



# **Student & Parent Handbook 2020-21**

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1 July 2020

Dear Immaculate Students, Parents and Guardians,

We are happy to welcome you to Immaculate High School. Beginning a new year of educational opportunity and Christian involvement, we begin a cooperative alliance. Our school philosophy is built on the premise that the parents and guardians are the primary educators. You have entrusted us to share in this important responsibility. Only by parents and teachers working together with mutual respect can we hope to achieve what is best for each student at Immaculate High School. Please take advantage of every opportunity to work with the school so that together we may foster a loving, spiritual, and an academically challenging school environment.

This handbook has been compiled to acquaint you with the policies and procedures of Immaculate High School and the Diocese of Bridgeport. Please read this handbook carefully and rely on its contents for future reference during the school year. If you need clarification regarding a particular section of this handbook, please submit your inquiry to one of us and we will respond immediately. The school administration and the Diocese of Bridgeport, Superintendent of Schools Office reserves the right to make any amendments or revisions to this document during the school year. An electronic or hardcopy verification of your review of this handbook to your homeroom teacher is required.

It is with fervent prayer and dedication that we embrace every student with the mission of Immaculate High School.

Sincerely,

Mary R. Maloney, President

Wendy Neil, Interim Principal

Joseph DeMaida, Dean of Student Affairs

*This Handbook is subject to policy revisions per the discretion of the school administration and the Diocese of Bridgeport Office of the Superintendent of Schools.*

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## **Introduction**

### **School Mission Statement**

*In the Roman Catholic tradition, Immaculate High School fosters the development of the whole student by nurturing individual spiritual, moral, intellectual, physical and social growth through an academically rigorous college preparatory curriculum that encourages respect, responsibility, reverence, creativity and leadership.*

### **Goals and Objectives of School Mission**

To promote the value of living the Christian way of life according to our Catholic faith, we strive for an increased growth in knowledge, commitment and awareness of each student's spiritual life through:

- Mass for students, staff and parents
- Special liturgical celebrations and prayer services
- Inclusion and participation in local Parish events and ministries
- Participation in the sacraments of Reconciliation and Eucharist
- Accelerated Religious Education programs
- School Chaplain services for meditation, prayer services, and spiritual guidance
- Gospel values and our school commitment to instill respect, responsibility and reverence

To establish a collaborative, energetic learning environment in which all students engage respectfully with one another with the intent of expanding their world view and global responsibility through:

- Course disciplines that identify cultural diversity and belief systems
- Daily intercultural understanding, compassion, empathy and respect in our school community and beyond
- Expanded world language and extra-curricular programs
- Educational dialogue and insight about global mindsets<sup>51</sup>
- A deeper understanding of current world issues and problem-solving exercises

To provide a firm foundation for academic growth in order to prepare our students to meet the challenges of an ever changing world, we expect the students to have mastered to the best of their abilities, the rigorous academic curriculum set forth by the Diocese of Bridgeport and the CT state standards appropriated for each grade level. In order to achieve this we offer:

- Programs in all course disciplines that follow the Diocesan, national and state guidelines to fulfill prescribed scope and sequence
- Curriculum and instruction that promotes higher order critical thinking and problem solving
- Tutorial, resource and psychological services through the a qualified counseling staff and social worker
- Academic enrichment opportunities for all students
- Projects and assignments that develop study skills and an intrinsic curiosity as they reinforce classroom experiences.

## **Purpose of the Immaculate High School Handbook**

The purpose of this handbook is to acquaint all families with the policies and procedures specific to our school. We follow the guidelines established by the Diocese of Bridgeport Office for Education.

The rules, code of ethics and disciplinary actions for Immaculate High School are listed in this handbook. Please note that circumstances may arise when an action (incident) is not covered specifically within this text. The administration, faculty and staff have the right, as well as the obligation, to address the incident and impose a disciplinary action they deem necessary for the protection of all students as well as to maintain an environment conducive to learning in the classroom and school. This right also applies to special school events held on or off the school premises.

The contents of this handbook are written to ensure the safety of students, faculty and staff and to promote and preserve the mission of our school. These rules and procedures are intended to encourage responsible behavior and to provide all students with a satisfying school experience as well as to discourage misconduct. They are designed around the Immaculate High School philosophy and our mission as a school dedicated to providing an excellent Catholic education. In helping our students to prepare themselves for their future, they need to learn to take responsibility for their own behavior. Certain rules and procedures are established to guide students through constructive growth. The administration, faculty and staff of Immaculate High School have sound judgment and will act fairly in carrying out these policies. They believe that discipline should be supportive rather than punitive. Discipline is necessary to assure an orderly environment in which each person may learn to their full capability in harmony with others. The rules, code of ethics and disciplinary code have been divided into groupings based on their severity and the degree of detriment they pose to the student's ability to learn.

## RESPECT † RESPONSIBILITY † REVERENCE

*“Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.”*

Matthew 25:40

The Immaculate community is challenged, encouraged, and empowered to live their faith every day. Witnessing to our mutual trust, personal respect, honesty, and individual integrity we have chosen to live by the following standards.

Immaculate High School has a moral, ethical, and social responsibility to respect, love and promote the sanctity of life. It is within this service of love to one another that human life is always defended and promoted especially when an individual is weak, threatened, or marginalized.

Our relationship with fellow students, faculty, and parents is based on mutual trust, personal respect, honesty, and individual integrity. In this relationship every effort will be made to foster a positive academic and school environment. We do not exploit fellow community members for personal advantage. Respect and care for each other, our campus, our town, and world are a vital part of who we are. We pledge to conduct ourselves, both in and out of school, in service to one another.

We are responsible for creating a community based on individual integrity, self-respect and a mature concern for one another. We are challenged to balance individual freedom with a sensitivity and respect for the rights of others. We recognize our responsibility for resolving differences among ourselves. A willingness to discuss, negotiate and compromise on the part of all of us as a community is essential. We will not waver on the standard of Truth. To seek Truth is to seek God.

## CAMPUS MINISTRY

We are all members of a faith community. Students, faculty, and parents of Immaculate High School are called to live and practice their faith in Jesus Christ. Campus Ministry develops and nourishes the unique gifts of each member of our school community to bear witness to the presence of God among us. Participation in Campus Ministry fosters an ever-deepening personal relationship with Jesus Christ and prepares its members to embrace a leadership role in the Church.

Each and every day the programs and activities of Immaculate High School are integrated with our call to live our faith. Whether we are in a classroom, on an athletic field, or celebrating the Liturgy in our chapel, we are all called to pray, serve and love one another as God loves us.

The faith community of Immaculate High School is given the opportunity to meet God face-to-face through formal and informal prayer. Prayer is the foundation of a vital and personal relationship with God. It is the means by which we strengthen ourselves and one another to live and walk the journey of our faith in Christ. Formal religious life activities (i.e. Masses, Sacraments, Eucharistic Adoration, Retreats, School-wide prayer, etc.) and informal personal prayer and reflections are woven throughout the school day and are an integral part of all school activities.

Students, faculty and parents are called to serve through a commitment to practice Spiritual and Corporal Works of Mercy. Spiritual and Corporal Works of Mercy are works of charity done out of compassion or concern for those in distress and suffering. The Corporal Works are feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, visiting the sick and imprisoned, ransoming the captive and burying the dead. The Spiritual Works are instructing the ignorant, correcting sinners, advising the doubtful, showing patience to sinners and those in error, forgiving others, comforting the afflicted, and praying for the living and dead. By practicing these works we are witnessing and living our faith.

By learning and living the faith Campus Ministry prepares us to live a life of faith wherever we are and in whatever we do. As members of this faith community we will offer the world new signs of hope, work for justice and solidarity and fulfill the Gospel of Jesus Christ.

### **OPUS FIDELIUM .... *Work of the Faithful***

What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him? If a brother or sister has nothing to wear and has no food for the day, and one of you says to them, "Go in peace, keep warm, and eat well," but you do not give them the necessities of the body, what good is it? So also faith of itself, if it does not have works, is dead.

*James 2:14-17*

Students at Immaculate High School are required to put their faith into action through *Opus Fidelium* and dedicate a minimum of (100) hours of service with a minimum of twenty-five (25) hours of service each school year. This Work of the Faithful is rooted in the Spiritual Works of Mercy and Corporal Works of Mercy.

Spiritual and Corporal Works of Mercy are works of charity performed through compassion or concern for those in distress and suffering. The Corporal Works are feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, visiting the sick and imprisoned, ransoming the captive and burying the dead. The Spiritual Works are instructing the ignorant, correcting sinners, advising the doubtful, showing patience to sinners and those in error, forgiving others, comforting the afflicted and praying for the living and dead.

It is the responsibility of each student to complete and document as instructed the twenty-five (25) hour minimum requirement of *Opus Fidelium* by April 5, 2019. All 2018-2019 IHS Community Service hours must be completed and submitted for each individual activity as soon as the individual service activity has been completed. Using the X2VOL software program, complete documentation will include submission of the date(s) of service, number of hours of service, place of service, a description of service activity, and the e-signature of the supervisor under which the student has served. Upon verification the student's permanent record shall list the service as completed.

The following is a partial list of area organizations that students are encouraged to research as they select how and where they would like to complete their *Opus Fidelium* requirement:

- American Cancer Society
- American Red Cross
- Animal Rescue Programs
- Area Homeless Shelters
- Area Hospitals
- Area Nursing Homes
- Catholic Charities
- CT Special Olympics
- Dorothy Day Hospitality House



- Food Drives
- St. John Paul II Center
- Habitat for Humanity
- Healing Hearts and Hospice of Western CT
- Knights of Columbus
- Literacy Programs
- Local Parishes
- Local Danbury Elementary Schools Projects
- Midnight Run
- United Way of Fairfield County
- Approved service to IHS and area schools

## **ORGANIZATION AND PARENT GROUPS**

### **School Advisory Board**

Under the direction of the Superintendent of Schools and the Office of the Bishop, Immaculate High School will have a School Advisory Board that will provide leadership to foster an environment that provides underlying Catholic values, long-term strategic planning and financial stability. This role of the School Advisory Boards complements the school's mission which is to nurture and foster the spiritual, moral, intellectual, physical and social growth of the student through its religious and academic curriculum and extracurricular programs.

The school President will work interactively with his/her School Advisory Board to fulfill the School Advisory Board's responsibilities in the school's strategic planning, finance, facilities, marketing, and development activities.

High school presidents and principals recommend new School Advisory Board members to the Bishop by sending a letter and the candidate's resume to the Office of the Bishop as well as to the Superintendent of Schools. Only those candidates who have received written approval from the Bishop or his designee may serve as members of the School Advisory Board. All School Advisory Boards are expected to comply with the Diocesan Manual for School Advisory Board Members.

### **Immaculate Parent Association**

Immaculate High School has a parent organization, Immaculate Parent Association (IPA), which operates by established by-laws.

All disbursements from income raised by the IPA are to be determined by the President and Principal in collaboration with the parent organization. The IPA is required to follow the fiscal policies and procedures of the School Business Office and provide necessary operating documentation for annual audit purposes.

It is recommended that, whenever funds are raised for a specific purpose, it also be made known that if the specific purpose is met, or the specific purpose cannot be carried out, that the funds shall be used for the general advancement of the school.

The IPA and its Mustang All Sports Club (MASC) are a key program event and athletic fundraising groups. Minimal membership dues are collected on an annual basis to assist with operating and funding of these two school fundraising organizations.

