

Parent/Student Handbook 2017-2018

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Immaculata Catholic School

Established in 1926, Immaculata has a 91 year tradition of dedication to students of all faiths.

Immaculata School, teaching preschool through grade eight, is fully accredited by the Southern Association of Colleges and Schools (Advanc/Ed), the North Carolina Department of Public Instruction and the Diocese of Charlotte. All students receive instruction in Religious Education, Mathematics, Science, Social Studies, English/Language Arts, Computer, Health, Physical Education, Art, Music, and Spanish. Immaculata also offers a wide array of clubs and activities, and a strong tradition of special after school programs.

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DIOCESE OF CHARLOTTE MISSION STATEMENT FOR CATHOLIC SCHOOLS

The mission of the Catholic Schools in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to develop each student spiritually, intellectually, emotionally, physically and socially, so that each is prepared to live and serve in a changing society as a self-respecting and responsible citizen. The Catholic schools propose to create an environment in which the teachings of Jesus are promoted and proclaimed as the basis of the values they teach and uphold.

Because the Diocese of Charlotte recognizes that all Catholics benefit substantially from a strong system of Catholic Schools, and is committed to maintaining the availability and high quality of Catholic Education in the Diocese, we are dedicated to the following goals:

1. To develop a loving and caring Christian community that gives positive evidence of responding to the needs of one another and of the larger community to which it belongs;
2. To integrate Christian values and principles into the entire school experience with a special focus on an appreciation and understanding of Roman Catholic doctrine, heritage, traditions and values;
3. To provide a quality education that will encourage the development in each individual a sense of responsibility and willingness to recognize, accept, develop and respect one's gifts and those of others; and the formation of Roman Catholic personal values;
4. To develop and implement instructional programs and create an environment which will nurture a love of learning in each student;
5. To expose students to cultural aesthetic and extra-curricular experiences, will inspire the use of leisure time creatively and productively.
6. To prepare students to maturely embrace with confidence the role to which they have been called in an adult society;
7. To educate students of all faiths, without regard to race, color or sex; to foster respect for individual differences; and to promote a better understanding of justice, peace and the love of God for all people;
8. To encourage the interest and participation of parents as the primary educators in the formal and informal education of their children;
9. To promote initiative, creativity and innovation among teachers in implementing the goals of Catholic education.

IMMACULATA CATHOLIC SCHOOL MISSION STATEMENT

The Immaculata School community is committed to preparing each student spiritually, intellectually, emotionally, socially and physically to face the challenges of a changing world.

BELIEF STATEMENT

We Believe:

- * A student's self-esteem is enhanced by mutual respect among the school community.
- * Parents are important as the primary educators of their children.
- * Curriculum and instructional practices include a variety of learning activities acknowledging the differences in learning styles.
- * Students are actively involved in developing problem solving skills and producing quality work.
- * Continuous improvement is an ongoing process enabling students and teachers to reach their goals.
- * The school is committed to maintaining a safe and physically comfortable environment.

ACCREDITATION

Immaculata Catholic School, a school of the Diocese of Charlotte in North Carolina, was re- accredited by the Southern Association of Colleges and Schools (SACS) under AdvancEd in the spring of 2015.

Immaculata Catholic School, mindful of its primary mission as an effective instrument of the educational ministry of the Church and witness to the love of Christ for all persons, does not discriminate on the basis of race, color, sex, age, national or ethnic origin, or handicap in the employment of personnel and in the administration of educational policies, loan programs, or in athletic and other school-administered programs.

The school affirms its commitment to minister to the handicapped. Students who are handicapped in any way will be accepted if the school program and educational facilities are suitable to meet effectively the needs of the student.

ADMISSIONS/RE-ADMISSIONS

Catholic Schools in the Diocese of Charlotte seek primarily to serve all Catholic parents who desire a Catholic Education for their children.

Immaculata Catholic School admits children of all faiths. All students accepted into Immaculata Catholic School are required to participate in the total school curriculum. This includes Religion, which necessarily involves Catholic doctrine. Though children of other faiths will learn about Catholicism, they are certainly not expected to embrace the Catholic faith.

Immaculata Catholic School is committed to achieving the ideals formulated in our mission statement. The creation of an environment in which the teachings of Jesus are promoted and proclaimed are the foundation for the school experience with a special focus on an appreciation and understanding of the Roman Catholic doctrine, heritage, tradition, values.

Students seeking admission for reasons which violate the Christian principles upon which the school was founded will not be accepted.

Every Child Ready to Learn is an Act for modifying the school admission requirements to ensure that every child is ready to enter kindergarten and thereby reduce student dropout rates in later grades. This changes the 5-year old birth date cutoff from October 16 to August. Children entering Pre-k must be 4 on or before August 31. Verification will be made by birth certificate and/or by baptismal certificate for Catholic children.

New students entering Immaculata Catholic School for the first time will be evaluated during the first quarter of school.

Once the student has been accepted and has completed up to one month at Immaculata, the following review procedure will be followed:

- I. A review of the student's records including confidential records.
- II. A review by the appropriate faculty team of the student's compliance with the above expectations. If persistent non-compliance is found to be the case, the team will decide on different strategies to be used in dealing with the student. (It is understood that the teacher involved has already taken ordinary steps and consulted with parents to curb unacceptable behavior).
- III. After no more than four weeks, if necessary, the student will be called before the team to discuss non-compliances.
- IV. After one more week, if necessary, the parents and the student will meet with the team to further discuss the situation.

V. After two more weeks, upon recommendation of the team, the parents will choose to withdraw the student from Immaculata Catholic School. If a child is removed from Immaculata Catholic School for whatever reason and the parents at some future time wish to re-enroll him/her, a meeting with the principal to discuss readmission is required. The final decision is made by the principal and the pastor.

Parents are expected to be fully supportive of the policies and procedures of the school and also of the administration and the faculty.

AFTER-SCHOOL CARE

After school care is available for students Pre-K through grade 8. The program is from 3:15 pm to 6 pm on regular school days. A light snack is provided for K-8 students Pre-K please supply own snack. Students with homework are given study time and assistance if needed. After a free play time, children engage in arts & crafts projects or other appropriate activities. The daily charge is \$10.00 per child. K-8 Parents will be charged additionally if children are not picked up by 6 pm. The after school program is conducted in the main school facilities.

ASSEMBLIES

On Monday mornings , the students, faculty, and parents gather in the gymnasium at 8:00 for Morning Prayer and the Pledge of Allegiance. Members of the Student Council usually address the students about upcoming events. Sometimes a musical or dramatic presentation is given by one of the classes. Parents are invited to join the students for this important time together. The Elijah Cup project, a family prayer experience focusing on increasing vocations, is presented at each assembly. Families interested in participating should contact the principal.

ARRIVAL AND DISMISSAL

Pre-kindergarten

In the morning Pre-K students are brought directly to the classroom. Parents should park out of the line of traffic and escort the children to Preschool.

From 2:55-3:15 pm students are picked up in front of the main school. Preschool students will be picked up from class unless arrangements are made to have your child brought over to the car line.

