



# PARENT & STUDENT HANDBOOK

2019 – 2020

*The Immaculata Catholic School handbook is available online. Parents and students are responsible for reviewing it on a regular basis, as changes may be made at any time. If any issues are not addressed adequately or are missing from this handbook, please contact school administration for clarification.*

## 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

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## INTRODUCTION

Immaculata Catholic School was founded in 1909 and is located on the campus of Immaculate Conception Catholic Church in Durham, NC. Immaculata is a Pre-K through Grade 8 school under the Diocese of Raleigh Catholic Schools Office, operating on the following root beliefs:

- **every child is a beloved and unique child of God.**
- **as the Kingdom of God is diverse, so should we be.**
- **God is present in all that we do.**
- **like a family, ICS is a safe, loving and supportive place.**
- **everyone can learn and we are learning all the time.**

Immaculata Catholic School is fully accredited by the Southeast Association of Colleges and Schools (SACS) and Schools Council on Accreditation and School Improvement (CASI) and is a member of the North Carolina Association of Independent Schools (NCAIS), and the National Catholic Educational Association (NCEA).

### Immaculata Way of Life

Character development, faith formation, and academic excellence are inseparable at Immaculata Catholic School. All members of the Immaculata community are expected to embrace the following governing principles which promote our way of life:

- **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 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.

### Statement of Nondiscrimination

Immaculata Catholic School does not discriminate based on gender (Title IX), race, color, age, disability, or national or ethnic origin. All students and families have access to the rights and privileges offered by Immaculata Catholic School.

## Acceptance

Acceptance into Immaculata Catholic School comes with high expectations concerning effort and conduct. All new students will be observed during their first quarter, and acceptance status may be revoked after that period if they are not meeting school standards.

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential.

Immaculata is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations in general course of studies will not be made.

If a student cannot be accommodated, within the school program, every effort is made to assist with placement in another school program beyond Immaculata.

## After School Program

Following dismissal, at approximately 3:35pm, all students enrolled in the After School Program report to assigned spaces with their counselors. Counselors and classrooms are assigned by grade level. Students not enrolled in the After School Program but not picked up by the end of dismissal will be sent to the After School Program, and parents assume responsibility for all associated fees.

Registration forms for the After School Program are on the school [website](#).

The After School Program is structured to provide a developmentally-appropriate academic and social experience for students. After School begins when car line ends at 3:35pm with each child getting a healthy snack. Until 4:15pm, students in Grades 1-8 have a study hall for doing homework. For the remainder of the Program day (until 5:30pm), all children have indoor and/or outdoor free play time.

Authorized adults may sign out their child(ren) at any time during the 3:30pm-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.*

The After School Program begins on the first day of school and operates daily except on days of certain campus-wide events, school holidays, vacations, staff development days, inclement weather days, and early closing days.

It is expected that the children obey all of the school rules while in the After School Program. If a child's behavior is a problem and efforts to remedy the situation are not successful, the child will be

dismissed from the Program. Dismissal from the Program is done at the discretion of the After School Program Director and the Principal, after consulting with the parents and child.

Parents may contact the After School Program Director at (919) 682-5847 ext 227 or [afterschooldirector@icdurham.org](mailto:afterschooldirector@icdurham.org) with any questions or concerns.

Parents are responsible for making sure After School personnel have up-to-date contact information, permissions for pickup, and health issues (if any).

**Pickup Procedures:** Pre-K parents should go to the Pre-K room and sign out their child with the Pre-K counselor. All other grades should be signed out at the front desk. Students in Kindergarten and Grade 1 may be picked up in the Primary hallway. Parents picking up older students should wait in the lobby for their child to be called down. All children not picked up by 5:15pm will be brought to the lobby or front steps for dismissal.

### 2019-20 Fees

|   |   |                |
|---|---|----------------|
| Full Time (at least four days a week regularly)                   | First Child                                   | \$2,550        |
|   | Second Child                                  | \$2,250        |
|   | Third Child                                   | \$2,150        |
|   | Each Additional Child                         | \$1,800        |
| Part Time (fewer than four days per week; occasionally/as needed) | Registration Fee                              | \$50           |
|   | Full Day (all other pick-up times until 5:30) | \$17/child/day |

Full-time fees can be paid in either of the following ways:

1. Pay the full After School fee in one lump sum.
2. Pay After School in installments. 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, August–May. Draft dates are on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. You may indicate your preference on the After School Care registration form. The registration fee is included in this payment plan.

Part-time charges are based on daily attendance records. In accordance with those record, billing is processed monthly through FACTS payable on the 20<sup>th</sup> of the month.

Delinquent fees for After School may result in a student being unable to participate in the Program.

**Withdrawal:** Withdrawal from the After School Program requires a 30-day written notice. Should you wish to cancel your pre-registration, the first month is non-refundable.

**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 Program Director and/or the Principal.

## Arrival & Departure Procedures

The school building opens Monday-Friday at 7:15am. Dismissal begins at 3:00pm and ends at 3:35pm. The After School Program ends at 5:30pm, at which time the main entrance of the building closes. Entry and exit of the school building for events after 5:30pm will usually be through the Olive Tree Building entrance on the back side of the school.

- An adult-to-adult transfer is required when dropping off and picking up students.
- The use of cell phones by drivers during car line is strictly prohibited for the safety of children and adults.

**Morning Traffic:** From 7:15-8:00am, traffic is *one lane* in a *one-way* flow. All cars should turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and then proceed towards the school.

Pre-K families should enter car line from Buchanan Blvd and continue straight toward the church. Turn right into the first entrance of the small lot near the Pre-K playground. For safety, everyone should park on the right side next to the sidewalk (please leave Mrs. Corcoran's spot open). Parents must then walk their children into the building through the main entrance (per NC regulations) using the front sidewalk. After drop-off, exit the parking lot (one-way) and return to the car line. Only Pre-K families may use this lot during morning car line (7:15-8:00am). After 8:00am, this lot is for visitor parking.

All other families should bear right onto Burch Avenue (in front of the school) to drop off students. *No vehicles should enter or exit campus using the Chapel Hill Street church entrance.* Drivers should pull up to the designated drop-off area in front of the school where staff help students exit from cars. All cars in the Burch Avenue straight-away should empty at the first opportunity. Please do not wait to pull closer as this causes unnecessary delays. Students should be ready to exit – with coats on, backpacks zipped, etc. Drivers should remain in the car and not delay the car line by carrying on conversations with others, etc. Students riding in the back seat of a vehicle should exit from the driver's side. Once dropped off, students should immediately proceed through the front doors to assigned areas for before-school care or directly to their homerooms, depending on grade level and arrival time.

**Afternoon Traffic:** From 2:30pm until car line ends at 3:35pm, traffic forms two lanes in a one-way flow. Drivers picking up Pre-K, Kindergarten, and Grade 1 students must use the lane closest to the school.

Vehicles turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and bear right onto Burch Avenue (in front of the school). No vehicles should enter or exit the campus using the Chapel Hill Street church entrance.



All cars should have pick-up signs displayed prominently in the windshield indicating the first and last name and grade of each student being picked up. Staff will radio designated dismissal areas in the school for the students listed. Unfamiliar drivers will be asked to pull over and go to the front office for verification of transport authorization.

Students should enter their cars, secure their items, and fasten seatbelts in a timely and safe manner. Several cars will be loading and dismissing at any given time.

Traffic directors will let drivers know when to move forward in the car line and when it is clear to exit the campus. A thumbs-up signal from a driver to the traffic director in front of the school indicates the car is ready to exit. Thumbs down indicates a car is still awaiting students.

The exit will be divided with cones. Use the left lane for left turns only. The right lane may be used to turn right or proceed straight onto Burch Avenue.

**Morning & Afternoon Walkers:** Others wanting to walk students into the school building before 8am should park in the lower parking lot by the playground. If you must park on a street near campus, please do so courteously and do not block driveways. *Do not use the church parking lot.*

Adults walking students in Grades 2-8 should drop them off in the front of school not only to promote independence but also to avoid crowding in the upper floor hallways and Middle School wing.

*Do not try to conference with teachers when dropping off your child in the morning.*

If walking to pick up a student at the end of the day, join the line designated for walkers on the sidewalk outside the front entrance. An employee will call for students to be dismissed. Do not enter the building during dismissal. In order to ensure safe dismissal of all students, the hallways and dismissal areas should not be disrupted.

The length of Burch Avenue in front of the school is closed to traffic from 8:00am- 2:30pm and from 3:35-5:30pm on school days. To drop off or pick up students during these hours, park in the Wilkerson Street parking lot (alongside the main playground) or the Visitor Lot (next to Pre-K playground) and come to the front office. *Do not park in front of traffic cones which compromises safety by blocking the fire lane.*

**Tardiness:** To gain full benefit from the educational program, students need to arrive on time. Tardy arrivals disrupt the classroom and put the late arriving students in a disorganized place to start the day. Repeated tardiness will result in the need for a parent conference to address the issue.

Instruction begins for students in Pre-K through Grade 5 at 8:00am. Middle School instruction begins at 7:45am. Students should be unpacked and ready to begin class on time. For Middle School, this means reporting to homeroom at 7:35am. If the bell rings and a student is not in the classroom, that student is tardy.