### **Accreditation**

Immaculate High School maintains an accreditation by the New England Association of Schools and Colleges (NEASC). A ten-year, five-year and two-year accreditation review cycle is conducted by the NEASC.

### **Standards for School Parents and Guardians**

It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

## **SAFE ENVIRONMENT AND SCHOOL CULTURE**

### **Safe Environment Training**

Safe Environment training for grades 9-12 is *Personal Safety Training for High School Youth* and is conducted by a limited number of trained facilitators certified through the Office of Safe Environment. Parents may preview the content of the training in advance of all presentations.

### **Criminal Background Checks**

All adult personnel which includes employees, volunteers, tenants, vendors, and independent contractors, are required to successfully clear a criminal background check by filling out an online background check authorization form through their registration at [www.virtusonline.org](http://www.virtusonline.org) or by submitting this form to the school office for processing if a person does not have internet access. The background check authorization form must then be entered onto the school's background check account directly through the VIRTUS database by either the applicant, the principal or his/her designee at least three weeks prior to the commencement of their employment/service. Background check results go directly to the Office of the Human Resources for Schools at the Diocese of Bridgeport.

### **Awareness Programs**

In collaboration with professional support organizations, Immaculate High School provides quarterly awareness assemblies to educate students on moral, social and preventive health that include such topics such as smoking, drinking and driving, self-harm, and social media.

### **Smoking and Vaping**

All schools in the Diocese of Bridgeport are smoke-free. Smoking and vaping is not permitted in the school building or on/around school grounds (sidewalks, parking lots, play areas, etc.). Smoking can include, but is not limited to, the use of any of the following: cigarettes, cigars, electronic cigarettes, marijuana, pipes, snuff, and smokeless tobacco.

### **School Safety and Crisis Management**

A School Safety and Crisis Management Plan is reviewed annually by staff and sanctioned by local fire and police officials. All personnel are made familiar with the school emergency procedures. Training of staff in CPR and First Aid is offered on an annual basis to personnel.

### **Evacuation Drills**

The school complies with all City of Danbury building fire codes, conducts monthly fire drill and lock down safety practices as well as continuously reviews daily safety measures throughout the campus.

During an evacuation drill, students must proceed in an orderly manner and in silence. Evacuation instructions are posted in each classroom. Students should familiarize themselves with the evacuation procedures from the classroom in which their courses meet.

### **Controlled Substances and Intoxicants in School**

In accordance with the Diocese of Bridgeport 2.301 policy which is written in accordance to state law, it is unlawful for any individual to manufacture, distribute, dispense, possess, or use controlled substances or intoxicants in a school unless under medical supervision. Students are subject to disciplinary action, up to and including expulsion. An abundance of caution must be used during any event serving alcohol where students may be present. If alcohol will be served, high school student volunteers must be supervised at all times by their parent(s)/guardian(s) or two *cleared adults*. A *cleared adult* is someone who is in full compliance with the Safe Environment requirements of the DOB and the USCCB.

### **Use of Trained Drug Sniffing Dogs**

Immaculate administration wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances. The administration may invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained drug-sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal and/or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in this Handbook.
3. All school property such as lockers, locker rooms, classrooms, parting areas and storage areas may be searched, but dogs shall not be used in rooms occupied by persons except for the demonstration purposes with the handler present and when used for demonstration purposes, the dog may not sniff the person or any individual.
4. Individual(s) shall not be subjected to a search by the dogs.
5. Once notification has been given to parents and students, through the inclusion of the policies in this handbook, the school will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place of responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto school property shall be asked to unlock it for inspection.
7. Law enforcement agencies shall be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

### **BUILDING SECURITY ACCESS, PARKING AND EARLY RELEASE**

#### ***Student Access***

Access to the building begins at 7:00am. Students arriving prior to the homeroom bell congregate in the school cafeteria and move to class at the opening bell. Students are not permitted in the stairwells or

corridors prior to the homeroom bell. The building access is limited and secured at 2:30 p.m. Students are not to congregate in stairwells, enter the cafeteria, or loiter in the building or parking lot after 2:30 p.m.

Because access to student lockers is prohibited after 2:30 p.m., students who are staying after school for sports or extracurricular activities should be in their assigned location and under the supervision of their adult coach or moderator. Students should bring their books, homework, and materials with them after school and secure them in the locker room or extracurricular location.

Students waiting for transportation must wait in the front lobby after 2:30 p.m. At regular dismissal parents, should pick-up students in the rear parking lot and in front of the school after school hours.

### **Learning Commons**

Students have access to the Learning Commons during the school day and after school from 2:00pm until 4:30pm. The room is monitored by an assigned staff member. Students must abide by the aforementioned rules of no loitering or remaining in the building unsupervised. Pick-up at 4:30pm is at the school front entrance.

### **Student Access to Parking/Traffic Patterns**

- All students who drive to school must have an Immaculate High School parking pass. Parking passes must be purchased from the Main Office. This pass must be displayed in every vehicle by hanging it on the rearview mirror. The price of the parking permit is \$40.00 per year.
- Junior and senior students must always park in their assigned space. Illegal parking will result in a fine and/or removal of privilege.
- Students may not go to their cars for any reason during the school day.
- During the school day, junior entrance and exit to the rear parking lot is from Ryder's Lane. Seniors must enter and exit using Lincoln Avenue. All students driven to school should be dropped off and picked up in the designated area in the front of the building. Speed limit of 10 miles per hour must be observed on school grounds.
- No student should loiter in the parking lot after 2:15 p.m. on a school day.
- Students who engage in discourteous, inappropriate or dangerous behavior in the parking lot will have parking privileges revoked.
- Violations of parking regulations may result in disciplinary action, a fine and/or loss of parking privilege.

### **Releasing Students During School Hours**

A student will not be released from the school during the school day without the written request and consent of the parent/guardian. Students will be released only to a custodial parent/guardian; a non-custodial parent/guardian only after the school makes a determination that such non-custodial parent/guardian is authorized; or to a person designated and authorized by the custodial parent/guardian. The individual to whom the student is being released should be required to come into the school, show identification, and sign the student out.

### **School Visitor Access and Parking**

All school entrances are to be locked at all times. Only specified school personnel may admit visitors. All visitors must report and register at the school office. Visitors must wear an identifying badge for the duration of the visit. No visitor is exempt from this policy.

Interior doors to classrooms must be closed and locked during the school day. Teachers or students may admit the Principal, other faculty or invited visitors who have registered in the front office into the classroom. All window blinds are to remain down with slats open.

### **Use of Motor Vehicles for Transportation**

School employees may not use personal vehicles to transport students for school-sponsored activities. This policy and procedure does not prohibit personnel from transporting a student where such student is a family member or relative.

When transporting minors by motor vehicle, all schools shall follow The Diocese of Bridgeport Automotive Fleet Safety Program Policies. When transporting minors, written permission must be obtained from parent(s)/guardian(s). All drivers must be at least 21 years old.

Buses are the preferred mode of transportation. If a carpool is organized, the principal must verify that all of the following are in place:

- All drivers must be *cleared adults*. A Cleared Adult is someone who is in full compliance with the Safe Environment Requirements of the Diocese of Bridgeport. There must be at least two (2) *cleared adults* in each car at all times;
- Drivers must show proof of a valid license and insurance card to the trip coordinator;
- Trips must begin and end at a school or parish location; and
- At the end of an activity, two adults must remain with the minor(s) until after the last minor is picked up by their parent(s)/guardian(s).

For short-distance day trips, one *cleared adult* may be in a vehicle as long as there are two or more minors at all times in that same vehicle and there is a caravan of other vehicles leaving and arriving together. Ratios for *cleared adults*/minors must be respected.

### **During School Hours Building Visitor Access Procedures:**

- Visitors are asked to park in the rear or front parking and enter through the main school front entrance at all times.
- Please ring the entrance bell. You will be asked to identify yourself and show your ID.
- Upon acknowledgement by the school's Administrative Assistant, you will be prompted to enter the foyer of the entrance.
- All guests will be asked to enter information into the Visitor Tracking system and wear an identification badge prior to entering through the second entrance door.
- Upon leaving the building, visitors must leave through the front entrance and return identification badge to the Administrative Assistant.

### **Non-School Hours Building Access Procedures:**

- Security guards as well as strict regulations with regard to entrance procedures are event specific.

### **SCHOOL ADMISSIONS POLICIES**

Immaculate High School admits qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, ancestry, national and ethnic origin, in the administration of educational policies, admission policies and scholarship and loan programs. Preference in admission shall be granted to practicing members of the Catholic faith as well as siblings of currently enrolled students.

Although every effort is made to accommodate students with special learning and/or physical needs, Immaculate High School may not be able to provide an appropriate education to some students due to our limited resources.

By applying for admission to a Diocese of Bridgeport Catholic school, parent(s)/guardian(s) acknowledge and agree that they will support the school's mission and commitment to the Catholic faith.

Parent(s)/guardian(s) shall enter into a tuition agreement and agree to be bound by the policies and procedures outlined annually by the school's Business Office.

All students are required to register annually. Parents with children enrolled in the current year shall be given priority to register for the next school year. The new student application/testing process as well as the re-enrollment process is updated annually.

In the case where a student withdraws from the school, parents shall:

Notify the school of the withdrawal via a note with a copy sent to the principal; and  
make certain that all financial obligations are met before records are released.

### **Transfers and Withdrawals**

Students transferring will only be accepted for enrollment when all official school records are received by the school admissions and business offices. Financial Aid awards must be repaid if a student withdraws during the school year. If a student is transferring from another school, all financial obligations at the former school must be met before the student is accepted to Immaculate High School. Transfer students and their parents must have reasons for enrolling that are consistent with the school's Catholic philosophy.

### **Tuition Obligation**

The legal parents/guardians of any deposited student are liable for the entire 2020-21 tuition and fees beginning July 1, 2020. Tuition and fees obligations for the full academic year are unconditional and no portion of such tuition and fees paid or outstanding will be refunded or cancelled notwithstanding the subsequent absence, withdrawal, or dismissal from the school before the end of the year for academic, disciplinary, financial or medical reasons.

### **Cancellation and Refunds**

Enrollment for the 2020-21 school year may be cancelled in writing without penalty (not including the \$750 deposit) if completed before June 30, 2020. If enrollment is cancelled after June 30, 2020, parents or guardians financially responsible for a student are obligated to pay the full annual tuition.

### **ACADEMIC POLICIES**

The process for selecting courses includes students reviewing the annual course guide, meeting with his/her assigned counselor in February and March. All program changes and resolution of schedule conflicts must be made. Schedule changes are permitted when following a formal procedure and guidelines involving the student, parents and staff.

Immaculate High School course offerings are designed to provide an opportunity to for students to pursue their interests as well as meet the requirements established by the Diocese of Bridgeport and the State of Connecticut. The process for selecting courses includes students reviewing the

course guide, and meeting with a counselor when current course requirements need to be examined. Registration for courses should represent a firm commitment to enrollment in courses for the following year. However, a student may request a program change under the following conditions on the dates specified by the Counseling Office:

- 1) Successful completion of an approved summer school course, for credit recovery.
- 2) Discovery of a clerical error.
- 3) A course has been cancelled due to insufficient enrollment.
- 4) Request to drop a level due to incompleteness of summer work, other.