There are two options for arriving and pick-up for our Pre-K students. Parents may use the Oakland Street address or park in front of the main school building. We have reserved the lane closest to the school for our Pre-K Parents. Please use the sidewalk

near the Kindergarten class and the school for access to the Pre-K building. During inclement weather the hall of the main school building may be used.

K-8

Parents or others who bring children to school or call for them are required to follow these traffic directives:

* In the mornings from 7:30 to 8:00 children are to be let off at the gym entrance. This should be done as quickly as possible and with an awareness of children who may be on the parking lot and not paying attention to traffic. Teachers will supervise students in the gym until they are dismissed to their classrooms.

* At 7:30 cars should enter the parking lot by the driveway nearest to the high school. Forming a SINGLE line, they should drive as close to the gym entrance as possible so that cars behind are not kept waiting unnecessarily. Children should exit cars from the passenger side as quickly as possible and should enter the school at the gym foyer entrance.

NO CHILD SHOULD BE DROPPED OFF AT THE DRIVEWAYS OR AT A PLACE WHERE THEY WILL HAVE TO WALK IN FRONT OF MOVING CARS TO GET TO THE SCHOOL. Please do not allow your child to return to the school after being escorted to your car. If you need to return, please park and accompany them.

* In the afternoon, cars enter by the driveway nearest to the high school and form two lines. When all classes have exited the building, teachers will escort students (K-8) to their cars. Drivers should be in their cars with motor running when the traffic begins to move. We ask that children stay in class until the formal dismissal time of 2:55.

****NO CHILD WILL BE PERMITTED TO GO TO A CAR WHILE THE TRAFFIC IS MOVING.**

WALKERS: Children who have written permission on file in the office to walk home or to some other destination must leave promptly when the first bell rings. This will give them time to clear the parking lot before traffic begins to move.

Children who remain after the second car-loading will wait by the school until their cars arrive. Again, **NO CHILD SHOULD BE LEFT AT SCHOOL AFTER 3:15. If circumstances detain the pick-up person later than 3:15, the child will be sent to the after-school program and the regular daily fee will be charged.**

PLEASE NOTE: If an unusual pick up arrangement is to occur on any day, notice should be given in the morning to the teacher and/or to office personnel, preferably in writing. This notification is also required for children who have parental permission to walk to the library. Please understand that this requirement is for the safety of the children.

ATHLETIC ACADEMIC POLICY

All student athletes must receive a passing grade in all subject areas. This is a requirement for the first mid-trimester reporting. Any student athlete who is failing a subject mid-way through the trimester (at reporting time) will not be eligible to play sports. Time spent with studies and improving grades takes precedence over sports.

IMMACULATA CATHOLIC SCHOOL ATHLETIC GUIDELINES

Purpose

In addition to the spiritual and intellectual dimensions, Immaculata Catholic School chooses to support a sports program as part of their ministry to their students. Sports promote good health, strong self-esteem, loyalty, fair play, generosity, friendship, cooperation and other positive values.

Athletic Committee

The Athletic Committee is to advise and provide support to the middle school sports program as needed. The Committee will be responsible for setting policy and forming the budget for the upcoming school year.

The Committee shall be made up of the School Principal, Athletic Director, School Secretary and Coaches. The Committee will not contain more than eight members. The general term for a Committee member will be two years, though circumstances may cause this to vary. Meetings will be held at least quarterly, with call meetings as needed. If a parent or coach wishes to attend a Committee meeting, he/she should let the Chairman know in advance, for agenda purposes.

Sports

Currently the following sports may be offered to Immaculata Middle School Students:

- Girls Volleyball - Fall
- Girls Track - Spring
- Boys Soccer - Fall
- Cross Country - Spring
- Girls Basketball - Winter
- Coed Golf - Spring
- Boys Basketball - Winter

The above list varies depending on student interest and parental/teacher coach availability

Participation

This program is for **fifth, sixth, seventh and eighth graders** and all are invited to participate.

Registration

A student is considered registered for a sport *only* when a yearly physical form, registration form, current health form and participation contract have been filled out entirely, including appropriate signatures, and returned to the school office.

Attendance

Students who participate in sports activities, which meet after school, must wait with their class until their coaches arrive before entering the building. Coaches are responsible for the good order of the restrooms where students change their clothes and for the proper use of the athletic equipment room. Students should not be allowed in the equipment room. Once a player has registered for a sport, attendance to all practices and games is expected. A player or parent should let the coach know when an absence is necessary. Failure to attend practice may eliminate the athlete from participating in the next game. A Coach may, in certain circumstances, allow a player to forgo specific practice times if an agreement is worked out.

Playing time

Every child should be given the opportunity to participate in some portion of competition.

Middle school athletes will have seniority for playing time over fifth graders. However, different levels of competition may negate this policy if athletic safety is a concern.

Academic policy

Academic policy for sports, please see Academic Policy

Budget

The Athletic Committee will submit a budget to the Principal for the school year. At the end of each sports season, coaches will submit budget requests for the next year. If a team has an immediate request for money not covered by the budget, the Coach may submit the request to the Committee for approval. The Committee's approval/denial will be the final decision.

Fees

Participation in any/each sport requires a \$25 fee. Families may need to purchase certain clothing and equipment needed for their appropriate sport as well. While it is necessary to charge participation fees, all efforts will be taken to have a minimal fee. If an athlete loses or damages any uniform or school purchased equipment, the athlete will be asked to pay for the replacement.

Fund raising

If a team/group wishes to do a separate fundraiser for a specific item (camp, tournament, etc.), a request outlining the specifics must be submitted to the Principal for approval. Teams may participate in bake sale fundraisers throughout the year.

ATTENDANCE

School hours are from 8:00 am until 2:55 p.m. for K- 8. We ask that children remain in class until the formal dismissal time of 2:55. PK students hours are either 7:30 am until 11:30 am for morning students and 7:30 am until 6:00 pm (or variation) for full day students.

Children may arrive at school between **7:30 am** and **8:00 am** and should be called for no later than 3:15 pm. The school is legally responsible for students during these specified times when teachers are assigned to supervise them. If a child is to be absent from school, the parent is required to phone the school by **9:00 am** on the day of the absence.

Students who arrive after the 8:00 am bell are considered tardy and must stop by the office for a late pass. In the spirit of consideration for others this fact should be borne in mind: TARDINESS INTERFERES WITH THE EDUCATIONAL PROCESS NOT ONLY OF THE ONE WHO IS LATE, BUT ALSO OF THE ENTIRE CLASS. THIS BECOMES A JUSTICE ISSUE WHEN THE TARDINESS IS HABITUAL. Please see Immaculata's "Tardy Policy" for details. Any student at risk of violating the policy, will be required to meet with parents and Principal.

The following policy has been adopted to clarify absences for students who are in school for part of the day:

Students who arrive after 9:00 am will be considered absent for the morning session (8:00 - 11:30). Students who leave before 2:00 will be considered absent for the afternoon session (11:30 - 2:55). Students who arrive at school on time but leave for the day before 9:30 will be considered absent for the day. If your child is either tardy or absent then they do not meet the definition of perfect attendance.