*Students arriving after car line has closed at 8:00am—regardless of the reason—must come to the front office accompanied by an adult to sign them in.*

*All late arriving students must get a tardy pass from the front office for safety and attendance recording reasons. Tardy students should never go directly to class.*

*We believe in a quality education and we believe that students are learning from bell to bell. When students are tardy, instructional time is disrupted. **Therefore, internally, three unexcused tardies will result in one unexcused absence. Please note that on students' official records, tardies will not be counted as absences.** Should there be an emergency that leads to student tardiness, please contact the main office to make the school aware.*

**Early Dismissal for an Appointment:** If a student needs to be picked up before the end of the school day, his/her teacher should be notified. Students must be signed out in the front office by an authorized adult. The school secretary will call the student to the office. *No one should ever go directly to a classroom to pick up a student.* If a student returns before the end of the school day, they must come to the school office with an adult to sign them back into the school.

**Unexpected Early Dismissal:** If a student needs to go home because of illness or for some other reason that develops during school hours, the school secretary or his/her teacher will call the parents. Parents should 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 list or bear a note from the parent. Designates can expect school staff to ask to see identification.

**Avoid Dismissals between 2:30-3:00pm:** In order to not disrupt dismissal procedures and compromise safety and efficiency, we strongly encourage parents not to sign students out of school between 2:30-3:00pm. Please arrange schedules to accommodate this request.

**Special Permission to Transport:** When a child is going home with anyone other than their parent or other authorized adult (as listed on Transportation Authorization Form), the parent must notify the school. Students are not permitted to leave the school grounds with a person not listed on their Transportation Authorization Form without written parental permission *and* approval of school administration or the After School Program Director.

**Arrival/Dismissal of Students in Extracurricular Activities:** Students participating in after school activities such as clubs, sports, etc. will be called between 3:00-3:35pm from their dismissal area to meet a supervising adult of the activity. When the activity ends, parents should wait in the entranceway of the school where the group will meet for dismissal. The After School Program Director can call for a student if they need to be picked up before an activity ends. Parents should not go directly to extracurricular meeting spaces without special authorization.

## Attendance

If your child is going to miss a full or partial school day, please notify the homeroom teacher and/or the school secretary ([MillerJ@icdurham.org](mailto:MillerJ@icdurham.org))

Please Note: *All absences, dismissals, and tardy arrivals are considered "unexcused" unless an official note from a doctor or the like is submitted.*

**Missed Work:** Class work missed during an absence is to be made up according to guidelines established by the teacher and judgments based on individual circumstances. Missed assignments are the student's responsibility, and they must make up work in a timely manner.

When a student is absent due to family vacation, the teacher(s) are not required to provide makeup work *until the student returns to school*. Teachers are *not* required to give makeup tests for absences due to vacations. The school calendar provides for extended weekends throughout the school year, and families are encouraged to schedule trips or outings during these times.

**Chronic Unexcused Absences:** Chronic absenteeism can result in serious consequences. If a student accumulates an excessive number of absences, the following procedures will be followed:

- 10 days – written notification to parents
- 15 days – written notification to parent, student placed on probation
- 20 days – parent conference
- 21 days or more – review by the Principal to determine if the student is to be retained or not allowed to return

**Excused Extended Absences:** In the case of excused extended absences—*which must be approved by the Principal*—the student and family will work with the teacher(s) to ascertain appropriate makeup work. Teachers will make a realistic schedule for makeup 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 absence and the learning objectives. Regardless, students must demonstrate their understanding of subject matter and meet the objectives of the course. Work may be deferred to vacations, if necessary, with the approval of the Principal or Assistant Principal, and with input from teacher(s) and the Guidance Counselor.

## Behavior & Discipline

**Expectations and Code of Conduct for Students:** Each student has the right to learn in a caring and safe environment that is conducive to their growth and fulfillment academically, emotionally, socially, and spiritually. They are expected to support and participate in the learning environment at all times, and disruption of the learning process is unacceptable.

Our discipline policy encourages personal growth, because students are responsible for their choices and have an 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.

Respect and responsibility are expected of the administration, faculty/staff, and parents as well. Our Christian life of Faith calls us to exhibit positive attitudes and behavior.

**General School Rules:** In order for students to develop effective work habits, good moral practices, and high-quality communication and thinking skills, they are expected to:

- 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 to the best of ability and within the time specified by the teacher
- Take care of all personal and school property
- Follow Immaculata school uniform policy
- Follow all classroom, playground, lunchroom, Emily K Center, and church procedures and guidelines that govern school life

Unacceptable behavior that may result in immediate referral to the Principal and/or intervention measures include abuse of the following regulations:

- No profanity or graffiti
- No gum chewing
- No wearing hats or sunglasses inside school buildings
- No use of personal electronics including but not limited to cell phones, personal game devices, laser pointers, electronic reading devices, iPods, or smart watches (Note: A school-issued electronic device such as a Chromebook may be brought to school but not used unless supervised by a teacher)
- No large amounts of money or valuables in school
- No toys (including fidget spinners or "slime" not approved for accommodations), dolls, stuffed animals, or any type of trading cards (unless approved by a teacher)
- No destruction of school property including but not limited to other students', teachers', and staff's property

- No unsupervised use of technology, including in the gym or elsewhere during arrival and dismissal times.
- 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 questionable books and/or pictures
- No matches, lighters, tobacco or e-cigarette products (or derivatives)

**Methods for Handling Behavior:** Teacher-student interactions at every grade level are inspired by the “Love and Logic” discipline philosophy developed by Jim Fay and Foster W. Clines, MD. “Love and Logic” promotes positive parent, teacher, and student relationships. 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, recognizing students for Living the Immaculata Way of Life, etc. When students disrupt the learning environment or otherwise stray from good conduct, teacher interventions may include (but are not be limited to) one or all of the following:

- Redirection or reminder efforts
- Written or telephone communication with the parents
- Removal to another place in the classroom to become calm and recover
- Removal to another classroom
- Losing the privilege to attend a special activity (such as a field trip)
- Community service
- Electives and/or recess detention (Middle School students)
- Referral to Principal’s or Assistant Principal’s office
- Referral to the Guidance Counselor
- Parent, teacher and/or staff member, student, Principal and/or Assistant Principal conference
- Behavior contracts
- Principal, Pastor, and parent conference

In general, the classroom teacher will handle disciplinary procedures locally. Conferences with parent and teacher will be held as needed. In Grades 4-8, students have developed the understanding and ability to follow school rules, procedures, and expectations; therefore, consequences may be more automatic and/or significant.

All families are provided Christian due process in disciplinary matters—meaning that if they cannot reach a resolution with a teacher, they may involve the Guidance Counselor, Assistant Principal, Principal, or a designee.

Corporal punishment is not permitted and is never used at Immaculata.

## Discipline Plan for Lower School

### Tier 1: Positive Behavior Intervention System (PBIS)

- Each classroom will develop and maintain a PBIS-inspired plan for classroom management consisting of:
  - Clear classroom expectations/procedures and rules
  - Positive behavior reinforced; reward systems in place
  - A cool-off zone in the room
  - A partner classroom for major episode cooling off (send parent communication)
  - System of parent communication and documentation for discipline
- Most daily disciplinary issues should be handled locally in the classroom according to the classroom discipline plan.

### Tier 2: Office Referral

- Behaviors: the following behaviors should result in office referral and an admin phone-call home
  - Physically aggressive action with the intent to intimidate or harm others
  - Inappropriate touching of other students' bodies without malicious intent (1<sup>st</sup> instance)
  - Age-inappropriate language that is considered lewd, vulgar, crass or offensive within our school environment

### Tier 3: Sent Home

- Behaviors: the following behaviors will result in a student being sent home for the day and, depending upon the severity of the behavior, suspended for multiple days or expelled from school.
  - Physically aggressive action with the intent to intimidate or harm others
  - Behavior that makes peers unsafe in the school environment
  - Egregious disobedience of adult staff; a general refusal to comply with instructions
  - Biting a peer (1<sup>st</sup> offense in 1<sup>st</sup> grade and below is a warning, referral/call home; 2<sup>nd</sup> offense merits being sent home)
  - Inappropriate touching of other students' bodies (2<sup>nd</sup> instance) and/or with intent to make peer uncomfortable

### Tier 4: Patterns of Behavior

- Repeated behaviors from either Tier 2 or 3 will result in:
  1. Parent meeting with administration
  2. Behavior plan created with counselor
- Failure to change repeated pattern of behavior after steps outlined above may result in further parent meeting with administration and potential removal from school.