Such schedule changes may be permitted by following a formal procedure involving the student, parents and staff.

The academic year is divided into four quarters, with a midterm exam and final examination concluding each semester. Report cards are distributed via email four times per year. Progress reports are issued at the midpoint of each quarter. Teachers utilize Plus Portals software to record grades that are available to the student and parent/guardian on a daily basis.

Final grades are calculated as follows: the four marking period grades count as four-fifths, and the average of the two examinations count as one-fifth. Certain courses are designated as Honors or Advanced Placement (AP) courses because their requirements exceed the regular college preparatory curriculum. Students must take the required AP or ECE exam as well as the course exam. The GPA weight for this level is +0.7.

### **Inclement Weather Instructional Policy**

When school is cancelled because of snow or inclement weather, our teachers will post assignments by 9:00am that day using the Google Classroom application. Students must complete and submit assignments by 7:00 pm that night. "Live Snow Day" assignments will have direct bearing upon a student's grade and make-up work is not allowed. The thirty minute "Live Snow Day" assignments will be similar to the work that would have been left for students if the teacher were absent that day. Through Google Classroom we can monitor both the postings of the teachers and student responses. Assignments will be posted for the classes that would have met that day. In the case of consecutive days, we will assume that the rotation of periods has occurred. When we return to school, we will follow the schedule for that day.

In sum:

- Teachers will post assignments no later than 9:00am, and students must complete and submit the assignments through Google Classroom by 7:00pm.
- The assignments will have an effect upon student grades.
- Students will NOT be permitted to make-up the assignments.
- Assignments will be posted for the classes which would have met that day. In the case of consecutive days, we will assume that the rotation of periods has occurred.
- When we return to school, we will follow the rotation of that day.

### **Advanced Placement Program**

The AP curriculum that Immaculate offers is administered by the College Board and consists of standardized high school courses that are equivalent to undergraduate college courses. They are designed to prepare high school students for the rigors of college-level work and represent the school's most

challenging level of study. Immaculate offers AP courses in the traditional classroom setting which include: AP Computer Programming, AP English Language and Composition, AP English Literature, AP Calculus, AP US History, AP Government and Politics, AP Psychology, AP Macroeconomics, AP Biology, AP Chemistry, AP Physics Part 1, AP Physics Part 2, AP French Language, AP Spanish Language, AP Studio Art: Drawing. Immaculate also collaborates with Virtual High School allowing the school to potentially offer another twenty-three virtual on-line AP courses. All AP classes have prerequisites that must be met for students to participate in the class. See our annual Course Guide for additional pre-requisite information.

**The following is important information for students and parents to consider before taking an Advanced Placement Class:**

**Why take an AP Class?**

**To be challenged** - AP classes are rigorous and demanding and offer a great deal of intellectual challenge. They give you the opportunity to dig deeper into subjects that interest you.

**To share your ideas and better express yourself** - the dialog and debate in AP classes contributes to the knowledge that everyone shares

**To arrive at college better prepared** - AP classes develop more rigorous study habits, develop your time management skills, sharpen your writing and advanced research skills, teach you how to think critically and use your problem-solving abilities, as well as work collaboratively in groups. You will learn how to navigate the academic expectations you will encounter in your college courses.

**To help you find your future** - AP classes can help you transform a subject you are enthusiastic about into a fulfilling future. Each AP course connects directly to a wide variety of college majors and careers. Use the Collegeboard tool at [apstudent.collegeboard.org/exploreap/ap-and-your-future](http://apstudent.collegeboard.org/exploreap/ap-and-your-future) and see what AP courses prepare you for certain career paths.

**To demonstrate college preparedness in the college admission process** - if you do well in an AP class, it is a signal to admission counselors that you are ready for the pressures of college study and that you were up for the challenge of taking the most rigorous classes your school has to offer.

**To earn college credit** - many colleges grant credit or accelerated placement based on your performance on AP exams which are scored 1-5. Many colleges accept scores that are 3 or above, while more selective schools look for 4s or 5s. Each institution has their own AP credit policy and those policies can be found by searching the Collegeboard's AP Credit Policy database. With these additional credits, it can be easier to fulfill some of your general education course requirements, pursue a double major or a minor or take elective courses.

**Early College Experience Courses**

In addition to AP courses, Immaculate High School offers early College Credit Experience college courses in history, math, business and fine arts through UCONN, Quinnepiac, Fairfield University and Western Connecticut State University. Similar to the College Board AP approved courses, students must maintain the rigor of the course and select to take the specific UCONN or Western Connecticut State University exams to be eligible to receive approved college credit.



### **Senior Internship Program**

The purpose of this program is to allow our students to explore an area of career interest outside the constructs of their formal educational program. By fostering independence and decision-making skills, the program will provide an opportunity to make a smoother transition from high school to college, the workplace, or military service. The program coordinator is the Dean of Student Affairs.

The dates of the program are October 1 through May 1 of each year. Students are expected to work minimum of 180 hours/30 hours per month during this period. The internships are unpaid; students will be compensated with 1 credit. Students must successfully complete the internship once enrolled. Failure to do so will mean that the student will not receive credit for the program. Students may participate in school sports/activities.

To be eligible for the internship program, a senior student must have:

- Satisfactory attendance and disciplinary records
- Cumulative unweighted GPA of 3.5 (Students who do not meet the 3.5 GPA must request a special recommendation and questionnaire form which will reviewed by the selection committee.)
- Endorsements from parents, school counselor, faculty mentor and internship site sponsor.
- Meet all graduation requirements including fees
- All application materials submitted

The following steps must be taken in order to be considered as a student selected for the Internship Program Selection Committee.

August 15, 2020	All paperwork is due
October 1, 2020	Internships begin
May 1, 2020	Internship Program Completed with Sponsor
May 4, 2020	Internship Presentations Due : 1 Credit

Students who do not necessarily meet the unweighted GPA criteria but have met all other criteria, may include a written letter for committee consideration with all of the application materials on the above noted deadline date.

Acceptance letters into the program will be mailed to students by September 5, 2020 Follow-up meetings for students who are accepted into the program will be conducted prior to the first day of the program.

## REQUIREMENTS FOR IMMACULATE HIGH SCHOOL DIPLOMA

To meet minimum credits for graduation, students are required to earn 25 credits. The below requirements for graduation reflect the minimum core course requirements. Please consult with your school counselor for the recommended distribution of courses and credits most suited to your educational and career plans.

Religion	4 years	4.0
English	4 years	4.0
Mathematics	4 years	4.0
Science	3 years	3.0
Social Studies	3 years	3.0
World Languages	2 years	2.0
Fine Arts	1 year	1.0
Physical Education	2 years	1.0
Senior Seminar (Health/Personal Finance)	1 year	1.0
Community Service (25 hours per year minimum)	4 years	1.0
Elective Credit Career & Technical Education: Business Technology World Languages	1 year	1.0
	<b>Total Credits for Graduation</b>	<b>25</b>
<b>Freshmen Year</b>		
Subject	8.25 Credits	
Religion	1.0	
English	1.0	
Mathematics	1.0	
Science (Biology)	1.0	
Social Studies (World History)	1.0	
World Languages	1.0	
Technology	1.0	
Elective	1.0	
Community Service 25 hours	0.25	
<b>Sophomore Year</b>		
Subject	8.25 Credits	
Religion	1.0	
English	1.0	
Mathematics	1.0	
Science	1.0	
Social Studies (Gov/Reg Economics)	1.0	
World Languages	1.0	
Physical Education	1.0	
Elective	1.0	
Community Service 25 hours	0.25	

Junior Year	
Subject	7.25 Credits
Religion	1.0
English	1.0
Mathematics	1.0
Science	1.0
Social Studies (US History)	1.0
World Languages (recommended)	1.0
Elective	1.0
Community Service 25 hours	0.25
Senior Year	
Subject	6.25Credits
Religion	1.0
English	1.0
Senior Seminar (Health/Finance)	1.0
Electives:	
Mathematics (recommended)	3.0
Science (recommend)	
World Languages (optional) Open Courses	
Community Service 25 hrs	0.25

## ACADEMIC PROGRAM REGULATIONS

### ACADEMIC GRADE STANDARDS

A+	=	95-100	=	4.5	D	=	65-69	=	1.0
A	=	90-94	=	4.0	F	=	65-	=	0.0
B+	=	85-89	=	3.5					
B	=	80-84	=	3.0					
C+	=	75-79	=	2.5					
C	=	70-74	=	2.0					

### HONORS STANDARD

Distinguished Honors	4.3 minimum with no grade below "C" and no incomplete work
High Honors	3.9 minimum with no incomplete work
Honors	3.5 minimum with no incomplete work

## Report Cards

Report Cards will be distributed on a quarterly basis.

## Progress Reports

Student Progress Reports are posted a minimum of once per quarter prior to the end of a marking period. Students who are failing a subject will be counseled and assisted by school counselors and teachers to determine strategies to improve academic performance.

## Students with Special Academic/Medical Needs

Students with special academic or medical needs are assisted in meeting the demands of the Immaculate High School curriculum by the formulation of an Immaculate High School Accommodations Plan which outlines the strategies for academic success. In order to qualify for an Accommodations Plan, parents need to provide a formal psycho-educational or educational evaluation or report from a learning specialist, therapist, clinician or medical doctor which is reviewed by the Accommodations Team composed of an administrator, faculty member, counselor, parent and student. The school nurse is also a part of the team for all medically related plans. If warranted, a formal Accommodations Plan is written and copies are provided to parents, as well as all of the student's teachers. Teachers are authorized to make only those accommodations that are recommended in the Plan. The Plan is reviewed annually by the Accommodations Team and revisions are made as needed. For those students who come to Immaculate with a current, active IEP, their IEP will be maintained by Danbury Public Schools with annual reviews and triennial testing provided. However, no direct services are provided. These students will be provided an Immaculate High School Accommodations Plan.

1. All students are required to meet the course selection and community service criteria established for graduation.
2. If a student fails three or more courses in any year, he/she must repeat the *entire* year. No credit is given for any course passed when repeating the year. If a student wishes to remain at Immaculate High School, final approval for readmission must be given by the administration after consultation with the student, parent and counselor.
3. A student who fails *one* course need not make it up in summer school unless it is a required or prerequisite course, or unless the student has a failure not previously made up.
4. A student who fails *two* courses must make up one of these in summer school, unless both are required or prerequisite courses, or unless there is a failure that has not been previously made up. In these instances, *both* must be made up in summer school.
5. A student who fails a full year course and does not pass at least *two quarters*, or a student who fails a semester course and does not pass at least *one quarter*, may be required to repeat the course the following year at Immaculate High School.
6. Based on past performance, some students may be placed on academic probation for the next year. The general criteria for academic probation are a grade point average below 1.4 or failure of two courses in a semester or failure of a single course for a year. Academic probation jeopardizes extracurricular and athletic participation.
7. Students given any grade of "I", an incomplete, must meet all course requirements within two weeks of the quarter's closing or the "I" will be subject to the grade change of "F".
8. Transcripts and records are not released and midterm and final exams cannot be taken if tuition is delinquent.
9. Seniors will be exempt from final examinations in May if their cumulative average for the year is reflected in a teacher grade book as 89.5 or above. AP final exam exemption applies to those students who achieve a 94% AP or ECE final course grade.

**Withdrawal**

When a student withdraws before the end of a marking term, the grade will be reported as of the date of the withdrawal. This grade and such notation will be indicated on the report card and the official school transcript.