Please do not send your child to school when they are ill just so they can receive a perfect attendance award.

Medical and dental appointments should be scheduled after school hours. In emergency situations when an appointment necessitates a child's early dismissal, a note signed by parent or guardian must be presented to the teacher at least by the morning of the day of the appointment. The adult calling for the child at the school

office is required to sign him/her out at leaving. Parents should not go to the classroom for the child as this causes even further disruption.

Absence from school often necessitates make-up work. Time allowed for these assignments will equal to the number of days absent.

Calling for children before the school day ends for reasons other than the aforementioned medical emergencies disrupts the class and is a cause of inconvenience to the teacher, especially if prior notification has not been given.

In emergency situations, when children cannot be called for by 3:15, courtesy demands that the school be notified. Children who are left after this time without notification are a cause of concern for the administration. To alleviate this concern they will be sent to the after-school program at the cost of \$10.00 per day.

Students are reminded that *unless* they have a reason for being on school grounds before 7:30am and after 3:15pm they are to leave the premises. It should not be assumed that because there are teachers or school personnel present that they are responsible for students who linger beyond the designated school hours.

North Carolina Attendance Law

The following policies of Immaculata School are in accordance with the North Carolina Attendance Law: In the event of a student's absence from school, a note of excuse from the parent or guardian is required on the day of the child's return to school. These notes are kept on file and may be referred to in the future if necessary.

Vacations during scheduled school times are discouraged by the Immaculata School administration and staff. However, special consideration will be taken when a request has been made at least 1 week prior to vacation. Work missed during these vacations will be made up after the child's return to school.

If a student misses twenty-five days (both excused and unexcused absences are considered) of school during an academic year, an attendance committee will review the case to determine whether or not to retain the student in the current grade or allow movement to the next grade.

The attendance committee is comprised of the principal and one teacher each from the middle school, the intermediate and the primary levels.

If a child has a fever, please do not send the child to school or if this occurs once the child is at school you will be called to pick up your child.

COMMUNICATION

School information will be posted electronically. This web based tool will provide electronic data for academics, messages from the teacher, and dates for the school

calendar pertaining to events, PTO, and athletics. Parents and chairpersons of committees may submit notices to the school office. Electronic email is available to correspond with all school personnel. If you choose to contact someone by phone, office personnel will check for availability. As a courtesy, conferences should be pre-arranged. Spontaneous conferences are not encouraged.

Cell phones are permitted for the students. They must be in silent mode during the school day and kept either in the back pack or locker. If the cell phone causes a disturbance during instructional time, the phone will be confiscated by the teacher. The student may retrieve the phone at the end of the day. If this occurs more than once the phone will be sent to the office and the parent must make an appointment with the principal to retrieve the phone.

Conferences

Conferences with the teachers are scheduled by request for parents at the end of the first quarter when report cards are given. Requests for conferences at other times may be arranged with your child's teacher. Please provide information about the topic of the meeting.

Email or leaving a message in the office is an acceptable way to contact your child's teacher. Please allow them 24 hours to return your message.

- 1. Contact the teacher first.**
- 2. You may request a conference with the teacher and principal.**
- 3. Lastly, you may request a conference with the teacher, principal and pastor in and effort to resolve concerns.**

CODE OF CONDUCT

The community of Immaculata Catholic School will work to create a Christian environment conducive to teaching and learning in which the mutual rights and responsibilities of students, faculty and staff are recognized. **At Immaculata Catholic School We Are: Safe, Respectful, Responsible, Prayerful, Encouraging.**

Recognizing the value of every person and object in God's world, as well as their own gift of freedom, students are expected to:

- * Show respect for others whether they be students, school personnel, volunteers or parents.
- * Be accountable for actions taken and use common sense as a guide for conduct in school and life, especially to avoid situations which may be harmful to themselves or to other members of the community.
- * Be responsible for proper use of school facilities, equipment and instructional materials.

A list of specific expectations is posted in each classroom. Reasonable consequences of lapses regarding these expectations are observed. Corporal punishment is forbidden at Immaculata Catholic School. The following behaviors should be avoided:

- * Being rude or disrespectful.
- * Using vulgar or profane language or gestures.
- * Fighting.
- * Making noises or other disturbances in the halls which will disturb classes.
- * Pushing, shoving or throwing things such as rocks, pencils, etc.
- * Leaving School, playground or classroom without permission.
- * Being tardy or skipping classes.
- * Vandalizing, damaging or stealing school or private property.
- * Bringing weapons, nuisance items, electronic games, radios, tape players, CD players, gambling items, laser pointers or explosives to school.
- * Threatening, intimidating, causing bodily harm to any student or school employee.
- * Chewing gum on school property.
- * Running in the hallway.
- * Possessing or bringing drugs (tobacco, alcohol, etc.), drug paraphernalia to school.
- * Wearing hats in the school building.
- * Missing or late homework.
- * Lacking proper school supplies (paper, pens, books, etc).
- * Violating the dress codes
- * Falsifying information
- * Cheating or plagiarizing
- * Stealing
- * Engaging in reckless or dangerous actions
- * Harassing or bullying another person(s)
- * Inappropriate use of technology
- * Engages in any other unnamed action or speech that compromises or contradicts the teachings or mission of the Catholic Church and Immaculata Catholic School.

Verbal Warnings and/or lunch/after school detentions can be issued for infractions of most behaviors; however, in-school and out of school suspension may also be imposed at the principal's discretion.

A student may be expelled for immorality in speech or action and/or for conduct either in or out of school, which is detrimental to the reputation of the school.

Immaculata Catholic School is a smoke free school. Tobacco use on the premises is forbidden. Use of alcohol and other drugs by students is prohibited. Parents will be sent for immediately should there be evidence of use, before, during or after school.

Diocesan Policy on Abortion: “Our schools promote the Pro-Life stance of the Catholic Church regarding unborn children. Christian love and compassion shall be our parameters in relation to any student who participates in an abortion.” Diocesan regulations are in place to counsel with this.

Diocesan Policy on pregnancy/unmarried student parents: “Christian love and compassion shall be the guidance in all treatment of the unmarried student parents of an unborn child. Although neither premarital sexual relationships nor out-of-wedlock pregnancies are condoned, encouragement and opportunity for the continued education of the student parents in the Catholic schools is of paramount importance, so long as it is not in conflict with the best interests of the other students or of the student parents.”

A policy regarding persistently disruptive students is included in the appendix of this handbook.