## Discipline Plan for Middle School

|  | <i>Student Behavior</i>  | <i>Consequences</i>   |
|--|--|---|
| Level 1:<br>Procedural   | <ul style="list-style-type: none"> <li>✓ chewing gum/candy</li> <li>✓ uniform violations</li> <li>✓ not following classroom procedures</li> </ul>  | <b>Verbal Warning</b>   |
| Level 2:<br>Teacher Detention (15 mins)<br><br>Or<br><br>Admin. Detention<br>(12:15-1:05 pm on Tuesdays and Thursdays) | <ul style="list-style-type: none"> <li>✓ disruption of the learning process</li> <li>✓ disrespect to fellow student</li> <li>✓ disrespect to an adult</li> <li>✓ inappropriate language</li> <li>✓ disrespect in hallway/public area</li> <li>✓ phone rings</li> <li>✓ out of class or school building without authorization</li> <li>✓ horseplay/rough housing</li> </ul> | <p><b>Teacher Detention</b> will be served the next day with teacher, during recess (15 mins) – <b>contact home, electronic discipline form completed and dialogue with student.</b></p> <p>Three (3) Teacher detentions will result in an Admin. Detention (<b>contact home and dialogue with student</b>).</p> <p><b>Admin. Detention</b> will be held on Tuesdays and Thursdays from 12:15 pm – 1:05 pm.</p> <ul style="list-style-type: none"> <li>• Two (2) Admin. Detentions = <b>Parent conference and Behavior Contract generated, if necessary.</b></li> </ul> |
| Level 3:<br>Admin. Referral  | <ul style="list-style-type: none"> <li>✓ inappropriate displays of affection</li> <li>✓ fighting</li> <li>✓ offensive and/or foul language or gestures</li> <li>✓ plagiarism</li> <li>✓ cheating</li> <li>✓ cyberbullying/bullying</li> </ul>  | <b>Admin. Referral:</b> The matter will be immediately referred to administration and may result in compulsory community service or suspension.   |

Teachers will hold their own private detention for infractions of classroom policies. The detention is fifteen (15) *minutes during Recess*. During this time, teachers will discuss with the student what the infraction was and how it can be corrected. This dialogue is crucial. If a student has received three (3) Teacher Detentions in one quarter, the administration will give the student an Admin. Detention as stated in the rubric. After two (2) Admin. Detentions, the administration reserves the right to hold a parent conference and generate a Behavior Contract for the student. Further Admin. Referrals will result in a conference with the student, parents and school Principal to determine the student's future at Immaculata.

## Chromebook or 1:1 Device Infractions & Consequences

| <i>Classification</i>   | <i>Student Behavior</i>   | <i>Consequences</i>   |
|---|---|---|
| Level 1:<br>Procedural  | <ul style="list-style-type: none"> <li>✓ leaving Chromebook at home</li> <li>✓ not charging device</li> <li>✓ throwing/dropping a bookbag with Chromebook inside</li> </ul>   | <b>Verbal Warning</b>   |
| Level 2:<br>Teacher Detention<br>(15 mins)<br><br>Or<br><br>Admin. Detention<br>(12:15-1:05 pm on<br>Tuesdays and<br>Thursdays) | <ul style="list-style-type: none"> <li>✓ using Chromebook for non-educational tasks during class</li> <li>✓ using school issued devices/accounts' chat features (including "chatting" in a shared file) to communicate with other students not related to coursework in or out of school</li> <li>✓ leaving a Chromebook unattended in a classroom or open area (technically implying the student has "lost" the device)</li> <li>✓ changing a password on a device or digital school account</li> <li>✓ signing up for non-educational subscriptions/accounts using a school email account</li> <li>✓ placing student or teacher photos on a device or digital school account unrelated to school work</li> <li>✓ device has been unattended on three or more occasions</li> </ul> | <p><b>Teacher Detention</b> will be served the next day with teacher, during recess (15 mins) – <b>contact home, electronic discipline form completed and dialogue with student.</b></p> <p>Three (3) Teacher detentions will result in an Admin. Detention (<b>contact home and dialogue with student</b>).</p> <p><b>Admin. Detention</b> will be held on Tuesdays and Thursdays from 12:15 pm – 1:05 pm.</p> <ul style="list-style-type: none"> <li>• Two (2) Admin. Detentions = <b>Parent conference and Behavior Contract generated, if necessary.</b></li> </ul> |
| Level 3:<br>Admin. Referral   | <ul style="list-style-type: none"> <li>✓ gross violation of student, faculty or staff privacy and/or using another student's password to get into a device or account</li> <li>✓ researching or viewing inappropriate content or images</li> <li>✓ cyber-bullying in any form using any digital school account</li> </ul>   | <b>Admin. Referral:</b> The matter will be immediately referred to administration and may result in compulsory community service or suspension.   |

Spot checks will be done throughout the year to ensure the cyber-safety of our students.



**Suspension:** Suspension is a severe disciplinary procedure that will be imposed after serious disregard for school or classroom policies. Suspension can be served in school— administration will determine whether student has **ISS** (in-school suspension) or **OOSS** (out of school suspension).

The time of out of school (either ISS or OOSS) for recovery will be determined by the Principal and/or Assistant Principal based on the severity, duration, and frequency of the inappropriate action. Work and tests missed while suspended will be made up, and the administration will determine if credit will be earned. Students who receive either ISS or OOSS will not be allowed to participate in extracurricular activities during the time of their suspension. In addition, students who receive OOSS will also not be allowed on campus during their suspension.

Student actions that can lead to suspension include but are not limited to:

*Cheating/Forgery/Plagiarism.* If a student is seen or found to have been forging a signature or cheating or plagiarizing on graded class work, quizzes, tests, or projects, the teacher will immediately confiscate the work, call parents, inform administration, and the student will receive a zero for the assignment or test. Students may be allowed to earn up to 50% credit by resubmitting previously plagiarized work according to teacher guidelines and within a timeline stipulated by the teacher.

Plagiarism can include inappropriate use of the computer, research materials, Internet sources, and other sources by a student who represents others' work as his or her own. A second incident may result in an automatic two-day, out-of-school suspension with no credit for the work cheated on, and a parent conference to determine whether or not the student will be allowed to continue at Immaculata. As with all misbehaviors, some cheating may be deemed so egregious that it will result in an automatic out-of-school suspension the first time.

*Disrespect.* Any student who demonstrates an attitude of severe disrespect towards an administrator, teacher, staff member, fellow student, or a parent volunteer will be referred to the administration and a call home will be made. A second incident may result in out-of-school suspension. 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.

*Harassment.* Any student who harasses and/or uses a gender, racial, or ethnic slur towards an adult or another student may be suspended from school. A second incident will result in a parent conference to determine whether or not the student will be allowed to continue at Immaculata.

*Stealing.* Any students involved in stealing receives consequences deemed appropriate by administration and will be responsible for restitution.

*Threatening or Fighting.* Any student who physically or verbally threatens an adult or student will be suspended from school for at least two days. Fighting includes intentionally hitting, elbowing, shoving, scratching, biting, blocking passage of, or throwing objects at another person **with intent to do harm**. It also includes taking action or making statements that would cause others to fight. A

second incident will result in a parent conference to determine whether or not the student will be allowed to continue at Immaculata.

*Vulgarity or Obscene Gestures.* Any student who uses vulgar or obscene language or gestures towards an adult or student may be suspended from school. This includes language that prevents an orderly and peaceful learning environment such as cursing or using vulgar or abusive language intended to demean a person's race, religion, gender, national origin, or disability. A second incident will result in a parent conference in to determine whether or not the student will be allowed to continue at Immaculata.

*Bullying/Cyber-bullying.* Bullying is defined as when a student or group of students targets an individual repeatedly over time using physical or psychological aggression. When bullying situations arise, the Guidance Counselor, Principal, or Assistant Principal, and teacher will investigate, hold conferences with all involved students (including bully and victim), determine the appropriate consequences warranted, 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 to determine whether or not the student who bullied will be allowed to continue at Immaculata.

*Inappropriate Use of Social Media (Facebook, Twitter, etc.).* If the content of a student's online activities includes defamatory comments regarding the school, faculty, other students, or the parish, it 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.

**Expulsion:** Expulsion is most serious and will be invoked to the extent possible 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 it (e.g. drugs, alcohol, vandalism, possession of a weapon or anything that looks like or could be used as a weapon), expulsion may be invoked for a first offense.

**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 the discipline issues addressed herein.

## Birthday Observances

**Attire:** Students in Kindergarten through Grade 8 may come to school dressed out of uniform on their birthday. If a birthday falls on a weekend or while school is on break, the student should choose the day closest to their birthday that school is in session. If the student's birthday is during summer vacation, they may come dressed out of uniform on their half-birthday. Non-uniform attire should be appropriate for a Catholic school environment.

**Treats:** Immaculata makes a dedicated effort to promote healthy eating habits and knowledge about nutrition. We have established the policy that each PreK-Grade 5 class celebrate all the birthdays in a given month on one day—the third Friday of the month. Homeroom teachers will ask either the Class Parent or another designee to coordinate the monthly celebration. The designee will give the parents of children in the class with birthdays in a given month the opportunity to be part of the celebration. Healthy treats (such as fresh fruit or frozen yogurt) or non-food treats (such as pencils and stickers) are encouraged. Food allergies for the class should be taken into consideration and accommodated for such that no child in the class is omitted.

## Care of Materials & Texts

Each student accepts responsibility for the care and proper treatment of all materials at school. Lockers or cubbies are provided for every student for protection and storage of items. Each student should have a backpack to transport items between classes and/or between home and school. Personal items brought from home to school (such as clothing and calculators) should be marked with proper identification.