**COUNSELING PROGRAM****Freshmen Year**

During the freshman year, counselors help students make a successful transition to high school both academically and socially. Students meet together with their counselor in small advisory groups to discuss transition issues and study skills. They also meet individually to review their academic progress. To begin the college planning process, students also meet with their counselor to discuss the concept of a cumulative GPA, the importance of regular study, homework & preparation for cumulative exams, as well as academic goals & future plans. Students also complete the PSAT 8/9 on site to practice for college admission testing. An early introduction to the use of NAVIANCE academic and college planning program is provided.

**Sophomore Year**

Counselors continue to monitor academic progress, meet in small advisory groups and assist students in further defining their long-term goals. Counselors discuss the need for academic challenge and strong curriculum choices. Students meet as needed with their counselor for support and assistance in developing effective skills for coping with social and emotional issues impacting school life. Special programs are presented on different aspects of teen development. Students are also encouraged to participate in our Peer Leadership and Peer Mentoring Programs. The college planning process continues as students meet with their counselor to discuss transcript development, rigorous course selection, the need for extra-curricular/sports activities & community service. Students also complete the PSAT/NMSQT/Pre-ACT on site to continue practice for college admission testing. They review PSAT test results and receive a SAT Study Plan, as well as complete a personality inventory & explore majors, colleges & careers. Continued introduction to the use of NAVIANCE academic and college planning program is provided.

**Junior Year**

Emphasis is placed on continued academic achievement and the building of a strong and challenging academic profile. Students continue to meet in small advisory groups and further explore their personalities, skills and interests in terms of college majors and career options. NAVIANCE, a web-based career and college search program is introduced. Counselors continue to provide individual support to students on personal, social and emotional issues. Special programming/activities focus on promoting positive peer relationships, making positive life-style choices and performing acts of kindness for the greater community. More emphasis is placed on the college planning process. Students have the opportunity to complete the PSAT/NMSQT on site for a second time. Students and parents attend Junior College Planning Night, as well as an Individual Student/Parent College Conference. Students attend our College Alumni Panel and complete both the SAT & ACT on site. For an additional fee, an evening SAT Prep Class is available on site, as well as a Summer College Essay Writing Seminar.

**Senior Year**

Students are guided in developing a senior academic schedule that best supports their college/career goals and maximizes their academic potential. Families are also guided through the challenging college application process with a great deal of personal time and attention. Counselors coach students regarding applications, resumes, interview technique and support students through the emotional challenges of the process. Individual student interviews are conducted to enhance counselor recommendations. Students are also encouraged to maximize their extra-curricular/leadership opportunities. Students and parents attend Senior Application Night, Financial Aid Night and an Individual Student/Parent College Conference.

Students have the opportunity to meet in small groups with 50/60 college admission representatives and are able to complete an on-site SAT in the Fall.

Throughout the year the counseling staff assists families with the processing of all college applications. Scholarship Bulletins are continually updated as scholarship opportunities come into the Counseling Office. These bulletins are posted in senior homerooms and also appear on Plus Portals.

### **Monthly Advisory Sessions**

Effective in September 2017, school counselors offer a high school advisory program to freshman, sophomore and juniors. The program will assist students with life skills, decision-making strategies, peer relationships, leadership, academic planning, strengthening self-esteem, organizational skills and more. Students will meet in small group sessions with their counselors during one study hall per month. Counselors will be posting their dates on Naviance as well as reminding students through a Remind Me app. All students are required to participate.

### **Licensed Professional Counselor**

Immaculate High School has a Licensed Professional Counselor (LPC) in the building. Our LPC works with students with mental health issues such as depression, anxiety, overwhelming stress, adjustment disorder, grief, etc.

Parents/Guardians of students may request that their child meet with the LPC, however, students do NOT need parent/guardian permission to meet with the LPC. Students can request to see the LPC on their own, and the LPC may or may not inform parents of these sessions.

Parents/Guardians will be informed if their student is at risk of hurting herself/himself, hurting someone else, or being hurt by someone else. Appropriate authorities will also be informed of students with those risks. An LPC is a mandated reporter (someone who is legally required to ensure a report is made when abuse is observed or suspected) and must work to ensure the safety of students.

Our LPC is not meant to be the sole provider for a student with severe mental health issues, but a support who can assist the student during the school day. The LPC will encourage the student and/or parents/guardians to seek outside help as needed.

### **Diocesan Policy Student Records**

Student records are confidential. Therefore, their contents are available only to parents or guardians or those staff members who have a legitimate educational interest. These records are maintained in locked, fire-proof files in a secure location in the Principal's office or in the main office.

Unless prohibited by law and documented by court records, non-custodial parents have access to student records.

These records shall be available to others only on written authorization of the parent or guardian, or where appropriate demands are made for such records by courts or other agencies through the issuance of a subpoena.

The Official School Transcript, as designed, developed and distributed by the Superintendent and his/her designee(s), shall be the official record for each pupil.

## ACADEMIC INTEGRITY

Students are expected to build and maintain an academic partnership with their teachers based upon honesty, integrity and optimum effort. Immaculate High School views grades as a reflection of the student's original work and as an indication of the student's mastery in a particular academic area. Students are expected to practice honesty and uphold integrity by submitting only their own original work on all class assignments.

Cheating, plagiarism and other forms of personal dishonesty are serious violations of Immaculate High School's academic and disciplinary codes and will result in serious academic and disciplinary consequences. Additionally, the offense will be reported to the student's parents/guardians, guidance counselor, and the administration. Immaculate High School students are neither to obtain nor give assistance in any form to other students taking quizzes or examinations.

Examples of behaviors that violate the integrity Immaculate High School expects of its students include, but are not limited to:

- Cheating, e.g., copying or looking at another student's test or quiz answers or crib notes.
- Copying another student's homework.
- Allowing another student to look at or copy one's answers.
- Taking papers from other students, publications or the Internet.
- Use of handheld electronic device
- Collusion, i.e., working with another person or persons when independent work is prescribed.
- Inappropriate use of notes.
- Falsification or fabrication of an assigned project, data, results, or sources.
- Giving, receiving, offering, or soliciting information in examinations.
- Utilization of previously prepared materials while taking examinations, tests, or quizzes.
- The multiple submission of the same paper or report for assignments in more than one course without prior written permission of each instructor.
- Plagiarism - the appropriation of information, ideas, or the language of other persons or writers and submission of them as one's own to satisfy the requirements of a course. Plagiarism includes copying not only another student's work, but also reference materials from any media source.

Academic sanctions may include failure to no credit for the assignment, redoing the assignment, or a lower overall grade. Additional disciplinary sanctions may include detention, suspension or expulsion.

## ATTENDANCE POLICY

Student attendance in Catholic schools of the Diocese of Bridgeport shall be in accordance with the General Statutes of the State of Connecticut. Students who have four unexcused absences in one month, or ten unexcused absences in a school year, are considered to be truant. The Dean of Student Affairs will manage all student truancy matters.

A daily accurate attendance record for all students will be kept by the school Registrar. Students must be present for all classes. If a student is to be absent, a parent or guardian must phone the school Registrar, Terri Allen, (203) 744-1510 **before 7:45 a.m.** regarding the absence. Parents who travel should inform the school of who should be contacted in case of absence or emergency. Students may not participate in any school-sponsored event if they are not in school on the day of the event for a minimum of four hours unless approved by the Dean of Student Affairs.

Family vacations should not take place when school is in session. Should such a vacation occur during school time, such vacation will be deemed as an unexcused absence. It is expected that all missed assignments will be made up in a period of time determined by the teacher and approved by the Principal.

### **Absence from School and Tardiness**

A student who arrives after 7:45 a.m. is considered tardy, must report directly to the Main Office to scan their student ID card and receive an admission pass. This slip admits the student to class. **If a student arrives late after 8:15am, there is an automatic after school detention assigned.**

Tardiness will be subject to the following disciplinary actions: Students who are tardy more than two (2) times per week, excused or unexcused, are subject to disciplinary action. Students, who are chronically tardy, excused or unexcused, will be subject to Level One detention. Students who are excessively tardy may be subject to Level Two disciplinary action. Chronic absences and /or tardiness may jeopardize a student's standing at Immaculate High School and a student's parking privilege. Students must have a medical note/parent note when arriving after 8:15am. A student arriving after 8:15 without a note will result in Level One detention that will be deemed skipping first period class. A student who has been absent during the day or who has not completed an academic day of at least four hours may not participate in any school activity during that afternoon or evening without the authorization from the Dean of Student Affairs. Participation in weekend activities, including a team sport, are subject to attendance on Friday.

### **Class Absence and Tardiness**

Tardiness and absence carry serious academic and disciplinary consequences. All students are expected to arrive in class prior to the bell. Students late for class without a pass are considered tardy. Three tardies to class will count as an absence.

Attendance at class is a school requirement for awarding credit. Students with unexcused absences in excess of ten (10) days per year will be denied academic credit for that course.

Students tardy to class are also subject to classroom detention. Subsequent violations will be referred to the Dean of Student Affairs and subject to further disciplinary action.

All students must make up any work missed during an absence. Immediately on returning to school, it is the students' responsibility to determine what work was missed, and to make up this work on their own, within a reasonable period of time. In the event of a prolonged illness, parents should contact the school nurse, who will arrange for the Counseling Department to obtain assignments from teachers.

In other instances, it is the responsibility of the student to get assignments from fellow classmates or from the teachers upon return to school. In cases where long-term absence due to medical emergency or other unavoidable circumstances jeopardizes academic credits, the student may appeal to the review board for credit to be granted.

Any school days missed count as absences. The administration does not give permission for students to leave school for vacations. Parents who wish to assume the responsibility of taking the student out of school subject the student to the academic consequences of such action. The student must be totally responsible for completing any work missed. Therefore, under these circumstances, no teacher is required to provide extra help.



<b>Attendance Offense</b>	<b>Classroom</b>	<b>School</b>
More than 2x Week Tardy;	Classroom Detention; Friday Detention	Detention; Saturday Detention
Three (3) Tardies	Recorded Absence	//////////
Excessive Absence/Tardy	Level II Discipline	Level II Discipline
Students with More than 10 unexcused absences in one year	Loss of course credit	Level III Discipline
Friday Absence	//////////	No Participation in Weekend Activities/Sports

**Excessive Student Tardies**

In addition to possible academic and extra-curricular decisions, students who have an excessive recorded tardies at any given time of the school year, will serve the following:

- 10 days                    2-day after school detention
- 15 days                    3-day after school detention
- 20 days                    5-day after school detention, 5 days loss of parking privilege
- 25 days                    10-days after school detention, 5 days loss of parking privilege, Saturday detention
- 30 days                    10-days after school detention, 10 days loss of parking privilege, Saturday detention
- 30+ days                   15-days after school detention, loss of parking privilege for the remaining year, Saturday detention

**Absence from Mid-term and Final Examinations**

Students are required to adhere to mid-year and final exam schedules as published except in cases of illness or excused absence. The administration will reschedule exams. Failure to make up exams when scheduled will result in a failing grade. All grades must be posted by June 30<sup>th</sup>. Parents and students should not schedule vacations, conferences, or appointments that would interfere with the close of the school year.

**Leaving the School Building**

Immaculate High School is a closed campus; therefore, students are not allowed to leave the building or go to their vehicles during the school day for any reason. A parent picking up a child during the school day must report to the Main Office to sign out his/her child. Students who are dismissed early must have signed written permission from a parent or guardian before they can be dismissed.