CONSEQUENCES

It is expected that students will behave appropriately at all times. This applies to issues concerning overall behavior, uniform regulations, and homework. It is the teacher’s discretion to set the class rules for his/her class. Students need to follow these rules. Consistent inappropriate behavior may require a verbal warning, loss of recess, loss of the entire lunch recess, in-school suspension, out-of-school suspension, or expulsion. The principal will determine the seriousness of the consequence relative to the seriousness of the offense. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Detention

Students may be given a detention as a disciplinary action. Parents or guardians will be given a 24 hour notice and have the option of an agreed upon day. Usually detentions will last a minimum of one hour from 3:00-4:00pm. Lunch time detention is also an option for a teacher to utilize. The student will eat a quiet lunch and forgo recess if they are assigned a lunch time detention. The length of the detention will be determined by the infraction.

CURRICULUM

Immaculata Catholic School follows the curriculum outlined by the Diocese of Charlotte and State of North Carolina. Both curriculums are easily accessible by going on-line www.charlottediocese.org. Immaculata follows the NC State Standards as well as the Common Core for *guidance* in subject matter.

CRISIS MANAGEMENT

We are concerned about the safety and well-being of our students. Our school is a secure school with the doors locked while the children are in school. Please ring the bell at the front door by the school office and wait patiently. Our school has prepared a Safe and Secure School Plan which addresses events which may threaten our students, housed in the office.

During the school year we will conduct drills for fire and severe weather as well as lockdown drills. Included in the plan is a provision for responding to crisis situations. Our school administration and staff have been trained by the Henderson County Sheriff's office in appropriate guidelines for lockdown procedures.

Parents who wish to pick up their students for any reason during a time of crisis are asked to report to the principal or administrative assistant to check the student out. We implore parents not to transport students from the premises early unless the external conditions are significantly safer than what can be provided with the school campus itself. Local law enforcement officers will control the perimeter and internal movement within the site.

DISCIPLINE POLICY

Goal

The goal of this policy is to create a consistent understanding of what the school may define as conduct that is counterproductive to establishing a civil society as well as preserving a safe and successful learning environment, and thus subject to disciplinary action by the administration, faculty and staff of Immaculata Catholic School. It also seeks to prevent patterns of bullying before they become severe or entrenched. Student conduct will be addressed in terms of documented or alleged incidents. **Always speak to your child's teacher when a situation arises that causes concern. The teacher will then report situation to the Principal to address. The definition of bullying is: an imbalance of power (real or perceived) and repetition of behavior.**

Classroom Rules

Individual classroom teachers shall establish their own system of rules, procedures, and consequences; so long as they are founded in good educational practice, preserve the dignity of all students, and do not contradict any Diocesan or school-wide rules and policies.

Conduct refers to any action or failure to act that creates positive or negative physical, social or emotional consequences for those around them, especially as such actions pertain to Catholic living, safety, inclusion and the ability for teachers to establish an effective learning environment. This policy is primarily concerned with actions that result in negative consequences. **The administration reserves the right to address any and all of the following in an a way deemed appropriate for the situation and well being of all students. Expectations and rules are clearly communicated and outcomes, both positive and negative are explained to students.**

Harassment

Harassment is as any action, threat, communication or series of such events that cause another individual to experience significant real or potential psychological or emotional stress. Harassment may be considered a form of bullying.

Bullying

Bulling refers to repeated physical or psychological attacks committed by one or more people against a target. Bullying often has one or more of these characteristics:

- a. it is aggressive or intentional
- b. it repeats, or intensifies over time, often under similar circumstances;
- c. there is a physical or social power difference between the bully and the victim;
- d. it can be individual or collective; public or private, face-to-face or electronic (technology).

Cyber bullying

The use of technology in any means to perpetrate, harm, harass any other students or staff members. Immaculata Catholic School may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the Diocese of Charlotte, Immaculata Catholic School, faculty, students, or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal stature. The school may take action for student use of technology on or off school premises.

Immaculata Catholic School does not plan to actively monitor students' internet activities (through various web-portals such as Facebook or You Tube), but it will respond to physical evidence (such as screenshots or printed copies of e-mail correspondence) that some form of cyber bullying or inappropriate use of technology has occurred. It is the prerogative of the victim or any third party to present such

evidence, including a verifiable reference to the source of the information (web address, type of electronic device, etc.) and

the suspected identity of its sender. The recipient of such attacks may be asked to complete official harassment reports in conjunction to any actions taken by the school.

Verbal Teasing or Harassing

Referring to another individual or the characteristics of an individual in a way that is intentionally (or, if unintentionally, then at the very least, insensitive) demeaning, embarrassing, hurtful, or harmful to another person's feeling, character, or reputation. Such comments may include – but are not limited to – reference to a person's physical appearance, abilities or disabilities, medical conditions, characteristics of other family members, taste in clothing or music, likes or dislikes, sexual orientation, etc. This also includes unwelcome joking or teasing that is directed toward another individual or group.

The following words and phrases will be expressly prohibited and considered cause for action by the school because of their explicit or implicit meanings and connotations:

- * Blasphemy - Use of the Lord's name (or other morally-loaded words) in a derogatory or angry context: damn; hell
- * Obscenity - Traditionally acknowledged "4 letter" obscenities
- * Sexual or crude - Gay, fag, ass, etc.
- * Intelligence/ability - Stupid, idiot, moron, retard, sucks
- * Appearance - Fat, other weight-related terms
- * Other - Any words or phrases that administration or staff determines carries too many negative meanings, connotations, or implications; such as drug or racial remarks

Suspension exists as an option for any repeated, continual behavior. It may be invoked for a first offense when serious rule infractions occur.

Suspension is invoked as a temporary or permanent consequence for the child who repeatedly refuses to respond to school rules or to the behavior modification procedures sanctioned by the school. Continued unacceptable behavior or actions, which threaten the safety and welfare of the child or other children, will not be tolerated. When repeated efforts by the school staff to modify student behavior along with parent interventions are still resulting in disruptive or unsafe behavior, a student *may* be dismissed from the school.

The school possesses the authority to search student bags, lockers, desks and possessions if reasonable suspicion exists that a student or students may possess evidence of objects or actions regulated by guidelines from the Search and Seizure Act, as well as Diocesan guidelines.

EMERGENCY INFORMATION

Emergency cards are on file in the office for each child. These cards are to be filled out and returned at the beginning of each school year. Please remember to notify the office in the event of any changes (i.e. phone, address, etc.)

Should a family emergency or crisis occur during the school year, it is advisable to inform the principal and/or the appropriate teachers. This information will be kept confidential and will help teacher and staff to understand a student's change in disposition and/or work habits.

EMERGENCY SCHOOL CLOSING

In the event of severe or inclement weather, you will be contacted by our Notify system regarding closure or delay of school. Notify is an automated phone system utilized as our communication tool. An announcement of school closing will also be made on WLOS-TV Channel 13(3) or at www.wlos.com.

EXPULSION

Expulsion is the last resort in disciplinary action. Efforts to work with the student and their family will be met with a thorough investigation of the incident.

In the event that a student is expelled then the procedures for transfer apply. See above section "Discipline", for details with regards to the necessity of expulsion.

EXTRA-CURRICULAR ACTIVITIES

Students who are involved in extra-curricular activities (sports, etc) need to maintain passing grades in all core subjects each quarter of the academic year. Those students who participate in sports are required to have a yearly physical. Students must be enrolled at Immaculata Catholic School in order to participate. Students who are absent the day of a game or event are not permitted to participate.