Students are asked 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. Likewise, if a student marks on or destroys property or material belonging to the school or another student, the family will be responsible for repairing or paying the cost of replacement of damaged items, at the discretion of the school administration.

## Child Abuse Laws

Immaculata Catholic School abides by the child abuse laws of the State of North Carolina. Under the law, all cases of *suspected abuse and/or neglect be reported to Child Protective Services*. For information on child abuse and neglect reporting procedures, visit the following North Carolina Department of Health and Human Services website: [www.ncdhhs.gov/dss/cps/about.htm](http://www.ncdhhs.gov/dss/cps/about.htm)

## Class Assignment

Several factors are considered when making class assignments each year. All of our teachers are experienced professionals, and there is a specific process used by teachers and administration to determine the best placement for each child based on academic needs and classroom environment. A suggested placement list for the upcoming year is generated by teachers of students current grade and sent to administration at the end of the school year. Changes may

occur based on recommendations from the Guidance Counselor or Resource Teachers and/or increased enrollment to the grade. *To avoid compromising this process, we ask that parents do not request specific teachers for the upcoming year.*

If you feel strongly that your child would benefit from a certain classroom environment or teaching style, please write a letter to the Principal and submit by June 1<sup>st</sup>. All suggestions/requests will be carefully considered, but there is no guarantee that requests will be granted. Our placement process has been carefully designed, and we hope parents will respect the efforts of the teachers and administration to use the process to create a balance that will benefit *all* of the students at Immaculata.

## Class Size

For the 2019-20 school year, the target number of students per homeroom class is between 20 and 26. The overall teacher to student ratio for the school is 1:10.

## Communications

**Telephone and E-mail Notification System:** Immaculata uses AP Notify automated telephone and e-mail notification system to keep parents up to date. The Principal uses the system each Sunday evening at approximately 7:00pm to relay information about the upcoming week. Inclement weather announcements are sent via AP Notify as well.

Please let the school office know if you are not receiving AP Notify voice, text, and/or email messages, or if you would like to change your contact information.

**Folders:** Teachers may designate folders to send information home to parents and that parents can use to send items in to the school. The frequency and method of folder transfers will be at the discretion and under the supervision of each homeroom teacher.

**Immaculata Newsletter:** The *Immaculata News* communicates information of relevance to the school community and is emailed to parents each Friday at 3:00pm. Submissions for the newsletter, should be emailed to [ragusac@icdurham.org](mailto:ragusac@icdurham.org) by noon the Wednesday before the desired publication date, with no exceptions.

**PlusPortals:** PlusPortals (<https://plusportals.com/ics>) is the primary source for information about Immaculata. It contains school forms, enrollment information, event calendars, sports information, inclement weather information, as well as individual teacher pages with homework, newsletters, and scheduling information. Email [korelichd@icdurham.org](mailto:korelichd@icdurham.org) if you experience difficulties activating or accessing PlusPortals.

**Advertisements/Flyers:** Occasionally, information about community events not sponsored by Immaculata or Immaculate Conception will be posted/distributed. It is our intention to help make families aware of things that may be of interest. 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 being donated to the school.

**School Telephone:** To maintain a positive learning environment, interruptions should be kept to a minimum. Therefore, parents should not call asking to speak with or leave a message for a child at school. The school secretary will only seek out students in real-time to relay urgent messages.

Similarly, teachers are not available for unscheduled phone conversations during the school day. Teacher conferences may be requested by e-mail or voice messages. Because teachers focus on instruction during the day, please realize that they might not retrieve messages until several hours or even the next day after they are sent.

The school office telephone is not for general student use. Students should only request permission to use a school telephone for emergencies or other special circumstances. Students are expected to come to school prepared such that calls for homework, lunch, carpooling arrangements, and so on should be unnecessary.

**School Directory:** The school directory is located on PlusPortals. Its purpose is to facilitate school-related communications amongst Immaculata families. Information in the school directory is for the use of Immaculata families only. The school is not responsible/liable for the use of the school directory for other purposes. In general, the directory may not be used for political or commercial purposes without explicit written permission from the Principal or Pastor. Any communication which misuses the school directory information 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. Each of these adults within the Immaculata community has 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. The Immaculata 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 should be committed to the spiritual development and education of all members of our faith community. Thus, Immaculata Catholic School adults will:

- Be cooperative and committed to school goals
- Be respectful and self-disciplined
- Separate personal desires and conveniences from what is in the best interest of all within the school community
- Respect the diversity of persons and opinions within our community

**Problem-Solving and Conflict Resolution Process:** If issues and/or conflicts arise, all members of the community should 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 these guidelines:

1. Focus on the issues. Attack the problem, not the person.
2. 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. If you have a question about the Home and School Association, talk to an H&SA board member. If you have a question for a coach or leader of extracurricular activities, talk directly to that person.
3. If you want help after your initial communication with the person directly involved, contact the Guidance Counselor or the Assistant Principal.
4. Avoid involving other members of the community that are not directly involved with the issue at hand. Avoid hearsay.
5. If needed, request a meeting with the Pastor (or his designee from parish staff) and the Principal. If after this last step in the problem-solving/conflict resolution process, the parties involved cannot reach an agreement, they will be bound by the decisions of the Pastor and Principal.

**Safe Environment for Children and Youth:** Immaculata makes a safe environment for children its highest priority. Immaculata follows 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 at <http://www.usccb.org/issues-and-action/child-and-youth-protection/charter.cfm>).

These guidelines include:

- Conducting criminal background checks for all staff
- Screening all volunteers
- Training for all employees about the proper supervision of children and proper conduct with and in the presence of children
- Educating staff to recognize the signs of abuse and the proper reporting procedures for suspected abuse

**Responsibility to Report:** Any adult in the Immaculata community who suspects 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 the related guidelines. Moreover, if an individual has been the victim of sexual or physical abuse by church personnel, this office provides support and counseling. More information can be found at <http://www.dioceseofraleigh.org/offices/child-and-youth-protection>. You can also contact the Guidance Counselor, Assistant Principal, or Principal for assistance.

**Volunteers:** Volunteers are an invaluable asset for Immaculata. Volunteers are enlisted to help organize and man special events, serve lunch, decorate, coach sporting teams and clinics, and run learning opportunities such as clubs.

We request the parents of each Immaculata family contribute at least five hours of service per year. We also welcome grandparents, aunts, uncles, young adults, alumni, and senior citizens that offer their talents to help our children.

All volunteers are required by the Diocese of Raleigh to fill out a Personal Information Sheet. Whenever a volunteer will have direct supervisory responsibility for students, then that person must complete the Diocesan volunteer application and undergo a criminal background check and take the Prevent Child Abuse NC training. This includes all coaches. The training and background check must be updated every five years.

*Volunteers are expected to:*

- Be accompanied by and under the direct supervision of a teacher or administrator at all times when not in public spaces
- Respect the confidentiality of all faculty, staff, and students
- Sign in and wear a visitor/volunteer badge while in the school building or on the school grounds
- Dress appropriately for a Catholic school environment
- Behave courteously to all children and adults
- Be aware of and adhere to all classroom, playground, and general campus rules
- Notify the office of available scheduling times and needs to cancel

*Volunteers are required **not** to:*

- Be on campus other than the allotted time arranged with their supervising teacher or administrator
- Conference with teachers unexpectedly
- Visit their child's (or any other) classroom unannounced
- Use cell phones when supervising children
- Bring siblings to an activity unless expressly approved

**Visitors:** All visitors—whether on campus to volunteer, attend Friday Morning Prayer, or otherwise—must report to the front office or visitor table to sign in when arriving and sign out when leaving. All visitors need to wear a visitor's badge in plain sight so that students and faculty know the person is authorized to be on the school campus. (Persons attending Mass and not coming through the school building do not need to get visitor badges.)

Unless accompanied by and under the direct supervision of a teacher or administrator, visitors may only be in public spaces of the school. Public spaces are defined as the front lobby and waiting area and those places where community events are being held—such as Fellowship Hall during lunch or the Emily K Center during sporting events. If there is not a community event in progress, Fellowship Hall and the Emily K Center are not considered public spaces. The library and Learning Center are not public spaces.

At no time can a visitor disrupt the educational process or regular school procedures of Immaculata. If disruption occurs, the visitor will be asked to leave immediately.

Alumni or current students' friends or relatives may visit for the day or a portion thereof only with the permission of administration.

## Conferences

Scheduled parent-teacher conferences are held once a year for each student, just after the first grading period. However, *at any time*, additional conferences may be requested by contacting a teacher or staff member.

## Counseling & Guidance

Throughout the year, the Guidance Counselor is available for individual counseling, small group discussions, and classroom guidance activities. The Guidance Counselor is available to discuss and advise on such topics as improving academic averages, making new friends, self-esteem issues, settling disputes between students, dealing with peer pressure, coping with home pressures, etc. The Guidance Counselor is a valuable resource for all students, parents, and teachers.

Appointments can be made through a teacher or by contacting the Guidance Counselor directly ([easonm@icdurham.org](mailto:easonm@icdurham.org)).

## Curriculum

The school offers a full academic program including faith formation, reading, spelling, handwriting, language arts, mathematics, science, social studies, Spanish, art, music, technology, and physical education.