**Provisions for Home Instruction**

A student who is unable to attend school for health reasons may be eligible for home instruction provided through the local public school district’s board of education. A student who begins home instruction is, for attendance and legal purposes, temporarily transferred from the Catholic school to the public school system and is marked as such in the attendance record with notation and reason. Upon completion of home instruction, the student is returned to the Catholic school and marked as re-entering in the attendance record. The Superintendent must approve any provision for non-health home instruction.

Ordinarily, home school instruction is limited to students with health issues. In rare cases, the Principal shall request approval from the Superintendent of provisions for home instruction. Requests should be made in writing, detailing the rationale for home instruction.

When a parent chooses to withdraw a student in order to "home-school" the parent must enroll their child in their local public school district. The parent must present a release of records so the school can transfer the records to the public school district.

### **Appeal Process**

Parents may appeal the decision by the school principal regarding the dismissal of their son or daughter. This appeal is made to the DOB Superintendent. After hearing the appeal, the Superintendent shall inform the Principal of his/her decision and, if necessary, assist in the development of an alternative plan of action. The Superintendent shall make the final decision.

### **UNIFORM DRESS CODE PHILOSOPHY and GUIDELINES**

It is the philosophy of Immaculate High School that students are to maintain a neat, conservative appearance at all times. The purpose of the uniform is to encourage school pride as well as to encourage self-discipline. Teachers and staff are charged with determining whether a student is in violation of the dress codes. Parents will be informed and are expected to assist their child with adhering to the school uniform policy. In serious uniform violation situations, students will be required to obtain a change of clothing from home and/or a parent meeting will be required. Any request to modify the uniform code due to illness or injury should be made to the School Nurse and must be accompanied by a doctor's note.

The administration reserves the right to determine the appropriateness of appearance. Students not in compliance with the uniform dress code and personal appearance guidelines will be referred to the Dean of Student Affairs. Students that refuse to comply with the uniform dress code or appearance guidelines may be assigned an in-school suspension for that day or sent home to correct the uniform or appearance violation.

### **UNIFORM DRESS CODE REQUIREMENTS**

Please read and understand the uniform requirements on the accompanying pages before purchasing school clothing. The approved vendor for all Immaculate High School uniform apparel is Dennis Uniform Company. You may view the uniform apparel options by visiting [www.dennisuniform.com](http://www.dennisuniform.com) . The IHS school code is WB00IH. The approved school uniform is as follows:

#### *Girls:*

White or blue broadcloth button down

Undershirts (solid navy, grey or white) may be worn under any uniform

shirt. Team or other long-sleeved shirts may not be worn under blouses.

Skort (navy, khaki, grey) or IHS uniform pants (navy, khaki or grey "classic" Docker-style with IHS stitch)

Black or brown leather dress belt must be worn with pants

Socks need to be visible.

Shoes must be black, brown or navy leather. Shoe style should be appropriate for school and must be clean and neat in appearance. Sneakers

are not permitted. Black, blue or brown Sperry/other brand boat-style shoes are acceptable; sneaker style is NOT acceptable. Hoodies or non-school sweatshirts are NOT permitted.

*Boys:*

Oxford uniform shirt completely buttoned to the neck with tie at collar

Undershirts (solid navy, grey or white) may be worn under any uniform shirt

IHS uniform pants (khaki, navy or grey “classic” 4-pocket Docker-style)

Black or brown leather dress belt must be worn with pants

Dress socks (solid color). “No-shows” or “ankle-highs” are not permitted.

Shoes must be black, brown or navy leather. Shoe style should be appropriate for school and must be clean and neat in appearance. Sneakers are not permitted. Black, blue or brown Sperry/other brand boat-style shoes are acceptable; sneaker style is NOT acceptable.

Hoodies or non-school sweatshirts are NOT permitted.

October 13 through April 12 the formal dress uniform as noted above is expected to be worn. Informal uniform attire polos (short or long-sleeve polos, boys golf shorts). Socks should be ankle or knee high in length. Belts are to be conservative, preferably leather. “No show socks” are not permitted. The informal uniform is worn April 14 to the end of the school year. Formal attire on special school occasions must be worn. Boots may be worn on days with heavy snow.

Optional apparel, with approved IHS crest / logo, is also available for girls and boys. These items include: polos, navy blazer, sweater vest, crew necks, V-neck sweater, cardigan sweater, and a ¼ zip sweatshirt.

**DRESS CODE: PERSONAL APPEARANCE/OTHER**

All students should arrive for school dressed in neat, clean and modest appearance that is appropriate for the Immaculate High School community. Food is not permitted in the classrooms. Students who arrive to school in the cafeteria prior to reporting to a classroom must dispose of food.

The following are guidelines for personal appearance when at school:

- With exception of small stud earrings for girls, body/facial piercings and tattoos of any kind are not permitted.
- Sweatbands, chains and inappropriate accessories are prohibited.
- Hats of any kind are not permitted to be worn inside the building during school hours.
- Extreme hair styles and hair colors are not permitted.
- Girl’s hair may be any length, but may not cover the eyes. Hair accessories that complement the uniform may be worn.
- Girls who choose to wear makeup should do so modestly.
- Boy’s hair length must not extend below the collar in the back and may not cover the eyes.
- Man buns or head carvings are not permitted.
- Boys are not permitted to wear hair accessories or earrings/covered earrings.
- Boys must be clean shaven every day and sideburns may not exceed the bottom of the ear lobe.

**DRESS CODE: CASUAL DAYS**

Casual Days are scheduled days when a relaxed dress code is permitted. Guidelines are published before each event. Facial hair and inappropriate dress such as, but not limited to garments with tobacco or alcohol logos or other objectionable messages, hats, tank tops, miniskirts, short shorts or exposed shoulders or midriffs are never permitted. The administration is the final arbiter of what is considered appropriate.

## **HEALTH AND WELLNESS**

All students attending schools in the Diocese of Bridgeport are expected to comply with the existing policies of the local Board of Health as they pertain to required physical examinations and immunizations.

**Student Health Forms** Immaculate High School requires compliance by all families with Connecticut State health form policies. Parents are informed regularly of the need to update medical records. Non-compliance may result in the inability of the student to attend the school. A health assessment record is required every year for students participating on sports teams.

### **School Nurse**

The school nurse is responsible for the health records of the students and to provide medical treatment as approved by the local public school district. The school nurse is on duty daily. Students are not admitted to the nurse without a pass from a faculty member, except in case of emergency. Prescribed medications are given when there is a signed order by a physician and the written permission of a parent or guardian. Non-prescription medication is given only with written permission of the parent or guardian. Students are not permitted to self-administer medications. If a student has an accident or injury, it is to be reported to the nurse immediately.

The school nurse is responsible for writing 504 Health Plans and communicating ongoing accommodations needed for a student with a plan to the school administrators as well as the student's teachers. In addition, the school nurse is responsible training school personnel about Bloodborne Pathogen, Epi-pen, First Aid, CPR and other emergency health training as dictated by Danbury Public Schools and the State of Connecticut.

### **Emergency Information for Students**

Immaculate High School must keep emergency information for each student enrolled in the school. This must include pertinent information in case of accident or illness. Emergency information records must be retained until the student is no longer enrolled at the school. At such time, emergency information records must be destroyed.

Parents/guardians to update their emergency information Parents/Guardians must send emergency information changes throughout the school year as they occur.

### **Illness in School**

Any student who becomes ill during the course of the school day is to report to the School Nurse and not remain in the lavatories. The student must obtain a pass to the nurse from the teacher of the class in which the illness occurred. Should the illness occur between classes, or if the nurse is unavailable, the student must report to the Main Office. Except for emergencies, no student will be admitted to the Nurse's Office without a pass. The School Nurse determines whether the student should be issued a dismissal pass and will notify the student's parents.

## **INTERSCHOLASTIC ATHLETICS**

Immaculate High School offers a wide variety of interscholastic sports for the development of character and good sportsmanship. Student-athletes must adhere to the rules and regulations established for each sport.

It is a privilege, not a right, to represent Immaculate High School as a member of our athletic teams. Team rules and expectations of team behavior are a part of the athlete's development. The head coach determines playing time, roster participation, and captain and manager assignments at all times.

In order to participate on an interscholastic team, all student-athletes are required to submit a physical examination prior to practicing with a team, to be in good academic standing, and in compliance with the rules of the Connecticut Interscholastic Athletic Conference (CIAC) and the standards of conduct of Immaculate High School.

Students may not try out, practice or be present as a team member unless they are academically eligible. The Immaculate High School Athletic Handbook clearly outlines the rules of eligibility. Student-athletes should consult with the Director of Athletics or coaches for all rules regarding CIAC athletic eligibility.

## **ATHLETIC PROGRAMS**

**BOYS' TEAMS :** **Varsity:** Baseball, basketball, cross country, football, swimming, golf, ice hockey, indoor track & field, lacrosse, soccer, swimming, tennis, track & field, and wrestling. **Junior Varsity\*:** Baseball, basketball, football, lacrosse, and soccer. **Freshman\*:** Basketball and football.

**GIRLS' TEAMS:** **Varsity:** Basketball, cheerleading, cross country, field hockey, golf, indoor track & field, lacrosse, soccer, softball, swimming, tennis, track & field and volleyball. **Junior Varsity\*:** Basketball, cheerleading, field hockey, lacrosse, softball and volleyball. **Freshman\*:** Basketball and field hockey.

**\* Sub-varsity teams are fielded depending on the level of participation numbers.**

## **SPECTATOR CONDUCT**

Respect for opponents and responsible behavior should characterize Immaculate High School fans at all athletic contests.

### **Immaculate High School spectators should:**

1. Respect opposing players and coaches.
2. Accept decisions made by officials.
3. Be gracious in victory as well as in defeat.
4. Support our cheerleaders in a positive manner.

### **Immaculate High School spectators should not:**

1. Belittle or berate officials or opponents
2. Interfere with the performance of the players or cheerleaders.
3. Use profane, abusive language or derogatory gestures.
4. Throw objects on the field or playing court.

Spectators violating this code of behavior will be warned and may be removed from the contest or banned from future sporting events. Students attending events as visiting fans are subject to the rules and directions of representatives of the host school as well as to the standards of Immaculate High School.

## **TECHNOLOGY ACCEPTABLE USE POLICIES**

### **Electronic Devices**

In order to maintain an appropriate learning atmosphere free from disruption, use of electronic devices for non-instructional purposes is not permitted during regular school hours (7:30 a.m.-2:00 p.m.). The cafeteria is a WiFi area and students may use their school-approved electronic devices while in the cafeteria, during lunch or study hall. Cell phones and any non-issued electronic devices including Apple Watches are prohibited during the school day. Students observed with a cell phone or other non-issued school electronic device during the school day will be referred to the Dean of Student Affairs.

First offense for misuse of an electronic device is detention for three (3) days; second offense, 5 days detention; third offense, students are required to secure their electronic device in the Dean of Student Affairs during school hours for 5 days. A student may request use of the Main Office telephone in case of an emergency.

Immaculate High School provides students a state-of-the-art computer network for educational use. Every effort has been made to ensure the availability of this system to all the students of Immaculate High School.

Security programs have been installed and protocols instituted to maintain the integrity of the system. All students are required to sign the Acceptable Use Policy and adhere to it.

