estimate of the actual damages that Immaculata Catholic School will incur as a result of a student's withdrawal.

All families at Immaculata Catholic School must pay a non-refundable registration fee indicating their intent to attend Immaculata Catholic School. Registration fees are due at the time of registration

A family who wishes to cancel its registration and who has completed the registration process and paid all necessary registration fees must notify the school in writing of its intent to withdraw. The dates of written withdrawal notification will determine the tuition amount due Immaculata Catholic School.

If written notification of withdrawal is received by June 1st of the year of enrollment, the family will not be held accountable for any further tuition and fees.

If written notification is received after June 1st but before or on August 1st, the family will be responsible for all non-refundable fees and one-third of their total tuition.

If written notification is received after August 1st but before the first day of school, the family will be responsible for all non-refundable fees and one-half of its total tuition.

If written notification is received on or after the first day of school, the family will be responsible for all non-refundable fees and all of its total tuition.

A family withdrawing from Immaculata Catholic School will not be held accountable for tuition and fees beyond what is due at withdrawal if: 1) the family relocates more than fifty miles from the school or 2) serious events occur, which are beyond the control of the family, such as, death of a family member or catastrophic illness.

Families may appeal in writing to the School Advisory Committee for a waiver on the Cancellation of Enrollment Policy.

Report Cards and Progress Reports

Report cards are one method of communicating to parents and others about a student's academic progress within the classroom setting. If you have questions or concerns, please contact the teacher involved to obtain clarification. Reports are distributed at the end of grading period. The academic year is composed of 4 nine-week grading periods. Progress reports are sent at the mid-point of each quarter. All students receive progress reports during the first quarter. For the second, third, and fourth quarters, only students who are experiencing significant difficulty receive progress reports.

A+	98-100	B+	90-92	C+	83-84	D+	76-77
A	94-97	B	86-89	C	80-82	D	72-75
A-	93	B-	85	C-	78-79	D-	70-71
						F	Below 70

Promotion Policy and Retention Policy

Advancement to the next grade in Immaculata Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Students may be "placed" in the next grade. A student who is "placed" to another grade may not be allowed to continue as a student at Immaculata.

If a student fails (70% or lower) two core subjects (Language Arts, Math, Science, Social Studies, Religion, Spanish), he/she will not be permitted to return to our school.

School Life

School Liturgies

Each class begins the day with prayer. Students attend Mass on Tuesday mornings and we have a School Prayer Service on Friday mornings. *We invite you to come and celebrate with us.* Due to some holy days and other special days, Mass is occasionally held on a day other than Tuesday. Consult the school calendar for details.

Care of Materials and Texts

Each student accepts responsibility for the care and proper treatment of all materials at the school. We ask that parents/child mark all personal items that a child brings from home to school, with proper identification. This should include such items as clothing and calculators.

Students are required to cover all books to avoid damage.

Drawing on or writing in books is not permitted. If a book is lost or destroyed, the family assumes financial responsibility for full replacement cost. If a student marks on or destroys property, books, or material, the family will be responsible for repairing or paying the cost of replacement of damaged items, at the discretion of the school administration.

School Library

The school library contains hardbound and paperback books, reference materials, and tapes. It is staffed by a Media Specialist with help from volunteers.

Please consult the Media Specialist for specific policies regarding the school library. In general, all policies regarding care of and appropriate use of materials apply to library materials.

If you have concerns about the selection of materials for the library, please write your concerns in a letter or email to the media specialist and the assistant principal.

Student Visitors

Student-guests of current students are invited to join the Immaculata day thirty minutes before lunch and stay through the end of recess. In general, student-guests may not attend classes (beyond the 30 minutes before lunch). Obtain permission from the principal for a guest visit at least 2 days before the visit. Students must be with a supervising staff member and wear a visitor badge. A parent must provide emergency contact information to the front office and pick up on time. No student can be unsupervised in the school.

Gifts, Invitations, Phone Calls

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students and the activity distracts others from learning.

Gifts, including flowers, should not be sent to school for students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to every student in the entire grade.

Immaculata Catholic School cannot facilitate communication between a student and non-custodial adults. Without permission of the custodial parent, we will not facilitate the transfer of gifts, written communications, or email to students from non-custodial adults.

Playground Equipment and Safety

Teachers instruct students in safe use of playground equipment. Teachers also supervise students while they use the playground equipment.

We want everyone to enjoy our playground and to be safe. Parents who stay so children can play on the playground should supervise their children closely and adhere to school safety standards.

No child should climb on top of the two big play structures or the top of the swings. Parents should spot their children on the equipment.

Testing

Standardized tests are given every year in October. Results of the tests will be shared with families. Standardized test scores are just one of many pieces of information that inform our understanding of students' growth and development. We request that families avoid student absences during testing week.

Students in grades 3-8 take the Iowa Test of Basic Skills.

Students in grades 3 and 5 take the Cognitive Abilities Test.

Students in grades 4 and 7 take the NC Catholic Schools Writing Test.

Students in grade 8 take the NC Test of Computer Competency.

Students in grade 8 who complete Algebra I take the NC end of course test for Algebra I.

Uniform

The Immaculata Catholic School uniform was established to identify us as a community, focus our attention on the inner qualities of students, and contribute to a climate of discipline.

Immaculata Catholic School uniforms are to be purchased from Educational Outfitters or Lands' End. Lands' End customer code 900057258. Uniforms are mandatory for all students.

Students have a daily class uniform that consists of:

For boys:

- ✓ (Grades K-5) Long- and short-sleeved hunter green polos with Immaculata embroidered logo.
- ✓ (Grades 6-8) Long- and short-sleeved navy polos with Immaculata embroidered logo.
- ✓ Navy crew neck pullover sweater or sweatshirt with Immaculata embroidered standard logo.