Classroom Parties

Parties for special occasions can be arranged at the discretion of the teacher and approval of the principal. Students, parents and teachers providing food for such party should be mindful of Diocesan health and wellness guideline:

- a. Please include a reasonable quantity of at least one healthful alternative (relative low in fats and added sugar), as suggested below, and limit the proportion of candy, cakes, ice cream, etc. Please check with the classroom teacher for allergies and specific requirements for the classroom.

Possible examples:

Fresh fruit and vegetable	Zoo Animal crackers	Oreo minis
Doritos combo pack	Baked potato chips	Beef jerky
Lite fruit cups	Mini cookies and crackers	Rice Krispie treats
Nutri-grain bars Pretzels	Chex mix	
Peanuts* Please check for allergies	Sunflower seeds	

- b. Please offer water, milk or 100% natural fruit juice as an alternative beverage when soda or artificially sugared fruit juice is to be served in some form.
- c. Personal or individualized gifts are not acceptable

Outside of School parties or invitations

If you are in need of addresses in order to send personal invitations, please consult the school directory. If you ask the classroom teacher to “hand deliver” personal invitations they will gladly do so if an invitation is given to every child or at least to all boys or all girls. It is hurtful and difficult if the teacher has to explain to children why they were not invited.

EVENING PRODUCTIONS

On occasion, it may be necessary for a student to be present at an evening production in conjunction with a class (i.e. Christmas and Spring Musical productions).

A student’s attendance at these functions is required as these are related school activities and are part of the curriculum.

FIELD TRIPS

All volunteers in the school must submit to a background check and attend class for Protecting God’s Children. (see page 32) Trained mentors from the diocese provide the classes at intervals throughout the school year. Please check the diocesan website or the school office for times and locations of these classes.

Field trips planned by the teachers are extended classroom experiences. Only parents or guardians are asked to drive and assist the teachers in supervising the children on the outings. **We ask that you do not bring siblings as it is a liability issue and we need your assistance in watching the class children.** Should a question arise regarding field trips, the teachers are available for consultation. Teachers are the ultimate decision makers for all field trips. Drivers’ insurance policy information and other pertinent information must be on file in the office before they take children in their cars, which must be equipped with a safety belt for each rider.

Field trips **are a privilege** and students can be denied participation if they fail to meet academic or behavioral requirements. Parents have the right to refuse to allow their children to participate in a field trip.

Parents are required to sign the permission slip sent home by the school. Students who do not submit the proper form will not be allowed to participate in the field trip, in which case the students are expected to report to school for alternative placement during the time of that event. **Telephone calls will not be accepted in lieu of the proper forms.** A standard copy of the field trip form is found in the appendix of this handbook. If the form sent home for a specific trip is misplaced, please complete the enclosed form, sign it and return it to school by the specified deadline.

GRIEVANCE

Cooperation between parents and teachers is of the greatest importance in assisting the student to attain his/her full potential. All concerns pertaining to your child's religious, academic, and social development must be discussed first with the individual teacher. If a satisfactory conclusion cannot be made, you may schedule an appointment with the principal. The conference can be set up to include, but not limited to, the parents, principal, and teacher. If the issue is not satisfactorily resolved after meeting with the faculty member and principal, one has the option of a meeting with the pastor of Immaculate Conception Church.

In essence the process is as follows:

- | | |
|-----------------|--|
| Step I | Teacher or Staff Member directly involved. |
| Step II | Principal |
| Step III | Pastor |

* Note: Principal serves as a **pivotal point** if concern reaches the office. Parents are encouraged to utilize various resources in an attempt to resolve the issue.

Here are some thoughts on this matter from an article dedicated to Catholic school parents by Australian educator Barry Dwyer:

When You Have to Complain

“There are times when things can go wrong in any school. Teachers are human beings and suffer the same frustrations, inadequacies and weaknesses as other members of the species”.

A parent may be aware of what seems to be an act of significant insensitivity or even injustice, an inappropriate punishment or inadequate learning opportunities --- feel that he or she must do something about it. Here are some ideas that may be worth considering when about to approach the school with a problem of this kind.

- * Keep an open mind. You may not have all the facts. The first task is to seek clarification.

- * Don't begin your search for a solution by sending an angry letter or email to the teacher or Principal. The normal response to this is to be defensive.
- * Make an appointment, or at least think carefully about the best time to make contact. For example, it would be most inappropriate to interrupt a class or to catch the teacher while he or she is busy supervising students.
- * Approach the teacher or principal in a friendly manner. Adopt the attitude that there is a misunderstanding we need to clear up or a problem we should solve together.
- * Begin by expressing an overall appreciation of the work being done, or at least, an understanding of the difficulties.
- * Remember the challenge is for two people, with shared hopes for this particular student, to solve a problem in a way that benefits everyone.

Try to avoid going over people's head with a complaint. Once you have done this it is very hard to re-establish a trusting relationship. If, after a little time, it appears that everything has been sorted out, you might write a note of appreciation to the teacher or principal and offer continuing support. This strengthens the partnership between home and school.

GROCERY CERTIFICATES

Grocery Certificates are the **major (NO COST TO YOU) fundraiser** for our school that is supported generously by parents and parishioners. Certificates are available for different grocery and chain stores in the area. By using certificates, Immaculata Catholic School receives a percentage of the sales. Certificates are sold after weekend masses and through the school office. Please support this important program. As part of the registration process for the 2011-2012 school year, parents are required to buy a minimum of \$50 per week of these certificates.

HONOR CODE

Immaculata School endeavors to combine the highest academic standards with concern for Christian values. Our goal is to produce educated persons who act in an ethical manner. We have a commitment to academic integrity, trustworthiness, and respect and self-responsibility.

Honor Offenses

Lying: Immaculata School students are expected to be truthful and honest in their discussions and actions with others. Under the honor code, students must take full responsibility for their actions.

Cheating:

Immaculata School students are expected to neither give nor receive any unauthorized aid on any academic work. This statement covers many actions. One cannot: copy someone else's work for any academic assignment; bring or use a cheat sheet in a test or quiz; download a paper from an internet site and turn it in as one's own work; or give improper credit (citations) in a paper. The last two examples refer to a form of cheating known as plagiarism. In no way should one pass off another's work, words or ideas as one's own in any academic assignment.

Conspiracy:

There are two forms of conspiracy. First, students may get together as a group to create a false story to cover up actions that may prove incriminating. This is clearly the same as lying and is therefore an honor offense. Second, silence is a form of conspiracy. As a Catholic School, we are responsible for not only ourselves, but for the safety and well-being of the community.

If we know someone's actions are contrary to the honor system, it is our responsibility to address these issues with that person and with the appropriate adult supervisor.