Immaculata is a Science, Technology, Engineering, and Math (STEM)–focused school. STEM classes are offered in Middle School addressing real-world issues with integrated project-based learning. Younger grades bring STEM into the classroom by integrating technology and cross-curriculum design to enhance subject comprehension.

The curriculum of Immaculata Catholic School meets or exceeds the guidelines of the Diocese of Raleigh, North Carolina. (An overview of the curriculum of the Diocese of Raleigh is available at <http://www.dioceseofraleigh.org/offices/catholic-schools/curriculum>).

Immaculata's curriculum complies with "Common Core Standards" with established clear and measurable goals for students that assist teachers in making instructional decisions. However, Immaculata's curriculum has never been and will never be altered to "teach to the test."



## Early Childhood Center

Immaculata's Early Childhood Center, or Pre-K program, takes a whole-child approach focused on academics, social interaction, artistic development, and spiritual enrichment. The Pre-K program operates during the same hours and with the same amenities and rules associated with the rest of the school. The Pre-K program is located in its own secure wing of the school that includes private bathrooms and an adjacent Pre-K-only enclosed playground.

The program adheres to health, cleanliness, staff development, nutrition, and other guidelines of the North Carolina Division of Child Development & Early Education—details of which can be found at <http://ncchildcare.dhhs.state.nc.us/general/home.asp> and are touched on at orientation each year. Also, in accordance with state law, parents should have on file with the school current physical exam and immunizations records.

Each Pre-K classroom has a dedicated page on PlusPortals to help parents stay informed about upcoming events, classroom supplies, and more.

## Emergency Procedures

**Drills:** State Law requires that fire drills be held monthly. During fire drills, students and teachers follow these regulations:

- Rise in silence when the alarm sounds
- Walk to assigned place outside the building briskly, in single file at all times, and in silence
- Stand in a line, facing away from the building
- Return to building when an administrator or public servant gives an "all clear" signal

Tornado drills are held periodically – and always at least once during tornado season. The general procedures of a tornado drill are:

- Rise in silence when the alarm sounds
- Walk briskly to assigned places in the building in single file and silently
- Kneel, face wall, put head down to floor, and put hands over head
- Return to building when an administrator or public servant gives an "all clear" signal

Notably, staff members are assigned specific responsibilities to help ensure safe administration of emergency procedures including premise sweeps and monitoring of news sources.

**Lockdown:** Immaculata Catholic School—in coordination with the Durham Police Department—has implemented a "crisis plan" in case of a lockdown emergency. All teachers, staff, and students are briefed on the appropriate procedures to follow to keep children safe. The plan is reviewed annually with the input of the school personnel and the Durham Police Department.

**Evacuation:** In the event of an emergency requiring evacuation, students will be moved to one of three secure designated locations:

- Immaculate Conception Church
- Duke East Campus lawn at the corner of Main Street and Buchanan Boulevard
- Durham Police Department headquarters on Chapel Hill Street

## Emily Krzyzewski Family Life Center

Immaculata partners with the Emily Krzyzewski Family Life Center, the neighboring community center. Physical education classes and extracurricular sports take place in the Emily K gymnasium. The Emily K stage is used for school band and choir performances, cultural arts programs, student pictures, and school plays. Further, some students participate in tutoring and other enrichment programs offered at the Center.

**Policies and Procedures:** The Emily K is viewed as an extension of the school. Therefore, all school rules and policies as outlined in the Parent-Student Handbook are in effect while students are there—whether during or after school hours.

In addition, the following regulations apply:

- Immaculata students must be with an Immaculata staff member or other supervising adult at all times in the Emily K.
- No student may travel alone to or from the Emily K. If a student does attempt to travel alone to the Emily K, the consequence may be suspension for two days.
- Inside the Emily K, students must stay within the area designated for Immaculata students. For daily PE classes, this will include the 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 will be considered “off-campus.”
- 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 without an Immaculata teacher or staff person during school hours will be considered “off-campus.”
- If a student arrives late to school and P.E. class is already in session, the student may need to wait in the front office for the end of the P.E. class and then rejoin his or her classmates when they return to the school building.

In addition, when in the Emily K gym:

- Students will sit by class for school events, in an assigned location.
- No one should be under the bleachers at any time.
- No one should be on the stage without permission.
- Only water is allowed in the gym. No food or other drinks are allowed.
- Only athletic type shoes should be worn on the gym floor.

### Entrances

- The entrance on Buchanan Boulevard will only be used for special events.
- The school entrance (off the inner parking lot between the school and the Emily K) is the general entry way for sporting events and student performances.
- The Emily K office entrance on West Chapel Hill Street will not be in general use, and the Emily K staff should not be expected to convey specifics of the school use of the premises.

**Traffic & Parking:** For the safety of students traveling between the main school building and the Emily K, through traffic is not allowed at the inner parking lot during school hours. Use the traffic flow patterns and designated parking spaces on the school/church campus. Avoid using the upper parking lot in front of the Emily K office entrance.

**Afternoon and Evening Extracurricular Activities Drop-off and Pick-Up:** Unless otherwise specified by the supervising adult, drop-off and pick-up for extracurricular activities such as stage performance practices and certain sporting events will be:

- If before 5:30pm, Fellowship Hall is used and should be entered through the Burch Avenue entrance.
- If after 5:30pm, the Olive Tree Building hall is used and should be entered through the Olive Tree Building doorway at the back of the school.

## Extracurricular Activities

**Athletics:** Immaculata is a charter member of the Triangle Catholic Schools Athletic Conference. This conference includes the Diocese of Raleigh Catholic schools in the Triangle area. To help defray the costs of the athletic program, there will be a \$120 fee for each participant per sport played.

Team sports available:

| Season | Girls' Sport       | Boys' Sport        | Grades Eligible  |
|--------|--------------------|--------------------|--|
| Fall   | Cross-Country      | Cross-Country      | Competitive teams are made up of 6 <sup>th</sup> – 8 <sup>th</sup> graders.* |
|        | Volleyball         | Soccer             |  |
| Winter | JV Basketball      | JV Basketball      |  |
|        | Varsity Basketball | Varsity Basketball |  |
|        | Cheerleading       | Cheerleading       |  |
| Spring | Soccer             | Baseball           |  |

\* If there are not M.S. students to field a team, 5<sup>th</sup> graders may be asked to participate.

All students who participate in athletics and other extracurricular 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 of athletic handbook. Signing the contract is a prerequisite for participation. Each year student athletes must submit a current physical record prior to participating in a sport. Physicals are only valid for one year.

**Student Clubs:** A number of clubs are offered after school to students throughout the year. The extracurricular club offerings vary from semester to semester, depending on faculty talents, student interests, and availability of outside instructors. Each Immaculata student is encouraged to get involved in the clubs offered and to try new things. Immaculata has hosted a wide variety of clubs including School Newspaper, Junior Historians, Environmental Club, Chess Club, Mandarin Chinese, and Lego Club. Some clubs charge fees.

Online registration for clubs can be found on PlusPortals. Some clubs have limited enrollment with membership being accepted on a first-come/first-served basis.

**Electives:** Middle School students also have electives incorporated into their weekly curriculum. Electives range from Ultimate Frisbee to gardening to robotics to film and broadcasting.

**Singing Groups:** The Liturgical Choir consists of students in Grades 3-8 and rehearses after school on Mondays, from 3:00-3:45pm. The Liturgical Choir sings at Mass and Friday Morning Prayer services. The choir also participates in special events such as Graduation.

The Junior Choir consists of students in Grades 1-2 and rehearses after school on Wednesdays, from 3:00-3:30pm. The Junior Choir sings at several worship services and joins the Liturgical Choir on special occasions.

A select group of choir students serve as Cantors and lead the Psalm and other liturgical songs for 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 4-8 who have excellent attendance at liturgical choir may ask to attend cantor training. Cantors rehearse on Fridays, 3:00-3:45pm. (Please note—on noon dismissal days, there will be NO cantor rehearsal).

Vocal Club is a Middle School elective course where students sing pop, rock, show tunes, and classics. They perform at the annual Band/Vocal Club concert in the Emily K.

**Instrumental Groups:** Worship Team, formed of select Middle School students, provides instrumental music at Mass and Friday Morning Prayer. The Worship Team must be in the music room no later than 7:45am on Mass days. They practice Tuesday afternoons, 3:00-3:45pm.

Band is open to students in Grades 4–8. Students may choose from woodwinds (flute, clarinet, saxophone), brass, percussion, keyboard, mallet instruments, guitar, and bass. Students are encouraged, but not required, to take private lessons. Band rehearses both before school and during school hours.

## Family Custodial Situations

In cases of custody arrangements that may require special attention to authorized transport, communications needs, or other issues should be conveyed to school administration and the homeroom teacher. 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 for the child's confidential file.

## Field Trips

Field trips are a special part of the school experience and provide an opportunity for enrichment and learning outside the classroom. Field trips may take place in-school or off campus at a designated location. All field trips have an educational or service-based purpose.

All school rules apply to field trips. For example, electronics are not permitted on field trips. Upon return from a field trip, students are expected to complete the school day and follow the routine schedule. Signing out large numbers of students (and their siblings) is disruptive to the learning environment.