- ✓ Khaki flat front or pleated shorts or pants.
- ✓ Visible white crew socks.
- ✓ Smooth brown belts are to be worn with pants and shorts. Belts **are not required** for students in grades K-2.
- ✓ Athletic Shoes - predominantly white or black with closed toes, closed heels and with black or white laces or Velcro, no slip-ons. Shoe laces must be tied at all times.

For girls :

- ✓ (K-2 only) Plaid jumper with Peter Pan collared white blouse (no polos worn with jumper). (Peter Pan collared white blouse is only to be worn with plaid jumper)
- ✓ (K-2 only) Solid black Mary Jane style shoes (not to be worn on PE days).
- ✓ (Grades K-5) Long- and short-sleeved hunter green polos with Immaculata embroidered logo.
- ✓ (Grades 6-8) Long- and short-sleeved navy polos with Immaculata embroidered logo.
- ✓ Navy crew neck pullover sweater or sweatshirt with Immaculata embroidered standard logo.
- ✓ Khaki or plaid skort (from Educational Outfitters).
- ✓ Khaki flat-front shorts or pants.
- ✓ Smooth brown belts are to be worn with pants and shorts. Belts **are not required** for students in grades K-2.
- ✓ Navy opaque tights, navy knee socks or visible white ankle socks.
- ✓ Athletic shoes – predominantly white or black with closed toes, closed heels and with black or white laces or Velcro, no slip-ons. Shoe laces must be tied at all times.

PE wear boys and girls:

- ✓ Grey t-shirt with Immaculata logo (from Educational Outfitters).
- ✓ Navy unisex shorts with Immaculata logo (from Educational Outfitters).
- ✓ Navy unisex sweatpants.
- ✓ Navy crew neck pullover sweatshirt with Immaculata embroidered standard logo.
- ✓ Visible white crew socks.
- ✓ Athletic shoes – predominantly white or black with closed toes, closed heels and with black or white laces or Velcro, no slip-ons. Shoe laces must be tied at all times.
- ✓ (Grades 6-8 only) have the option to wear the navy track suit pants and jacket (with embroidered Immaculata logo) from Educational Outfitters.

Uniform Guidelines

- ✓ Shorts, skorts, and jumpers, no shorter than 3” above the knee. Shorts, skorts, and pants may not be rolled at the waist or bottom.
- ✓ Shirts must be tucked in at all times.
- ✓ Outer garments such as coats and jackets are to be worn to school, during recess, and home from school. **They are NOT to be worn in the classroom, between classes, or during transitional times.** Immaculata school logo sweaters may be worn for warmth at anytime.
- ✓ PE attire is allowed only on the assigned physical education day. On Mass days the students participating in the Mass readings or offertory procession must wear the regular school uniform and change into PE attire after the Mass.
- ✓ Make-up, colored lip-gloss, and colored nail polish are not permitted. On spirit days only colored nail polish is permitted.

- ✓ Girls may wear only one pair of stud earrings (one in each ear). Boys are not permitted to wear earrings.
- ✓ Jewelry should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain. Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.
- ✓ Baseball caps are not part of the school uniform and are not to be worn in the building.
- ✓ Hair will be neat and well groomed and kept away from the eyes and face.
- ✓ Boys' hair must be worn no longer than collar length and cut above the ear.
- ✓ Girls and boys' extreme hairstyles and cuts will not be permitted.
- ✓ Girls and boys' extreme color of dyed or bleached hair is not permitted.

Middle School students serve a recess detention for uniform violations. Any student who repeatedly violates the uniform policy, will not be able to participate in the next out-of-uniform day.

Dress Code for Non-uniform days

The Middle School Student Council works with the faculty and administration to designate non-uniform days. These occasional days are subject to the approval of administrators. Jeans that are neat may be worn. Blouses, shirts, and sweaters must have sleeves and be long enough to be tucked into jeans, skirts, etc. Shorts and skirts need to be appropriate length for a Christian educational environment—in general, about 2-4 inches above the knee. Pants should be worn in a fashion that is appropriate for a Christian educational environment, i.e. no sagging pants or very low hip huggers. Very short skirts or shorts are not allowed. Clothing may not advertise alcohol, tobacco, or any inappropriate slogans or logos. Because we have active recess and PE, students may not wear sandals.

If non-uniform days fall on your PE day you must follow these guidelines –no full length pants of any type other than sweats. This includes jeans, corduroys or khaki pants. Loose fitting shorts of all types are fine including jeans and khaki shorts. The best dress for non uniform day is athletic gear that is appropriate for the weather.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

How to Order the School Uniform

Uniforms can be purchased from Educational Outfitters or Lands' End. Lands' End customer code 900057258

Ordering by Internet

You can access the school catalog items on line. Go to www.EducationalOutfitters.com enter school code NC0977.

Visit the store:

Educational Outfitters * 1331 Buck Jones Rd. * Raleigh, NC 27606. Open 9 -6, Monday - Friday and Saturday 10 - 3. 919-804-KIDS.

Right to Amend

Immaculata Catholic School reserves the right to amend this Handbook. Notice of changes will be sent to parents via the *Immaculata School News*.

It is expected that all families attending Immaculata Catholic School comply with all guidelines and school requirements set forth by the administration.

It is also expected that all families show mutual respect towards the administration, staff and all other Immaculata Catholic School families.

The Principal and Pastor, after consultation with the superintendent, reserve the right to dismiss a family of the above guidelines and school requirements coupled with respect, do not prevail.