1. The computer system is to be used for educational purposes.
2. The student will follow all instructions and procedures that have been established by the instructor and the school.
3. The student shall **NOT**:
  - Deliberately attempt to alter or bypass the security procedures established by the school.
  - Deliberately attempt to alter or destroy any program loaded on the system.
  - Load or attempt to load any programs from sources outside of school. Load or attempt to load any known viruses.
  - Deliberately attempt to alter or destroy the work of any other user of the system.
  - Use computers to insult or denigrate another member of the Immaculate High School community whether on the school network or on any webpage, e-mail, accessed outside of the network.
  - Text message, e-mail via the school network, or use wireless access reserved for teachers' use.
  - Utilize another individual's password to gain access to any account or give one's own password to another.
4. The student shall use the Internet and any programs designed to work with the Internet in the manner as prescribed by the instructor or the procedures given as part of the course material.
5. The Internet shall be used for educational research only. All other use of the Internet is inappropriate.
6. Computers are to be used to review only material that is appropriate for use in a Catholic high school. Viewing or downloading inappropriate materials is a violation of this policy. Dean of Student Affairs will determine what material is appropriate.
7. Failure to adhere to the Computer Use Policy will result in suspension and/or removal of privileges and appropriate disciplinary action.

### **School-issued Devices**

All approved school-issued devices in use by IHS students under this program are subject to the responsibilities and restrictions in this policy as well as the IHS Computer Usage Policy found in the Student Handbook (collectively referred to herein as "IHS AUP"). This applies whether the student purchased the device on their own or through IHS. All devices are subject to routine monitoring by teachers, administrators, and the technology staff. IHS technology staff will periodically monitor iPad wireless activity. In addition, IHS reserves the right to confiscate and search all student devices to ensure compliance with IHS AUP. Students must comply with any individual classroom rules regarding use of electronic devices set forth by each teacher and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request.

Students in violation of IHS AUP will be subject to disciplinary action under the IHS Code of Conduct. In addition, their device may be: confiscated for a period of time during the day or overnight, and/or have all personal content removed. IHS may remotely lock down and wipe a device. IHS is not responsible for financial loss suffered due to personal material being deleted, including applications (apps), music or other media purchased by the student. Repeated violations will result in restrictions being placed on the device by IHS and student only being able to access their academic content.

Regardless of any disciplinary action, completion of all class work remains the responsibility of the student.

Parents should discuss their expectations for responsible, acceptable behavior with their students. All students must sign the IHS Electronic Device Student Pledge before being allowed to use their device at IHS. Please visit the Appendix section of this document to review expected student responsibilities.

### **Cell Phones**

Cell phones are not to be used in the school building/campus during the school day 7:45am through 2:00pm. Given the nature of and access to instant communication, the use of cell phones must be restricted. If any cell phones are found or confiscated during the school day, teachers have been instructed to present them to the Dean of Student Affairs Office. Students must leave their cell phone in their locker and it must be powered off. Violations of the cell phone policy will result in a Saturday Detention. Moreover, as a safety precaution, students are not permitted to transit the hallways while “plugged in” to head phones during the school day. Parents/guardians who need to communicate with their student during the day should leave a message with the front office or school nurse. Messages will be distributed immediately upon receipt. Parents/guardians will be contacted immediately by the school nurse, front office or administrator regarding any student emergency that occurs during the school day.

## **SOCIAL MEDIA POLICY**

### **Expanding Our World and Protecting Our Values**

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Immaculate High School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in IHS-sponsored sites.

### **IHS Social Media Comments and Participation Policy**

Comments to IHS-sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others’ opinions.

For the privacy of users and their families, please assume that all postings to IHS-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to IHS-sponsored sites as outlined above, users give IHS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. IHS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

IHS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

*In posting material on IHS-sponsored sites, you agree not to:*

- Post material that IHS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of IHS or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by IHS, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the IHS-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

*IHS reserves the right to enforce any or all of the following:*

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Immaculate High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on IHS-sponsored sites.

By posting a comment or material of any kind on an IHS-sponsored site, the user hereby agrees to the Policy set forth above.



## **Creating and Maintaining Immaculate High School Social Networking Sites**

All "official" Immaculate High School social networking sites must be approved by the President and/or Principal and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within IHS guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the IHS network.
- School administration must have password access to all official sites
- Unauthorized pages that have not been approved by the President and/ or Principal will be treated as personal pages, and are therefore limited to the standards provided above.

## **Student Use of Social Media**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the IHS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Immaculate High School community and, as such, are subject to the same behavioral standards set forth in the Student Handbook.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of IHS students and faculty, students may not, under any circumstances, create digital video recordings of IHS community members either on campus or at off-campus IHS events for online publication or distribution without that person's permission.
- Students may not use social media sites to publish disparaging or harassing remarks about IHS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at IHS, may result in disciplinary action as described in the Student Handbook, or as determined by the school administration.

## **SCHOOL CODE OF CONDUCT AND DISCIPLINE POLICY**

School discipline is a learning experience that fosters student growth and maturity. Students are expected to observe all rules as a matter of embracing the mission of Immaculate High School, the standards of conduct, and the teachings of the Catholic Church.

Conduct that endangers persons (i.e. alcohol or drug abuse, bullying, harassment, physical violence, reckless disregard of the health and safety of others, sexual misconduct) or damages property (i.e. graffiti, theft, vandalism) or disrupts the educational process, or is a serious moral affront to the teachings of the

Catholic Church is subject to disciplinary action.

Students attending Immaculate High School are expected to uphold the standard of conduct at all times both in and out of school. A student whose behavior, whether in school or out, brings disfavor to the reputation of Immaculate High School is subject to disciplinary action.

Disciplinary action may include after school/Friday/Saturday detention, suspension, removal from athletics and extracurricular activities, contractual probation or expulsion, even if the behavior in question did not occur on campus. Parents will be informed of any disciplinary action taken in regards to their child and, if needed, a conference arranged with the Dean of Student Affairs to address violations.

Determination of conduct and subsequent disciplinary action rests with the Dean of Student Affairs and, when deemed necessary, with the school principal. If a student is suspended for any reason, the parents of that student will be provided access to the disciplinary review procedures that outline due process and further action. Parents are expected to work in partnership with the Dean of Student Affairs and the school Principal in an atmosphere of mutual trust and respect in order to teach the life-long lessons disciplinary action fosters.

The school reserves the right to administer disciplinary action and/or terminate any student's affiliation with the school at any time in accordance with its disciplinary review procedures.

### **Search and Seizure**

The School Principal and/or his/her designee may search student desks, lockers and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items that are located inside the school building or in a student's vehicle.

The local police, using drug-detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **Bullying and Harassment**

Any form of bullying behavior is expressly forbidden. Bullying shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate, offend, or intimidate the other student. Harassment shall mean any acts of such nature repeated over time. Students and parents are encouraged to report any form of bullying or harassment to the Dean of Student Affairs whether committed in or out of school.

## IHS Student Code of Conduct: Governing Sanctions

Behavior	Guideline of Consequences
<b>Any Behavior That Communicates a Failure to Give Honor to God, Holy Persons, and Holy Things</b>	1 <sup>st</sup> and Subsequent Offenses: Parent or guardian notification with consequences determined on a case-by-case basis Conduct Report by teacher or Dean of Student Affairs Office Detention
<b>Misbehavior at Mass or Other Liturgical Functions</b>	1 <sup>st</sup> and Subsequent Offenses: disciplinary conference with administrator with consequences determined on a case-by-case basis Office Detention exclusion from all co-curricular and extracurricular activities for a period of time determined by a teacher or Dean of SA
<b>Sacrilege, Including Blasphemous Speech, Actions, Entertainment, Etc.</b>	1 <sup>st</sup> and Subsequent Offenses: disciplinary conference with administrator, consequences determined on a case-by-case basis potential suspension potential expulsion parent or guardian notification Superintendent notification exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of Student Affairs/Principal
<b>Failure to Respect Religious Differences</b>	1 <sup>st</sup> and Subsequent Offenses: parent or guardian notification with consequences determined on a case-by-case basis exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of SA/Principal
<b>Bus Misconduct</b>	1 <sup>st</sup> Offense: disciplinary conference with Dean of Student Affairs potential bus seat assignment parent or guardian notification Conduct Warning 2 <sup>nd</sup> Offense: parent or guardian notification bus seat assignment 3 <sup>rd</sup> and Subsequent Offenses: potential suspension of bus privileges for up to 5 days potential disciplinary action
<b>Inappropriate Physical Contact (Pushing, Shoving Another Student – no “serious” physical injury occurs)</b>	1 <sup>st</sup> Offense: disciplinary conference with Dean of Student Affairs parent or guardian notification 2 <sup>nd</sup> and Subsequent Offenses: disciplinary conference with administrator parent or guardian notification loss of privileges up to 3 days (co-curricular activities, field trips, etc.) potential office detention

<p><b>Verbal Assault or Threatening Physical Harm</b></p>	<p>1<sup>st</sup> Offense: disciplinary conference with administrator, consequences determined on a case-by-case basis parent or guardian notification 2<sup>nd</sup> and Subsequent Offenses: potential suspension parent or guardian notification exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of SA/Principal</p>
<p><b>Possession and/or use of Tobacco, Smoking Paraphernalia including but not limited to Vaping, drugs</b></p>	<p>Vaping/Drugs: 1<sup>st</sup> Offense: parent or guardian notification followed by 2 day school suspension 2- Expulsion/Legal Referral Other Possession: case by case as determined by school administration</p>
<p><b>Hazing</b></p>	<p>1<sup>st</sup> and Subsequent Offenses: disciplinary conference with administrator with consequences determined on a case-by-cases basis potential up to 2 days suspension parent or guardian notification Superintendent/Office of Safe Environments notification potential expulsion exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator</p>
<p><b>Bullying</b></p>	<p>1<sup>st</sup> and Subsequent Offenses: disciplinary conference with administrator, consequences determined on a case-by-case basis potential suspension potential expulsion parent or guardian notification-Conduct Referral Superintendent notification exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of SA/Principal</p>
<p><b>Sexual Harassment/Sexual Misconduct</b></p>	<p>1<sup>st</sup> and Subsequent Offenses: administrator investigation as per diocesan policy potential suspension parent or guardian notification - Conduct Referral potential expulsion Superintendent/Office of Safe Environments notification exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of SA/Principal</p>

<b>Fighting</b>	1 <sup>st</sup> and Subsequent Offenses: disciplinary conference with administrator potential suspension parent or guardian notification - Conduct Referral exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of SA/Principal
<b>False Alarm/Bomb Threat</b>	1 <sup>st</sup> and Subsequent Offenses: potential suspension parent or guardian notification - Conduct Referral Superintendent notification exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator police/fire referral
<b>Assault Premeditated violence, planned attack</b>	1 <sup>st</sup> and Subsequent Offenses: potential suspension parent or guardian notification-Conduct Referral Superintendent/Office of Safe Environments notification exclusion from all co-curricular and extracurricular activities for a period of time determined by administrators potential expulsion police referral
<b>Controlled Substances: Use / Possession or Sale (Drugs, Alcohol, Inhalants)</b>	1 <sup>st</sup> and Subsequent Offenses: parent or guardian notification-Conduct Referral Superintendent notification administrator/parent conference with consequences determined on a case-by-case basis referral to social agency and/or DCF police referral potential expulsion
<b>Arson</b>	1 <sup>st</sup> and Subsequent Offenses: potential suspension parent or guardian notification-Conduct Referral exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator Superintendent notification potential expulsion police/fire referral