**Permissions:** Written parental permission is necessary for a student to leave school grounds for a field trip. Upon enrollment, parents are asked to sign a blanket permission for their child to participate and be transported to a location for field trips while in attendance at Immaculata. If one is not on file for a student, s/he will remain at school during the trip and spend the day with another class.

Parents will receive written notification prior to each trip listing the destination, mode of transportation, and the date and time of departure and return. If you do not wish for your child to participate on a particular trip, you must inform the school in writing. Your child will remain at school and spend the day with another class.

**Chaperones:** For most field trips, teachers will request chaperones. All chaperones must be 21 years of age or older and have proper volunteer documentation filed with the school. Chaperones are required to stay attentive to students' whereabouts and actions. Distractions such as cell phones are prohibited.

The number of seats permitting, chaperones may ride on a field trip bus. However, children who are not Immaculata students for whom the field trip was designed, including younger siblings of Immaculata students, may not ride on field trip buses. In fact, parents who chaperone a field trip should not bring other children on the field trip under any circumstances.

Regardless of how a chaperone travels, all students are expected to ride to and from a field trip with their class in the bus provided by the school. Consistent supervision is essential to safety. If parents cannot abide by this request and choose to transport their child, they must notify the school in writing at least 24 hours in advance.

Parents who are not "official" chaperones (as deemed by the teacher organizing the field trip) 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 only "official" chaperones. Participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.

## Food

**Morning Snacks:** All students should bring a morning snack. Students in Pre-K through Grade 2 have morning snack during early morning recess. Snack time for Grades 3-5 and Middle School students is a “working snack” around 9:30am.

Morning snack foods are limited to healthy choices. *Specifically only fruit, vegetable, cheese, or yogurt snacks are permitted.*

**Lunch Service:** Immaculata has a lunch program that offers a variety of foods on a daily basis. Lunch program offerings are based on demand, vendor reliability and quality, variety, and the legalities Immaculata must adhere to as an institution without a licensed cafeteria. (For example, meals must be individually wrapped unless a licensed caterer is on site to serve plates cafeteria-style.)

The Immaculata Lunch Program is designed to be a convenience for Immaculata families and a fundraiser for the school. *There is no obligation to participate in the lunch program*—especially if the items available cause allergy, budgetary, or nutritional concerns for your family.

Should you choose to participate in the Lunch Program, you must register and pre-order using the online system. Please refer to <http://www.immaculataschool.org/lunch-program.html> for details.

If you choose not to participate in the Lunch Program, you should pack a well-balanced lunch. Students do *not* have access to a refrigerator or a microwave. To deliver a lunch to a student during their lunch period, an adult must sign in at the Front Office and take the lunch directly to the student in the lunch room. Lunches dropped off in the front office are not guaranteed to be delivered to students. Fast food/take-out meals and soda should never be included with delivered lunches.

Due to food allergies and other special diet needs, students in the lunchroom are not permitted to swap food. A nut-free table is available in the lunchroom.

Milk is available daily and must be pre-ordered (\$12.25 for the year).

Also available on a daily basis are snacks such as fruit cups, crackers, and yogurt. These items can be pre-ordered or purchased with cash during lunch service hours (11:30am-1:00pm). In general, snacks cost fifty cents each.

**Food for Celebrations/Events:** During the year, we have occasion to celebrate holidays, accomplishments, and birthdays (see “Birthday Observances” section) at school. Immaculata makes a conscious effort to promote healthy eating habits and knowledge about nutrition. We ask that you keep nutritional and allergy issues in mind if organizing and/or contributing food to any event.

**Food as Reward:** Teachers are prohibited from using food or candy as a regular reward system.

## Food Allergies

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.

**Training:** Immaculata faculty and staff have education sessions related to life threatening allergies. Topics covered include:

- 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) and where they are located
- Specific steps to follow in the event of an emergency – including activating emergency response teams (parental and public)

**Notifications and Classroom Policies:** Parents with children who have severe allergies should meet with the child's homeroom teacher concerning the specifics of the student's allergy and treatment and document that information with a Food Allergy Action Plan. The homeroom teacher will make sure that necessary staff members are familiar with the Food Allergy Action Plan. Staff will be reminded that all medical information is confidential and shared only on a need to know basis. However, teachers will be responsible for keeping an updated substitute folder containing information that should be shared with others that may be overseeing their students.

Tables are washed with soap and water following any food-related events held in the classroom. Sharing or trading food in the class is prohibited. Proper hand cleaning techniques are taught and encouraged before and after the handling/consumption of food.

In the event of a suspected allergic reaction where there is no known allergic history, the Assistant Principal or Principal and emergency medical services will be called immediately. Teachers will have easy communication with the administration by such means as telephone, walkie-talkie, or cell phone.

**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. 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 the absence of an accompanying parent, 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.

Eating food is prohibited on field trip buses.

**After School Care and Activities:** After school activities sponsored by the school must be consistent with school policies and procedures regarding life-threatening allergies. The supervising staff member(s), with the help of the school secretary, will identify which students may have allergies and will be responsible for knowing the location of Allergy Action Plans and EpiPens during after school activities.

## Fundraising

**Philosophy:** At Immaculata, tuition covers approximately 84% of the cost of educating each student. We work together to raise the additional funds needed to cover salaries for our extraordinary teachers, keep our technology up-to-date, advance our curriculum, and provide our children with the best education available.

Our goal is to consolidate our fundraising efforts. Each family may enjoy one opportunity more than another, but the end goal of each opportunity is to provide the funds to give our children the best educational experience possible.

**Opportunities:** *The Annual Fund.* Just like a college or university, Immaculata will give families the opportunity to give to the school online or by check in response to a written appeal. The Annual Fund should be the first and most important gift a family makes to the school.

*Fall Fundraiser.* This event is an opportunity to gather together for an enjoyable evening celebrating Immaculata. Families can help in the following ways:

- Contribute items to make a themed grade-level basket for the auction
- Attend the event and encourage other parents to attend and bring grandparents, friends, neighbors, alumni of Immaculata – anyone who may care about the outstanding education Immaculata provides
- Get involved as a sponsor, auction donor, or volunteer

*Phil's Challenge.* This event is a child-centered fundraiser focused on fitness and philanthropy. Students will seek support from their networks of family and friends as they pursue a challenging fitness goal. Parents should be on the lookout for opportunities to join in planning or volunteering for the event.

**Fundraising Policy & Other Appeals:** There are millions of causes and people in need. Each is worthy in its own right and each is the most important cause to someone. Immaculata Catholic School is just such a worthy cause, and it is a cause with a very small constituency who have a vested interest in the school and its success. The following policy helps to ensure that the pool of potential support for Immaculata is protected and preserved but also provides opportunities to live a life of service and outreach to the community.



Each division (Primary, Intermediate, Middle School, and Specials) is permitted to host two fund raisers per year for a cause other than Immaculata. These are collections of any kind—money, coins, items. Anyone (teacher, student, parent) can put forth a cause to their division head as a potential project. Deadlines are October 1 for consideration in the Fall and February 1 for consideration in the Spring. These projects will be discussed in a division meeting with the Director of Advancement present. The group will vote on which project their division will support for that semester. Projects that are submitted but not selected can provide details for one social media post on each of the school’s social media pages.

Notes about chosen division projects: The goal of these projects should be to expose children to a number of different causes to help them identify their passion areas for future philanthropy and service. We recommend that the same projects are not selected year after year. Use the chosen cause as a learning opportunity to discuss diseases, differences, and difficulties. The project should help the children understand the blessings that they have and how blessings are best when shared.

No fundraising may be done during active solicitation times for the school. Blackout dates include: August 15-November 15 and February 1-March 31.

The Director of Advancement must be aware of and approve all fund raising activities including those by other groups associated with the school such as the Scouts or Knights of Columbus.

In very special or unique circumstances, we may participate in school-wide fundraising for an outside group. These will be rare occurrences and decisions in that regard will be under careful deliberation by the administrative team.

This policy does not pertain to service projects where no fundraising takes place. Divisions are encouraged to emphasize service opportunities whenever possible over fundraising to demonstrate how one can contribute time and talent to support a cause.

## **Gifts & Invitations**

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 any party should not be distributed at school unless an invitation is being given to every student (or at least every student of a given gender) in the entire grade.

## 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 collaborates closely with the Principal and has several individuals and groups (such as the Pastoral Council and Parish Finance Council) to draw upon.

**Immaculata Catholic School Advisory Committee:** The Immaculata Catholic School Advisory Committee (ICSAC) assists the Pastor and Principal with governance of the school. The committee serves in a consulting manner and is tasked with advising on the following:

- Strategic planning
- Policy development and review
- Budget concerns
- Public relations and coordination with the Pastoral Council of Immaculate Conception Church
- Evaluation of the ICSAC performance
- Maintenance of school facilities

The ICSAC has three ex-officio members: the Pastor, Principal, and one member from the faculty. There is a minimum of 5 and a maximum of 9 voting members on the Committee. Committee Officers are a Chief Executive Officer (the Principal), Chairperson, Vice Chairperson, and Secretary. Terms of office are September 1 until August 15. Terms are limited to two consecutive terms unless otherwise approved by the Pastor.