CONSEQUENCES FOR ACADEMIC DISHONESTY

In addition to the use of the Honor Code, having severe punishments for academic dishonesty is another way to ensure a high degree of academic integrity in our school. Any initial report of an Honor Code violation by a student or teacher will be promptly and thoroughly investigated by a grievance committee. If it is determined a violation has taken place, the following consequences will occur:

Cheating/Plagiarism

According to Webster's New World Dictionary, to plagiarize is to "take the ideas, writings, etc. from another and pass them off as one's own" (570). When you do this, you are committing a form of academic dishonesty. In actuality, plagiarism is a type of stealing. The person whose ideas or sentences you are passing off as your own has worked hard to write down his or her ideas. If you just copy another's work, you are not really working at all, you are not learning anything, and you are not processing the information in any way. In fact you are just copying. Teachers want you to do more than that in your research papers. They want to know that you have processed the information in some way. To show them that you understand the material, you want to put the ideas that you are learning into your own words. You can do this by summarizing or paraphrasing the material. To further avoid plagiarism, you will also want to document where you found your information.

First Offense: The student will be given a zero for the assignment. The teacher will contact the parent/guardian by telephone and describe the incident of academic dishonesty. The student will retake the assignment for which credit will be awarded and

averaged with the existing zero. The student will take the work home to his/her parent/guardian with an attached notice. This notice must be signed by the parent/guardian as well as the student and returned to the teacher the next school day. Failure to return the notice will result in a referral to the principal who will contact the parent/guardian.

Second Offense: The student will receive a zero for the assignment. The parent/guardian will be contacted by school administration. The student will be suspended from school for one day. At the conclusion of the suspension, the parent/guardian will be asked to return to school with the student. The assignment will be completed with no grade awarded. Failure to complete the assignment will result in a referral to school administration.

Third Offense: The student will receive a zero for the assignment. The parent/guardian will be contacted by school administration and a meeting arranged with the parents, teacher, and administrator.

Stealing

First Offense: Restitution of stolen property or its cash equivalent. The parent/guardian will be contacted and the student will be in school suspended.

Second Offense: Restitution of stolen property or its cash equivalent. The student will be suspended from school for one day. At the conclusion of the suspension, the parent/guardian will be asked to return to school with the student.

Third Offense: The parent/guardian will be contacted by school administration and a meeting arranged with the parents, teacher, and principal.

Lying/Conspiracy

Parent will be contacted and the student(s) knowingly involved will be scheduled to meet with the school principal.

Further actions will be dealt with on an individual basis and appropriate consequences given at that time.

ILLNESS AND MEDICATION

Children who are ill should be kept home for their own well-being and for the well-being of their classmates. If a child becomes ill at school, he/she will be sent to the office accompanied by another student. A parent or guardian will be called if necessary. A cot is available for a student who may need only a short rest period. A first-aid kit is

also on hand for minor scrapes and cuts. If a student has a fever, the parents/guardians will be called and student must go home.

The school secretary will keep all medicines in a secure area. She will dispense medication as prescribed by the physician. These medicines are to include inhalers, epi pens, aspirin, etc. (see policy below)

Policy for administration of medication

The purpose of this medication policy is to ensure that students safely receive all medications administered by school personnel. This policy will be followed during school hours, on school sponsored field trips, and in the After School Program. Medications given during school hours by school personnel should be kept to a minimum. Every effort should be made so that medications can be given at home before and/or after school. Medications will be given in school to students who need medications to sustain attendance, students who have chronic health problems, or students with a special need.

If your child must receive **any type of medication** during school hours, including over-the-counter medications, the following regulations must be followed:

1. Both prescription and non-prescription (over-the-counter) medications required a completed **Medication Authorization Form**, detailing the medication, reason, dosage, and administration times. This form must be completed in full by the physician and signed by the parent/guardian.
2. All prescription medications must be brought to school in a **properly labeled pharmacy container** with identifying information (child's name, medication name, dosage, and times to be given).
3. All over-the-counter medications must be brought to school in the **original container, with the manufacturer's label intact.**
4. Inhalers for asthma treatment require the **Asthma Treatment Authorization Form** to be completed and signed by the physician and parent or guardian. It is preferred that asthma medication be administered in the office, especially for students in grades K -5. If optimal asthma control requires self-administration, an agreement for self-administration must be completed with the student, physician, and the parent/guardian.
5. Students may self-administer Insulin, Epi Pens, and inhalers for asthma. It is preferred that medications be administered in the office for students in grade K – 5. All students self-administering medications must have a completed **Self-Medication Student / Parent /Physician Agreement** on file in the health room. Only those students with this completed form are permitted to carry medications on their person or in other belongings.

6. Field trip permission forms include a section for authorizing administration of medications that must be administered to a student while off campus on a school sponsored field trip. It is the responsibility of the parent/guardian to complete the **Field Trip Form** in full, including the medication section, and return it to the school on the date indicated on the form. The school health personnel require advance notice to prepare medications for the field trips; thus, no forms will be accepted and no medications will be prepared on the day of the field trip. In addition to the Field Trip Form, medication administered by school personnel must have the **Medication Authorization Form** on file in the health room.

The above regulations are for the safety of the students; thus, there are no exceptions to this policy. If you do not wish to follow the above regulations, you may come to school and administer the medication to your child at the appropriate times. School personnel will not administer any medication to students unless the proper forms are completed and the medications are in properly labeled containers.

IMMUNIZATION

Immunization records and general health examination reports must be presented by the parents for students entering Pre-K through grade 8.

Diocese of Charlotte Catholic Schools School Health Services

All students are required by NC General Statute 130A-154 to have the following immunizations in order to attend school (all public and private schools)

1. DTP/DTaP – 5 doses
2. Tdap booster prior to entering the 6th grade if it has been 5 years or greater since the last DTP/DTap
3. Polio – 4 doses
4. Hib – 1 dose (cannot be administered after age 5)
5. Hepatitis B – 3 doses
6. Varicella – 1 dose
7. Measles – 2 doses
8. Mumps – 2 doses
9. Rubella – 1 dose

The above requirements are applied for certain age groups and whether or not immunizations began as an infant. The school office reviews these requirements on an individual basis as each student is enrolled.

Parents must provide the immunization certificate to school. The immunization certificate may be copied. The original certificate should be retained by the family (and

updated as booster doses are received) throughout the child's school career extending through college.

Immunization Certificates presented to school must include:

1. Name of child, birth date, address and names of parent/.guardian.
2. Full dates of each immunization dose (month, day, year)
3. Name and address of physician or clinic which administered the immunizations.
4. Certificates are to be signed or stamped by the physician or clinic.

PHYSICAL EXAMINATION REQUIREMENTS

-New students entering PK, K and Grades 1 - 8 must provide proof of physical examination (completed no more than 12 months prior to the anticipated date of school entry) *with application*.

-All current students entering grades 5 through 8 must provide proof of physical examination in order to participate in any sports.

INSURANCE

Diocesan policy requires that all children be covered by some type of insurance. The name of the family insurance company and the policy number is kept on file in the school.