<p><b>Weapon Possession and/or Facsimile or Replica (including fireworks)</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  potential suspension  potential expulsion  parent or guardian notification-Conduct Referral  Superintendent/Office of Safe Environments notification  exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of SA/Principal</p>
<p><b>Hate Crimes</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  potential suspension  parent or guardian notification-Conduct Referral  exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator  Superintendent/Office of Safe Environments notification  potential expulsion  police referral</p>
<p><b>Criminal Mischief</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  potential suspension  exclusion from all co-curricular and extracurricular activities for a period of time determined by Dean of SA/Principal  Superintendent notification  administrator/parent conference with consequences determined on a case-by-case basis  Written Conduct Notice  reasonable restitution  police referral</p>
<p><b>Violation of Fire/Lock Down Drills</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  parent or guardian notification-Conduct Referral  determined on a case-by-case basis and may lead to suspension</p>
<p><b>Other Serious Misconduct as Determined by the School Administrator</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  determined on a case-by-case basis and may lead to suspension or expulsion  parent or guardian notification  Superintendent/Office of Safe Environments notification  police/fire/DCF referral</p>
<p><b>Student Dress Code Violation</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  parent or guardian notification and change of clothes  additional loss of privileges levied by Dean of Student Affairs  Third Violation constitutes Conduct Referral</p>

<p><b>Academic Integrity: Cheating</b></p>	<p>1<sup>st</sup> Offense disciplinary conference with teacher parent or guardian notification from teacher loss of credit</p> <p>2<sup>nd</sup> and Subsequent Offenses disciplinary conference with Dean of SA/Principal parent or guardian notification loss of credit Conduct Referral in-school suspension Expulsion</p>
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<p><b>Academic Integrity: Plagiarism</b></p>	<p>1<sup>st</sup> Offense disciplinary conference with teacher parent or guardian notification loss of credit Conduct Referral</p> <p>2<sup>nd</sup> and Subsequent Offenses teacher written disciplinary referral to Dean of Student Affairs disciplinary conference with Dean of Student Affairs/Principal parent or guardian notification loss of credit Conduct Referral potential suspension</p>
<p><b>Refusal to Adhere to Staff Member Directive: Open Defiance of a Teacher or Any School Employee</b></p>	<p>1<sup>st</sup> Offense disciplinary conference with teacher parent or guardian notification Conduct Referral</p> <p>2<sup>nd</sup> and Subsequent Offenses removal from class disciplinary conference with Dean of SA with consequences determined on a case-by-case basis parent or guardian notification - Conduct Referral potential suspension exclusion from co-curricular and extra-curricular activities for a period of time determined by Dean of SA/Principal</p>
<p><b>Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, or Behavior Directed Toward any Adult or Student</b></p>	<p>1<sup>st</sup> Offense teacher written disciplinary referral to Dean of Student Affairs parent or guardian notification - Conduct Referral disciplinary conference with administrator with consequences determined on a case-by-case basis</p> <p>2<sup>nd</sup> and Subsequent Offenses potential suspension parent or guardian notification-Conduct Referral exclusion from co-curricular and extra-curricular activities for a period of time determined by Dean of SA/Principal</p>

<p><b>Inappropriate Behavior: Minor Breaches of Student Conduct Not Covered Explicitly in Conduct Behaviors</b></p>	<p>1<sup>st</sup> Offense  staff discussion with student  parent or guardian notification-Written Conduct Warning  2<sup>nd</sup> and Subsequent Offenses  parent or guardian notification-Written Conduct Referral  disciplinary conference with administrator with consequences determined on a case-by-case basis</p>
<p><b>Racial or Other Discriminatory Slurs</b></p>	<p>1<sup>st</sup> Offense  disciplinary conference with administrator with consequences determined on a case-by-case basis  parent or guardian notification-Written Conduct Warning or Referral  2<sup>nd</sup> and Subsequent Offenses  potential suspension  parent or guardian notification-Written Conduct Referral  potential Superintendent/Office of Safe Environments notification  exclusion from all co-curricular and extra-curricular activities for a period of time determined by administrator</p>

<p><b>Possession of, Posting, or Distributing Libelous, Obscene, or Defamatory Materials or Literature</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  confiscation of materials  Parent Notification from Dean of Student Affairs  consequences to be determined on a case-by-cases basis and may lead to suspension or expulsion  potential Superintendent/Office of Safe Environments notification  potential police referral</p>
<p><b>Other Serious Misconduct as Determined by School Administrator</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  consequences to be determined on a case-by-case basis and may lead to suspension or expulsion  parent or guardian notification-Conduct Referral  potential Superintendent/Office of Safe Environments notification  potential police referral</p>
<p><b>Inappropriate Use of School Technology</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  disciplinary conference with teacher  parent of guardian notification-Conduct Referral  loss of privileges  potential suspension  teacher written disciplinary referral to school administrator  disciplinary conference with administrator; consequences determined on a case-by-case basis  exclusion from co-curricular and extra-curricular activities for a period of time determined by Dean of SA/Principal</p>



<b>Inappropriate Use of Technology in Extended School Community (Cyberbullying)</b>	1 <sup>st</sup> and Subsequent Offenses loss of privileges parent or guardian notification-Conduct Referral disciplinary consequences determined on a case-by-case basis potential Superintendent/Office of Safe Environments notification potential police referral
<b>Misconduct Out of School/Conduct Leading to a Felony Arrest or Class A Misdemeanor/Adjudication as a Delinquent or Youthful Offender</b>	1 <sup>st</sup> and Subsequent Offenses refer to consequences for relevant behavior(s) listed in other sections in this document potential Superintendent/Office of Safe Environments notification potential suspension/expulsion
<b>Falsifying Signatures, Excuses or Other School Documents, or Any Deliberate Statement Whether Written or States</b>	1 <sup>st</sup> and Subsequent Offenses parent or guardian notification from Dean of Student Affairs teacher written disciplinary referral to Dean of Student Affairs loss of privileges
<b>Graffiti</b>	1 <sup>st</sup> and Subsequent Offenses parent or guardian notification from Dean of Student Affairs restitution and/or clean up required teacher written disciplinary referral to school administrator disciplinary conference with administrator parent or guardian notification potential police referral

<b>Vandalism</b>	1 <sup>st</sup> Offense teacher written disciplinary referral to school administrator parent or guardian notification from Dean of SA Superintendent notification restitution required 2 <sup>nd</sup> and Subsequent Offenses parent or guardian notification suspension Superintendent notification restitution required disciplinary conference with school administrator exclusion form all co-curricular and extra-curricular activities for a period of time determined by Dean of SA/Principal potential police referral
<b>Tampering with School Records</b>	1 <sup>st</sup> and Subsequent Offenses disciplinary conference with school administrator with consequences determined on a case-by-case basis parent or guardian notification-Conduct Referral Superintendent notification potential suspension/expulsion

<p><b>Theft or Possession of Stolen Goods</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  disciplinatory conference with administrator  parent or guardian notification-Conduct Referral  restitution required  exclusion from all co-curricular and extra-curricular activities for a period of time determined by administrator  potential suspension  Superintendent notification  potential expulsion  potential police referral</p>
<p><b>Borrowing, Taking, or Receiving Any Item (including money) by Force, Threat or Intimidation</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  parent or guardian notification-Conduct Referral  exclusion from all co-curricular and extra-curricular activities for a period of time determined by administrator  restitution required  potential Superintendent notification  potential suspension  potential police referral</p>
<p><b>Other Serious Misconduct as Determined by School Administrator</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  consequences to be determined on a case-by-case basis and may lead to suspension or expulsion  parent or guardian notification-Conduct Referral  potential Superintendent/Office of Safe Environments notification  potential police referral</p>
<p><b>Trespassing and Violations of School Suspensions</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:  written/verbal warning and removal from premises  parent/guardian notification-Conduct Referral  potential police referral</p>

<p><b>Truancy: Unauthorized Absence from School</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  parent/guardian notification from Dean of Student Affairs  superintendent notification  promotion may be withheld  social/legal agencies notified as appropriate</p>
<p><b>Cafeteria/Dining and Assembly Hall Misconduct</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  parent/guardian notification  Conduct Warning or Conduct Referral  loss of privileges</p>

<p><b>Unauthorized Use of Telecommunication Devices Such As, But Not Limited To: Cellular Phones, I-Pods, or Other Non-School Issued Electronic Communication Devices</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  confiscation of device  parent/guardian notification and pick-up  After school, Friday, Saturday Detention  Suspension  Expulsion</p>
<p><b>Use of Laser Pointers</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  confiscation of device  parent/guardian notification and pick-up  Written Conduct Warning or Referral</p>
<p><b>Tardy to School</b></p>	<p>1<sup>st</sup> Offense  Written Conduct Warning from teacher to parent, Dean of SA  2<sup>nd</sup> and Subsequent Offenses  Friday or Saturday Detention, Level III Discipline  parent or guardian meeting with Dean of SA  possible referral to DCF/legal agencies and/or retention</p>
<p><b>Leaving School Grounds</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  parent or guardian notification with consequences determined on a case-by-case basis  police notification</p>
<p><b>Being Outside the School/In Unauthorized Area Without Prior Approval</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  parent or guardian notification with consequences determined on a case-by-case basis  possible police notification  Written Referral Notice to Parents</p>
<p><b>Failure to Serve Detention/In-School Suspension or Misbehaving During Detention/In-School Suspension</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  parent or guardian notification with consequences determined on a case-by-case basis  police notification</p>
<p><b>Other Serious Misconduct as Determined by School Administration</b></p>	<p>1<sup>st</sup> and Subsequent Offenses  consequences to be determined on a case-by-case basis and may lead to suspension or expulsion  notification including, but not limited to: parent or guardian, Superintendent, Office for Safe Environments, DCF, police and/or other social/legal agencies</p>

## **GENERAL INFORMATION**

### **BOOKS**

E-textbooks are used in conjunction with the school-issued laptop, The school will install all books required for each course directly onto the student's device. Students must maintain installed books on their device. If a book is deleted from a device, the students may incur additional cost to re-install the e-text. Students who drop a course after the June course change time period are subject to additional e-text cost.

### **E-SCHOOL DAYS**

When school is cancelled because of snow or inclement weather, our teachers will post assignments by 9:00am that day using the Google Classroom application. Students must complete and submit assignments by 7:00 pm that night. "Live Snow Day" assignments will have direct bearing upon a student's grade and make-up work is not allowed. The thirty minute "Live Snow Day" assignments will be similar to the work that would have been left for students if the teacher were absent that day. Through Google Classroom we can monitor both the postings of the teachers and student responses. Assignments will be posted for the classes that would have met that day. In the case of consecutive days, we will assume that the rotation of periods has occurred. When we return to school, we will follow the schedule for that day.

In sum:

- Teachers will post assignments no later than 9:00am, and students must complete and submit the assignments through Google Classroom by 7:00pm.
- The assignments will have an effect upon student grades.
- Students will NOT be permitted to make-up the assignments.
- Assignments will be posted for the classes which would have met that day. In the case of consecutive days, we will assume that the rotation of periods has occurred.
- When we return to school, we will follow the rotation of that day.