The ICSAC will aim to meet monthly, with a minimum of five meetings per year and no more than three months separating meetings. As indicated on the current school year calendar (changes in these dates will be posted on the website). Meetings are generally held in the school library and open to all Immaculata parents. To address the committee, contact the ICSAC chair or the Principal. Prior approval is required, because the committee meetings are governed in large part by agendas planned in advance.

## Guns & Other Weapons

Regardless of expanded concealed handgun legislation in North Carolina, Immaculata Catholic School and Immaculate Conception Church policy strictly prohibits any weapons on school and/or parish property.

## Health

Keeping children home when they are not feeling well is good for both the child and the community. If a student has been out of school due to illness, Immaculata requires following 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 at least 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 should be on the medication for at least 24 hours before returning to school

Immaculata encourages the practice of preventative measures at school and at home, such as washing hands often, to help keep everyone healthy.

**Head Lice Policy:** At any time during the school year, 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 general population
- A parent or guardian will be called to come to the school to pick up the student; the student will not be permitted to return to school that day
- It is the parents' responsibility to rid the student of nits or lice
- After treatment has been completed and ALL nits have been removed from the head, the student should be accompanied by a parent or guardian to the school office and remain until the child is rechecked by school staff
- If upon re-inspection 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 may continue to check for nits and lice for a period of time deemed necessary by the school staff

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 for re-inspection. 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 Accommodations:** Parents should inform the school office and teacher of any special health needs. Any accommodations required to take place at school for special health needs require documentation from a physician. For example, a child requiring crutches must have a note from a doctor indicating specifics of the accommodation needed and the length of time the crutches will be required. Children with asthma or allergic conditions that require restrictions on certain activities should submit written details from their doctor.

**Student Injuries or Illness 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 on file by the first day of school. Parents are required to inform the school of any changes to the emergency release form during the school year.

Injuries and/or illness of serious nature will be documented on an "Injury Report" form by the closest observing teacher or staff member. The report will be shared with the student's parents and the Principal.

**First Aid:** Immaculata Catholic School does not have a health room. However, all teachers and the front office personnel have first aid kits. Minor cuts and scrapes will be cleaned with soap and water and covered with an adhesive bandage if necessary. No other treatment of any type will be administered without written authorization. These practices are in compliance with North Carolina school and public health regulations.

**Medication:** All students requiring prescription medication of any kind during school hours are to turn in the medicines to the school office in their original containers. The medicine should be accompanied by a formal letter from the physician indicating the patient name, specific dosing amounts and times, possible side effects, and emergency procedures (if any). Parents should sign off on the letter that the school is authorized to follow the instructions as outlined in the doctor's note.

Should a medication, such as an inhaler or EpiPen, need to be kept with the student at all times (versus in the front office only), special authorization from a doctor will be needed.

Permission to administer over-the-counter medicines (such as ibuprofen or Benadryl) to students on an as needed basis should be indicated at the appropriate place on school start-up forms.

Permissions from doctors for prescription medication and from parents for over-the-counter medication must be renewed each school year.

The school will log the details each time any type of medication is administered.

**Immunization:** All students attending Immaculata Catholic School must be in compliance with North Carolina state law and regulations regarding immunizations (see <http://www.immunize.nc.gov/schools/schools.htm>) or submit valid medical or religious exemption documentation.

## Home & School Association

The Home and School Association (H&SA) is the organization for parents in Catholic schools. The H&SA supports the goals of the school by helping with fundraising, recruiting volunteers, and organizing community events. The H&SA Board consists of a President, Vice President, Secretary, Treasurer, Room Parent Communication Coordinator, and Teacher Representative.

All are welcome to attend H&SA meetings. Contact the H&SA President for more information.

## 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. Accomplishment requires work, practice, and consistency. Parents should avoid frustration and teach their children the value of homework. They should give assistance, but keep in mind that homework is the student's opportunity to learn. Students often use assignment books ordered or designed by the school. Parents can reinforce homework responsibility by reviewing the assignment book. Teachers should be informed if a family feels homework has become excessively burdensome.

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. However, in general, homework assignments should last approximately:

- 20 minutes total for Grades 1
- 30 minutes total for Grade 2-3
- 45 minutes total for Grades 4-5
- 60 – 120 minutes for Grades 6-8

Students must gather all materials needed for homework before dismissal—at which time classrooms are closed. Parents and students may not enter classrooms without a teacher or administrator. After School personnel and cleaning staff are not permitted to open classrooms for students or their parents.

**Middle School Homework Policy:** Each individual Middle School teacher will post a homework policy on the class syllabus.

## Inclement Weather

We want every member of the Immaculata community—students, teachers, and staff—to arrive at school safely. Since school closings and delays affect work schedules and childcare, school staff begins monitoring the weather at the first predictions of snow and ice. We regularly check the local and national weather reports, and even go so far as to drive around different parts of town to get an idea of the conditions throughout the area.

**School Communications:** If school is closed or delayed, there will be an announcement on the homepage and in your newsfeed of PlusPortals. Each family will receive a voicemail, text, and email message between 6:00-6:30am in the event that school is delayed or closed. Please note that we will not send an alert if school will be in session as scheduled.

If school is closing early for weather-related reasons, the same methods of communication will be used to alert families. The After School Program will be closed if school closes early or may be canceled even if we finish the school day.

**Public Notifications:** Besides the school's communications, you can find out about school delays and closures on any of the following TV stations/websites. (Look specifically for information about Immaculata Catholic School. Because of our downtown location, the roads around the school are typically cleared. Therefore, we may be in session when other schools within the area take a snow day.)

- WRAL-TV: [wral.com](http://wral.com)
- WTVD: [wtvd.com](http://wtvd.com)
- WNCN: [wncn.com](http://wncn.com)

## Learning & Resource Centers

Immaculata's Learning and Resource Centers are staffed by resource teachers, AIG teachers, tutors, and the Guidance Counselor. The Centers' mandate is to make sure every student is performing at the peak of their abilities by providing for individual and small group activities promoting accommodations and/or enrichment. Center services are offered to students based on referrals/assessments from Immaculata teachers, written parent request, or documentation from a health care provider.

## Liturgies

Each class begins the day with prayer. Students attend Mass on Tuesday mornings, and a Prayer Service is held in the Emily K on Friday mornings. 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. We welcome and encourage family members to attend Mass and Friday Morning Prayer.

## Lost and Found

*Please label all personal items (including clothing, water bottles and lunch boxes) at the beginning of the year.* It is a student's responsibility to retrieve lost articles. Clothing will be placed in storage in the lobby. Smaller items and valuables like jewelry, electronics, and eyewear will be kept in the Front Office. Lunch boxes and water bottles will be placed in a basket in the Fellowship Hall. Unclaimed items will be given to charity or placed in the Immaculata Uniform Resale throughout the year.

## Photography

**Photography at School Performances:** Everyone who attends a school event has the right to have a memorable experience. Immaculata aims to keep the focus on student performances, to ensure that all audience members have an equally wonderful experience, and to minimize distractions for students during their performances.

The use of cameras and camcorders during school performances and events can be 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.

There are also parents in the school who, for a wide range of reasons, do not want their children photographed. Parents are given the option of photography/video permission or refusal each year when registering their child.

Therefore, families are asked to abide by any relayed guidelines set forth for photography and videoing during official school events such as the Primary Grades Advent Program, the Intermediate Grades Music Program, the school play, and Graduation. *The organizers of these events should make guidelines on photography clear to the Immaculata community.*

**Photography During Extracurricular Activities:** During extracurricular activities, such as athletics and certain 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.

**Social Media:** Parents' social media postings should be handled carefully. Consideration of appropriateness and permission should be given before posting pictures of Immaculata events on social media. In this faith-based community, parents are asked to work together on this issue and be respectful of each other and of the safety of our students.

**Audio and Visual Recording Devices** (Cameras, Camera Phones, Video Recorders, and Tape Recorders): Students, parents, and visitors on campus may not possess any recording device in bathrooms, locker rooms, or other changing areas, or record still or moving images or audio on campus without permission of a staff member.

## Playground Equipment and Safety

Teachers instruct students in safe use of playground equipment and supervise them while using it. Playground safety expectations apply during after school as well.

Parents who stay so children can play on the playground after hours 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 and ensure children do not wander into the street, especially during carline.

## Registration & Tuition

Tuition and fees and related obligations are determined by the Pastor with input from the Immaculate Conception Church Finance Council, the Immaculata Catholic School Advisory Committee, and the Principal.

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 January for all enrolled/returning students.

**Tuition & Fees:** Parishioner rates apply to registered and active parishioners from Immaculate Conception, Holy Cross, Holy Infant, Holy Family, and St. Matthew Catholic Churches. The following rates are for the 2019-20 school year:

- Early Childhood Center (Pre-K): \$8,030
- Primary and Intermediate School (Kindergarten - Grade 5): \$6,875
- Middle School (Grades 6-8): \$7,040

Non-parishioners:

- Early Childhood Center (Pre-K): \$8,415
- Primary and Intermediate School (Kindergarten - Grade 5): \$8,975
- Middle School (Grades 6-8): \$9,130

There is a non-refundable \$200 fee per child enrollment. Returning students are required to register each school year and submit the enrollment fee.