LIBRARY

The Immaculata Catholic School library contains a wide selection of books for children of all ages. Students are taught proper respect for books as well as useful library skills. They are permitted to borrow books weekly or more frequently if they wish. Borrowed books which are lost or damaged must be replaced at the current market value of the book. Parents will be responsible for lost or damaged books. **B o o k s** are to be returned on time.

LICE POLICY

ICS is a lice/egg and nit free facility. No student may stay in the school with live lice, eggs or nits present. Qualified staff will conduct an exam of the hair upon the student's return to school. All student's must be egg and nit free at this time before they are readmitted to class.

LITURGIES

Each Friday (or the last day of the week if school is not in session on Friday) at 8:30am the Eucharistic Liturgy is celebrated by one of the Friars with all the students in grades K through 8. Students are to follow the dress code for Church outlined in the Dress Code Policy. The school student body will sit together to be able to participate in the mass. Parents, who are encouraged to attend, are asked to sit along either the sides or toward the back.

LOCKERS (Middle School)

Students in the Middle School are assigned a locker to keep their school supplies and textbooks. Students are to make use of the lock that is issued to them in order to keep their belongings safe. **Although Immaculata School is a Catholic School, there are many instances that other people use the building and the school cannot be held responsible for a student losing their textbooks or belongings.**

LUNCH & RECESS

Each child brings his/her lunch from home unless they have ordered hot lunch at school. **Fast food lunches should be a rare exception to this rule.** Forgotten lunches should be dropped off at the office. Students may retrieve these lunches during their break. Milk may be ordered and paid for by the half year or by the year. Checks for milk should be made to the school but should be separate from tuition or book fees. Parents are expected to provide a nutritious meal including juice for children who do not order milk. Soft drinks are not allowed. **No glass containers are permitted.** Student's names should be clearly marked on lunch containers. A light snack for mid-morning is encouraged. The hot lunch schedule will be sent home with your child as well announced electronically.

Lunch Schedule:

PreK 3&4 Recess: 11-12 Lunch: 12-12: 45

K-4- Lunch: 12: 20- 12: 45 Recess: 12: 45- 1 :10

5-8 Recess: 12 :20-12 :45 Lunch: 12: 45- 1:10

Teachers and teacher assistants supervise the children while they are eating their lunch in the classrooms and also while they are on the playground. There is always one member of the faculty on the playground.

NON-CUSTODIAL PARENT

Immaculata Catholic School abides by the provisions of the Buckley Amendment with the respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Immaculata School requests that all divorced parents furnish the school a copy of the custody section of the divorce decree.

PARENT TEACHER ORGANIZATION

The Parent Teacher Organization is an important arm of the school. Its function is to support and nurture the moral, spiritual, educational and financial development of Immaculata School as a ministry of Immaculate Conception Parish. The PTO has a number of ongoing fundraisers that helps to pay for student enhancement or needs in relation to the curriculum.

RECORDS

All student records are maintained in a file in the school office. This file is kept locked. Should a parent request to view their child's file, we ask that you view the file with school personnel present. The following information is kept in the file: academic record, academic testing, health records and an emergency sheet. No disciplinary information is kept in the file. (Regulations are in compliance with the Family Educational Rights to Privacy Act (Buckley Amendment)).

REPORT CARDS/PROGRESS REPORTS

Teachers will utilize technology as an academic means of communication with the parent. Grades and homework assignments will be posted on this site.

Report Cards

Report cards are distributed each quarter. **Report cards will be held in the event financial obligations are not met.**

An Honor Roll for Grades 2 through 8 will be posted each quarter Eligibility will be as follows:

Honor Roll - Grades 4-8

First Honors: A's in ALL subjects and satisfactory in both conduct & effort.

Second Honors: A's and B's in ALL subjects and satisfactory in both conduct & effort.

CONDUCT AND EFFORT DO COUNT TOWARDS WHETHER A STUDENT IS CONSIDERED FOR HONORS EVERY QUARTER

Promotion

A	90-100	B	80-89
C	70-79	D	60-69
F	Below 60		

Student's must pass all subjects.

Retention

Students who are in danger of failing any subject area will be under review for retention with the possibility of attending mandatory summer school in order to be considered for promotion. **If a student is in danger of having to repeat, teachers will be in contact with the parent's of the student by January and a meeting will be arranged. Subsequent meetings may follow at either teacher or parent request.**

Perfect attendance is determined quarterly. Students should have no absences or tardies to be considered for perfect attendance. "Incompletes" are to be made up no later than two weeks after report cards are issued. If not, the incomplete becomes an F.

Academic Probation

Students who are on academic probation, which means that they are in jeopardy of failing for the quarter, will interact in a scheduled conference where the parents or guardian and all teachers involved will discuss an academic plan for the next quarter; this may include summer school.

SACRAMENTAL PROGRAMS

As teachers of Religion, you are aware that Catholic School students receive academic preparation for sacraments in school during their religion class. The spiritual life of the child is nurtured at the school, at liturgical celebrations in the parish and within the family. However, it is the parish which is responsible for the immediate preparation of the sacraments which may include retreats, workshops, rites, parent meetings, sacramental preparation sessions and rehearsals and eventually, the sacramental celebration itself.

Therefore, it is imperative that parents register their children in the sacramental programs offered at their parish with the understanding that the final phase of preparation does not occur at school. First Reconciliation and Communion are celebrated during the second grade. Confirmation is usually in the ninth grade.

STUDENT DIRECTORY

Directory information may be released without the parent's or eligible student's consent. This includes student's name, address, telephone numbers, dates of attendance, degrees and awards received, most recent school attended, and other like information. Parents who object to the release of this information without their consent should make this known to the principal and/or school office through the form sent home at the beginning of the year.

STUDENT RESPONSIBILITIES

A major focus of the educational process is to teach students responsibility and to accept consequences for their actions. The following areas that are given particular attention with regard to personal responsibility are:

Homework

Each assignment is important and should be completed to the best of the student's ability. Parents may check to see the work is done, but should not do the work. Students in grades 2-8 are expected to maintain a daily assignment book.

Following is a guide for the average amount of time to be spent on homework:

Grade 4 - 40 minutes

Grade 5 - 50 minutes

Grade 6 - 60 minutes

Grade 7 - 70 minutes

Grade 8 - 80 minutes

(This does not include reading)

Supplies

Every day, students should have materials necessary to do the work required of them. Pencils, pens, notebooks, textbooks and paper are essential. Supply lists for each grade level are distributed at the beginning of the school year and can be found on the Immaculata website. Students are encouraged to be responsible for their own materials. Students are expected to bring their PE clothing on their assigned PE days. Grades K-3 may wear PE uniforms for the entire day.

Personal Hygiene

The importance of cleanliness and good grooming is learned at home and reinforced in school.

Uniforms

Please see uniform regulations.

TUITION AND OTHER FEES

Immaculata School, a private Catholic school of the Diocese of Charlotte, North Carolina, is subsidized by Immaculate Conception Parish. Families pay a just and reasonable tuition. The subsidy added to the tuition covers the cost of educating each child. Registration fees are also charged. Tuition is paid through the SMART Tuition program.