### **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is subject to satisfactory discipline behavior and academic standing. The administration reserves the right to determine student participation in any and all extracurricular activities.

### **FOOD AND FOOD SERVICE**

The cafeteria is a special service area for the students. Consideration and respect for others demand that conduct be socially acceptable. Students are expected to clean up after themselves. Students share collectively in responsibility for the behavior of their table mates, and must see that their table is left clean. Violation may result in a lunch detention. Students may not consume food and drink outside the cafeteria, or leave the cafeteria during lunch without permission or a pass from the proctor.

### **FUNDRAISING**

All school or sports related fundraising should be cleared through the appropriate school staff moderator or coach and approved by the President or Principal. This also includes outside fundraisers.

### **FIRST PERIOD**

Students report to first period at 7:40 a.m. The purpose of homeroom is threefold: to begin our school day with a prayer, to verify attendance, and to disseminate official information. Homeroom is neither a social nor a study period. Students must be in first period no later than 7:45 a.m. for the prayer, pledge, announcements.

## **LEARNING COMMONS**

The Learning Commons has a capacity of 60 students. It is open for student access to our computer network for research and assignments. In order that students may utilize the Learning Commons area effectively, an atmosphere of quiet study is expected at all times. Cell phones and other non-school issued electronic devices are strictly prohibited, and may not be used at any time while in the Learning Commons. Food and drink is also prohibited. Students wishing to use the library after school must be in uniform.

Students wishing to leave a study period and go to the Learning Commons must obtain a pass from the supervisor of the study. They should then return from the Learning Commons to the teacher or supervisor who granted the permission before going to the next period. Therefore, all students using the Learning Commons must leave at least 5 minutes before the end of the period so that passes may be returned to the teacher.

## **LOCKERS AND PERSONAL PROPERTY**

A locker and a combination lock are assigned to each student. Students are required to keep their lockers neat and clean, **and locked at all times with a school lock**. Students are responsible for securing and safeguarding their own belongings. Valuables should not be left in common areas. The lockers are the property of Immaculate High School and are subject to inspection by authorized school personnel at any time.

If a lock is lost, the student must pay \$10.00 for a new one. At the close of each school year, the student must return the assigned lock or pay the \$10.00 fee.

Book bags and backpacks are used to carry books to and from home and are not to be carried to class during the school day. Students are required to leave them in their locker except when attending gym class with their gym clothes. While attending gym, students' belongings should be locked in their gym locker. Students provide their own lock for locker room temporary use during physical education or after-school athletic team participation.

## **LOST AND FOUND**

Students who find books or other valuable items should bring them to the lost and found located in the Main Office.

## **NATIONAL HONOR SOCIETY**

Candidates to the Saint Thomas Aquinas Chapter of the N.H.S. must be juniors or seniors who have maintained a 3.500 cumulative grade point average and they must have attended I.H.S. for a minimum of one semester. Students who meet these criteria may be invited to provide the five members of the Faculty Council with information about how they have demonstrated excellence in scholarship, character, service and leadership. Membership in local chapters of the N.H.S. is not a right but is an honor bestowed upon a student based on his or her actual demonstration of all four of these characteristics. Moreover, once named to the Society, a student has a continuing responsibility to demonstrate excellence in these areas. Visit [www.immaculatehs.org](http://www.immaculatehs.org) for more information regarding National Honor Society.

## **PRESIDENTIAL VOLUNTEER SERVICE AWARD (PVSA)**

Immaculate High School students who complete and turn in proper documentation of at least 100 hours of service to their community from April 7, 2018- April 6, 2019 are eligible for the President's Volunteer Service Award (PVSA). This is a nationally-recognized award presented by the President's Council on Service and Civic Participation. To learn more about this program visit [www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov).

Please note: The PVSA program is optional, and is separate from the Opus Fidelium service requirement. However, students may use service hours acquired for the Opus Fidelium program toward the PVSA. For a list of PVSA guidelines, forms and community service ideas please check our website.

## **PROTECTION OF SCHOOL PROPERTY**

Students are expected to assist in the care and protection of all school property. Damages resulting from the destruction or defacement of school property, whether willful or accidental, are to be compensated for by the student(s) responsible. In addition, any student guilty of malicious damage will be subject to disciplinary action.

## **SCHOOL CANCELLATION**

Immaculate High School follows the Danbury Public School cancellation decisions. If Danbury schools are closed due to inclement weather, Immaculate High School is closed. Information on Danbury school closings because of inclement weather will be announced on the radio stations WICC (600AM), WEBE (108FM), WDAQ (98.3FM) WLAD (800AM), WINE (940AM), and TV Channels 8 (WTNH), 30 (WVIT), 3 (WFSB). Parents will be notified via phone, email and text through our emergency alert system. In case of inclement weather during the school day, Immaculate High School does not allow students to be dismissed by phone. Parents must come in personally to sign out a student or fax a signed request to the office.

## **STUDENT COUNCIL**

The Student Council of Immaculate High School is the central organization of the student body. It consists of officers elected by the student body and class representatives elected by the individual classes. Its objective is to bring about a close communication between students and the administration. It is an opportunity for students to assume responsibility and leadership roles in the school.

## APPENDIX

### Arrival and Dismissal Procedures

Immaculate High School strives for the safety and well-being of all individuals while on our school campus. An arrival and dismissal map is provided to parents annually and can be found on the Plus Portals site.

#### Morning Drop-Off

Bus and car drop off: 7am-7:40am front of building. Cars must yield to buses and may not pass a car that is dismissing students. All drivers of cars must maintain the speed limits of our parking areas.

#### Dismissals:

Afternoon Danbury bus dismissals	2:00 pm (in front of building)
Afternoon Non-Danbury dismissals	2:30 pm (in front of building)
Afternoon Student Driver dismissals	2:00 pm-2:15pm (rear of building)
Afternoon Parent-Pick-up dismissals	2:20-2:30 pm (rear of building)
Late Parent pick-up dismissals	2:45pm-4:00pm (front of building)

All students must be dismissed from the building by 4:30 pm unless they are scheduled to attend an athletic or fine arts activity scheduled in the building and are meeting with a club advisor or coach.

# Caring For Your Tech Device

## *Student Responsibilities*

- The laptop screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of your device.
- All laptops must be in a protective cover at all times. Covers will not prevent all damage but they will help protect it and preserve the device.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type when cleaning your device.
- Defacing your device in any way is prohibited (stickers, markers, etc).
- To extend battery life, students should always turn off and secure their device when not in use.
- Do not subject the laptop to extreme heat or cold (do not store in vehicles).

## **Safeguarding and Maintaining as an Academic Tool**

- The school-issued laptop is required to be at school every day, fully charged. Charging at school will be extremely limited. It may take up to 4 hours to fully charge the devices so overnight charging is recommended.
- If a laptop is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad/laptop.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students will use iCloud for their storage and backup of educational materials. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents and allow access to class materials in the event a loaner device is necessary.
- Items deleted from the laptop cannot be 'undeleted', so backing up your work is very important.
- Preloaded programs and all materials provided by IHS may not be deleted and they must be updated periodically as indicated by the device.
- Academic content takes precedence over personal files.
- Non-educational content may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- The volume is to remain on mute all day. Permission must be obtained from the teacher to use headphones or un-mute the device. Cameras will be disabled during the day and only used with the permission of the teacher.
- The whereabouts of the laptop should be known at all times. It is the student's responsibility to keep their laptop safe and secure.
- Laptops belonging to other students are not to be tampered with in any manner.
- If a laptop is found unattended, it should be given to the nearest faculty/staff member.



### **Lost, Damaged or Stolen School-issued Laptop**

- If the laptop is lost, stolen or damaged, the Tech Coordinator must be notified immediately.
- Laptops that are believed to be stolen can be tracked through the mobile device management system (MDM), which the student is required to enroll in upon receiving the laptop. This provides the capability for laptops that cannot be located to be locked and remotely wiped.

### ***Prohibited Uses***

- Accessing Inappropriate Materials - All material on the laptops must adhere to the values and mission of IHS. Students must abide by the same prohibited uses as the use computers. See IHS AUP.
- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene or sexually explicit materials.
- Illegal Activities- Use of the device or school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Laptop communication functions (messaging, texting, FACETIME, camera and microphone) functions are not to be used during the school day unless under the direction of a teacher for academic purposes. Any use of cameras in restrooms or the locker room, regardless of intent is strictly prohibited.
- Inappropriate for school media may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures).
- Students may only access the Internet through IHS's wireless network during the school day and all other access (3G, proxies, etc. is strictly prohibited)
- Misuse of Passwords/Unauthorized Access- Students must set a passcode to their laptop to prevent other students from misusing their laptop. Students are prohibited from trying to gain access to another student's accounts, files or data.

### **Cell Phones, Apple or Watches**

The use of cell phones, Apple watches or other non-school issued electronic devices are prohibited during the school day. Students are to keep their cell phones in their lockers and turned off at all times. Please see previous section with consequences for carting such devices during the school day.

# CHANNELS OF COMMUNICATION:

From time to time, all parents have questions, concerns or suggestions regarding their student's activities at school. In the interest of obtaining resolutions for these matters in a timely fashion, we have developed these channels of communication **we encourage you to follow**. Except for emergencies, we ask that you please allow 48 hours for follow-up. Updated contact information is available on Plus Portals as well as on our school website.

**For classroom, teaching or grade-related matters:**

Contact with the student's teacher  
followed by  
Contact with the department head  
followed by  
Contact with the student's guidance counselor  
followed by  
Contact with the Director of Counseling followed by  
Contact with the Assistant Principal  
followed by  
Contact with the Principal followed by  
Contact with the President.

**For other academic-performance student matters:**

Contact with the student's guidance counselor  
followed by  
Contact with the Director of Counseling followed by  
Contact with the Assistant Principal  
followed by  
Contact with the Principal followed by  
Contact with the President.

**For disciplinary matters:**

Contact with the Dean of Student Affairs followed by  
Contact with the Assistant Principal  
followed by  
Contact with the Principal followed by  
Contact with the President.

**For sports-related matters:**

Contact with the coach followed by  
Contact with Director of Athletics  
followed by  
Contact with Assistant Principal  
followed by  
Contact with Principal followed by  
Contact with the President.

**For student records, transcripts or Plus Portal matters:**

Contact with School Registrar

**For business or financial matters:**

Contact with Business Office followed by  
Contact with the Business Manager  
followed by  
Contact with the President followed by  
Contact with Advisory Board

**For enrollment matters:**

Contact with the Director of Admissions followed by  
Contact with the Principal followed by  
Contact with the President followed by  
Contact with the Advisory Board

**For public relations/marketing matters:**

Contact with the Public Relations Coordinator

**For fundraising & development matters:**

Contact with the Director of Development, who will direct to:  
Coordinators of Parent and School Activities  
Contact with the President followed by  
Contact with the Advisory Board

**For alumni matters:**

Contact with a Directors of Alumni  
followed by  
Contact with the President followed by  
Contact by Advisory Board Alumni Chair.

**For general, facility, or operational matters:**

Contact school Administrative Assistant who will forward concern to appropriate person(s):  
Facility Manager  
Principal / President

### ACKNOWLEDGEMENT FORM

I have read the 2020-21 Parent and Student Immaculate High School Handbook and understand and will adhere to the policies set forth in this document.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Please submit this to your homeroom teacher on or before September 4, 2020.