Multiple child discounts are not available.

**Tuition Assistance:** All families who desire a Catholic education for their child(ren) but are worried about tuition costs are encouraged to apply for tuition assistance. Tuition assistance is awarded annually.

*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, the FACTS Grant and Aid Assessment application (<https://secure.factstuition.com/facts/mygmtplan>) must be accompanied by the tax returns for both parents in most cases. 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.

*Deadline.* The deadline for application for tuition assistance is announced in the Fall. In general, the application deadline is in February. The deadline is coordinated with the Diocese of Raleigh. The application deadline will be announced on the website, using School Reach, and 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.

*Confidentiality.* All applications for tuition aid are confidential. 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.

*Special Circumstances.* 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, 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 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 have 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.

*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 Enrollment:** By June 1 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 to Immaculata Catholic School.

**Tuition Refund Policy:** Families must notify the school in writing if a student is to be withdrawn from the school. Full tuition for the current month is required if a student attends school any part of the month. All other tuition payments and fees are non-refundable except as stated below:

- If tuition has been pre-paid and the student withdraws, pre-paid tuition payments pro-rated through the month of withdrawal will not be refunded. If the withdrawal is before the start of the school year, pre-paid tuition greater than two months will be refunded.
- If tuition is being paid through FACTS Management on a monthly basis, there will be no refund and FACTS automatic payments will stop the month after date of withdrawal. If a transfer out of the area is required before the start of the school year, pre-paid tuition greater than two months will be refunded.

## Report Cards & Progress Reports

Report cards are one method of communicating a student's academic progress within the classroom setting. If you have questions or concerns, please contact the teacher involved to obtain clarification. Report cards are electronically generated at the end of each grading period. The academic year is composed of 4 nine-week grading periods.

Grades are posted weekly on PlusPortals. These contain academic grades for assignments and current information about a student's progress.

Immaculata uses a 10-point grading system:

- A 90-100
- B 80-89
- C 70-79
- D 65-69
- F Below 65

Kindergarten and Specials are graded using achievement codes:

- E Excellent (consistently exceeds standards)
- V Very good (often exceeds standards)
- S Satisfactory (consistently meets standards)
- N Needs improvement (inconsistently meets standards)
- U Unsatisfactory (below standards)
- MC Modified Curriculum
- NA Not Applicable (may indicate curriculum not yet introduced or material not covered during grading period).

Pre-K report cards are strictly narrative.

## **Retention & Promotion**

Advancement to the next grade at 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 whose performance does not indicate that they are ready for the next grade level will be taken under careful consideration, and students possibly may not be allowed to continue as a student at Immaculata.

## **School Buildings & Grounds**

Generally, the school buildings and grounds are exclusively used by Immaculata during the school day. Classes are held in the main building and in the trailers. The fenced playground is for use of the Pre-K only. The front blacktop and playground are for Kindergarten through Grade 8. On occasion, the school will host a meeting unrelated to the school. Under those circumstances, all visitors must sign-in and out for safety reasons.

After 5:30pm and on weekends, the playgrounds may be used by the public. Events in the main school building and in the trailers after hours and on weekends must be approved and scheduled by personnel in the Immaculate Conception Parish Offices.

## Standardized Testing

Standardized tests are given annually. Results of the tests will be shared with families.

Standardized test scores are just one of many pieces of information that indicate students' growth and development. Families should avoid student absences during testing times.

- Students in grades 3-8 take the Iowa Test of Basic Skills.
- Students in grades 3 and 5 take the Cognitive Abilities Test.

## Technology: Cell Phone & Internet Policies

Students at Immaculata have access to the internet which enables them to explore untold numbers of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. Immaculata believes the benefits to students from access to the Internet outweigh the disadvantages. However, individual families may decline Internet access by informing the school in writing.

**Guidelines:** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

Following these succinct guidelines will prevent the loss of network privileges:

- Do not use technology to harm other people or their work
- Do not damage hardware, software, or the network in any way
- Do not interfere with the operation of the network by downloading or installing software, shareware, or freeware
- Do not violate copyright laws
- Do not view, send, or display profane, abusive, or offensive messages or pictures. Should students encounter such material by accident, they should report it to their teacher immediately
- Do not share your password with another person
- Do not waste limited resources such as disk space or printing capacity
- Do not trespass in another's folders, work, or files

## Cell Phone Policy

The use of cell phones by students during the academic day is prohibited. A cell phone will be confiscated if it is visible or sounds/rings during school hours. The student will be issued detention or age appropriate consequence, and the cell phone will be returned only to a parent.

*Texting.* Students should at no time be involved in texting during the course of the school day. Students involved in texting will be given an **Admin. Detention** during lunch on a Tuesday or Thursday. Habitual offences will result in a parent conference with administration.

*Note: In some cases, a coach, club leader, or other supervisor may give students permission to use their cell phone for reasons such as verifying a ride home.*

## Transcripts

Requests for transcripts should be submitted to the school office in writing. Transcripts will be sent via the U.S. Mail or fax transmission; parents will not be given records to personally transport to a new school. *No records will be sent to new schools of students whose financial commitment to Immaculata is in arrears.*

Students wishing to view their records under the Buckley Amendment should contact a school administrator to make arrangements.

## Uniform Policy

The Immaculata Catholic School uniform was established to identify us as a community and to focus our attention on the inner qualities of students. It is grounded in the pillars of the Immaculata Way of Life and helps students to develop our core values. Uniforms are mandatory for all students in Kindergarten through Grade 8. The uniform policy is strictly enforced.

Refer to uniform policy on the opening PlusPortals page ([plusportals.com/ics](http://plusportals.com/ics)) for complete details on required uniforms and specific guidelines concerning appearance. The information found at this link is considered part of this Parent Student Handbook.

**Uniforms should be purchased from the list of approved items at Lands' End or FlynnO'Hara.**

Alternate uniform styles sold through these or other retailers are NOT permitted, even if they are the same plaid or colors. Gently-used uniforms are also available through the school's uniform resale.

## Daily Appearance

- **Uniforms should fit properly**—no oversized or too-tight/short tops or bottoms.
- **Shorts, skirts, and jumpers must be no shorter than 3" above the knee.** Uniform bottoms may not be rolled at the waist or bottom.
- **Shirts must be tucked in at all times.**
- Only **black or white athletic shoes** with closed toes, closed heels, and black or white laces or Velcro (no slip-ons) are permitted. Girls may wear black Mary Jane shoes on non-PE days. Shoes may NOT have colorful logos, soles, laces, or other details. Sandals, boots, or high heels of any kind are not permitted. Shoe laces must be tied at all times.
- **Outerwear** such as coats and hoodies may NOT be worn inside during the school day. Only official Immaculata embroidered sweaters, sweatshirts, and fleece jackets may be worn indoors. Long-sleeved shirts under short-sleeved uniform shirts are not allowed. Students should wear the uniform long-sleeved polo or outerwear for warmth.
- Makeup, colored lip gloss, and colored nail polish are NOT permitted.
- **Jewelry** should be limited to one watch, one ring, and a simple cross or holy medal on a thin silver or gold chain. Watches with a beeping device should be silenced during the school day. Girls may wear only one pair of stud earrings (one in each ear). Boys are not permitted to wear earrings.
- **Hats** of any kind are NOT to be worn in the building. Girls' uniform headbands or a neutral-colored headbands (no wider than 1") are permissible. Head scarves or costume headbands are not allowed.
- **Hair** should be neat, well-groomed, and kept away from the eyes and face. Boys' hair must be collar-length or shorter and cut above the ear. Girls' and boys' extreme hairstyles, cuts, or color are NOT permitted. The administration reserves the right to determine what is acceptable.

## Physical Education (PE) Uniforms

- **PE uniforms are allowed only on assigned PE days.**
- On Mass days, students participating in readings or the offertory procession must wear the formal uniform and change into PE attire after Mass.
- PE uniform sweatpants may be worn for warmth. Knee socks, tights, and leggings are not part of the PE uniform.
- Crew neck sweatshirts embroidered with the Immaculata logo may be worn for warmth on PE days. Coats and non-uniform sweaters and sweatshirts are not allowed.
- The Centennial shirt (with tree logo) is no longer part of the PE uniform.

**Winter Uniform:** From **December 1-March 1**, students must cover their legs by wearing PE and uniform pants or skirts/skorts with navy blue opaque tights, ankle-length leggings with white ankle socks, or bike shorts with knee socks.

On birthdays and certain reward days, students may come to school out of uniform. Attire should be appropriate for a Catholic school environment. Skirts and shorts should be no shorter than 3-5" above the knee; clothes should not be ripped or ill-fitting/too tight; sandals and open-back shoes are not permitted; spaghetti-strap shirts are not allowed.



### *Right to Amend*

Immaculata Catholic School reserves the right to amend this Handbook. Changes made during the 2019-20 school year will be noted in red type online and will be mentioned in the school newsletter.

It is expected that all families attending Immaculata Catholic School comply with all guidelines and requirements herein.

The Principal and Pastor, after consultation with the superintendent, reserve the right to dismiss a family that does not respect the guidelines and requirements of the school.