Registration fees are paid at the time of registration. The tuition fee is paid on the first of each month in ten or twelve equal payments beginning in July. Promptness in meeting financial obligations is essential to the effective operation of the school. **Please note Immaculata's Tuition Policy. All families are to sign and return to the office.**

TRANSFERS

Students who transfer out of Immaculata Catholic School will have all records forwarded provided all fees and tuition have been paid up-to-date and that all borrowed materials have been returned. In the event that this criteria has not been met, then only the health records will be forwarded.

UNIFORM REGULATIONS

The Immaculata uniform, which is considered a reflection of the school's value system, is accepted by students and parents when children are registered in the school. When worn properly, the uniform projects an attitude of pride and readiness for learning. It helps students to be neat and clean and eliminates the social and economic pressure of keeping up with the latest styles on a daily basis. All students in Grades K-8 are expected to wear the entire uniform. Any discrepancies in the uniform will be up to the principal's discretion. If the children are going on a field trip they must wear their regular daily uniform out into the community. If it is a PE day then they can bring their uniform to school with them on that day.

School Uniform (non-Mass days)

Girls K-4

- Immaculata plaid or navy jumper length 2” below knee to 2” above with solid white blouse with plain collar or white turtleneck
- Solid navy blue uniform pants with white polo
- Solid navy blue walking shorts or skirt with white polo
- **Shorts permitted** August – October 15 and April 15- June only
- Shorts Length should be 2” above the knee in a normal stance

Girls 5-8

- Navy blue or Khaki uniform skirt or skort length 2” below knee to 2” above with white or navy (worn with khaki) polo
- Solid navy blue or khaki uniform pants with white or navy polo (navy worn with khaki)
- Solid navy blue or khaki walking shorts, dress capris, or skort with white or navy polo (navy worn with khaki)
- **Shorts Permitted** August – October 15 and April 15- June only
- Shorts Length should be 2” above the knee in a normal stance

All Girls

- Navy blue or white crew socks or navy blue or white opaque hose may be worn.
- Socks must be worn.
- No make-up except clear or pastel lip gloss

Boys K-8

- Solid khaki uniform pants or shorts
- **Shorts permitted** August – October 15 and April 15- June only
- Shorts Length should be 2” above the knee in a normal stance
- Solid navy polo shirt

All Boys

- Solid navy blue or white socks are to be worn.
- No piercings allowed.

Formal Uniform (Mass Days)

These days include when we go to church for Mass and on special occasions. The administration will notify parents in advance when this will occur.

Girls K-4 Formal: Plaid or navy jumper, white shirt, socks.

Girls 5-8 Formal: Blue Skirt, white shirt, socks

Boys K-4 Formal: Blue pants, white shirt

Boys 5-8 Formal: Blue pants, white dress shirt and neck tie or bow tie

PE Uniform- All Students (K-8)

- PE Uniforms are gray T-shirts, navy blue gym shorts, and athletic shoes.
- *K-3 may wear PE uniform to school and stay in all day
- *4-8 must bring PE uniform to change into on assigned days

If there is a medical reason that the uniform regulations cannot be met, please bring a note from the doctor.

All Students

- Should wear white, black or navy socks
- Solid navy blue, gray or white sweater, jacket or gray ICS hoodie may be worn both inside and outside (no labels such as Nike, Under Armor, etc.)
- All clothing must be appropriately sized
- All uniform shirts must remain tucked in
- No hats worn inside (unless given teacher permission)
- If pants or shorts have belt loops, a **solid-colored navy blue, black or brown belt must be worn**
- Solid dark colored shoes (**black, dark brown, dark blue**) (Ked's, Tom's, and Sperry's are ok as long as they are a solid color)
- No high top styles or deep tread soles, boots, sandals, clogs, or platform shoes
- No more than 1" heel and closed toe/ closed heel

Hair and Appearance

All students are expected to be neat and clean in appearance. Hair styles must be neat with no extreme styling or coloring. Boys' hair must be off the collar. Girls' hair accessories must be conservative in nature and coordinate with the uniform. No bandanas.

Casual Day Dress Code

*All clothing **must** be appropriately sized

Girls

- No tank tops or spaghetti straps.
- No cleavage or bellies can be shown
- No jewelry except small post earrings (no dangling earrings), small watches, small religious necklace or one support band at a time.
- Make up is not permitted
- Neat hair style (out of eyes and no extreme hair styles or coloring).
- Shoes – no sandals, closed toe and closed heel shoes only.

Boys

- Neat hairstyle (off collar and out of the eyes, no extreme hairstyles or coloring)
- No jewelry except small watch, small religious necklace or one support band.
- No hats during school time.
- Shoes – no sandals, closed toe and closed heel shoes only.

Teachers and administrators have the right to ask students to change clothing or issue other appropriate clothing based on an item's overall effect on the learning environment for reasons including (but not limited to) excessive or flashy make-up and jewelry, writing on one's skin, articles that may pose a hazard (such as dangling earrings or neckwear – boys and girls), and general modesty of appearance. Teachers and administrators may exercise appropriate discretion in applying all dress code standards.

VIRTUS Training for Volunteering

Excerpt from the Diocese of Charlotte website concerning "Protecting God's Children"

Our commitment to faithful service in Christ is evident in our efforts to protect our children from sexual abuse. Through the "Protecting God's Children" program, the diocese educates those who work most closely with children to recognize and prevent sexual abuse.

The diocese also recognizes its responsibility to safeguard the young and the vulnerable through adequate screening of employees and volunteers. To date, over 12,000 background checks have been processed for the diocese.

These activities represent a significant commitment by the diocese of provide a safe environment for our children and young people.

Our response as a diocese will always be one of sincere compassion in addressing the personal, psychological and spiritual needs of the people God entrusted to our care. When abusive conduct is reported, in addition to immediate action and investigation into the allegation, an immediate response to the alleged victim and his/her family is undertaken.

If you have not completed the "Protecting God's Children" program, please go the Diocese of Charlotte website, www.charlottediocese.org, then go to "Protecting God's Children" then go to training and follow the directions. This training must be completed before driving on field trips or volunteering with the children.

A background check must also be done before volunteering with the children.

VISITORS

Anyone visiting the school for any reason is asked to report to the school office. This regulation is for the safety of the children and also for the purpose of minimizing distractions to students and teachers.

For safe and orderly running of the school environment, visitors during school hours (this includes school parents, graduates and siblings) should first check in at the school office. The office staff should be aware of a visitor's intended whereabouts for the duration of the person's visit.

School personnel will accompany persons wishing to tour the school. Specific hours will be designated.

Courtesy demands that parents or other visitors never stand outside a classroom or at the windows to observe the children or activities of a class.

We ask that parents assist us in establishing a business-like educational atmosphere for the students by not congregating in the hallways.

A parental lunchtime visit should be approved by the teacher who will notify the office.

Please sign, date and return the “Acknowledgement Form” that you have read and discussed the Parent/ Student Handbook with your child for the 2017-18 school year.