



**Immaculata**  
CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE GROW

National Blue Ribbon School

Since 2012

# Parent & Student Handbook

## 2022-2023



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## 1. MISSION & CULTURE

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

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

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

## Immaculata Way of Life (RISE)

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

- **Respect God, self, and others.** Recognize that every person has worth and act accordingly. Treat all people and all life with dignity.
- **Be a person of integrity.** Always tell the truth and be responsible for your thoughts and actions.
- **Live a life of service.** Ask, "What can I do for others?" Strive to use your gifts to make the world better for everyone.
- **Produce exemplary work.** Show that you care for God, yourself, and others by consistently doing your best.

## 2. GOVERNANCE

The Pastor is primarily responsible for ensuring that the needs and priorities of the parish are identified and met. Immaculata Catholic School is a component of the total education/faith formation program of Immaculate Conception parish. The Pastor is the representative of the Bishop of the Diocese of Raleigh and, according to canon law, is thereby the designated leader of the parish. The governance of Immaculata is the responsibility of the Pastor. The Pastor collaborates closely with the Principal and has several individuals and groups (such as the Pastoral Council and Parish Finance Council) to draw upon.

### Immaculata Catholic School Advisory Committee

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

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

The ICSAC has three ex-officio members: the Pastor, Principal, and one member from the faculty. There is a minimum of 5 and a maximum of 9 voting members on the Committee. Committee Officers are a Chief Executive Officer (the Principal), Chairperson, Vice

Chairperson, and Secretary. Terms of office are September 1 until August 15. Terms are limited to two consecutive terms unless otherwise approved by the Pastor.

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

Immaculata Catholic School is fully accredited by COGNIA and is a member of the North Carolina Association of Independent Schools (NCAIS), and the National Catholic Educational Association (NCEA).

## Statement of Nondiscrimination

As a Catholic school in the Diocese of Raleigh, Immaculata has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students. Additionally, our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admission policies, scholarship and loan programs, or athletics and other school-administered programs.

## Acceptance to Immaculata

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

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

Immaculata is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. If a student's academic and social emotional needs cannot be met, within the school program, the student may not be allowed to return to Immaculata.



### 3. GENERAL EXPECTATIONS

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

#### Follow R-I-S-E

- Be prepared and ready for class
- Respect the space of others
- Use appropriate language at all times
- Be responsible and respectful of personal and school property
- Comply with Immaculata's uniform policy

In general, the classroom teacher will handle disciplinary procedures locally. Conferences with parent and teacher will be held as needed. In Grades 4-8, students have developed the understanding and ability to follow school rules, procedures, and expectations; therefore, consequences may be more automatic and/or significant. All families are provided Christian due process in disciplinary matters—meaning that if they cannot reach a resolution with a teacher, they may involve the Guidance Counselor, Assistant Principal, and/or Division Head.

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

#### Respect and caring of Materials & Texts

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

Students are asked to cover all books to avoid damage. Drawing on or writing in books is not permitted. If a book or Chromebook is lost or destroyed, the family assumes financial responsibility for full replacement cost. Likewise, if a student marks on or destroys property or material belonging to the school or another student, the family will be responsible for repairing or paying the cost of replacement of damaged items, at the discretion of the school administration.

## 4. ARRIVAL & DEPARTURE PROCEDURES

The school building opens Monday-Friday at 7:30am. Dismissal begins at 3:00pm for PK – 8<sup>th</sup> and ends at 3:30 pm. The After School Program ends at 5:30pm, at which time the main entrance of the building closes. Entry and exit of the school building for events after 5:30pm will usually be through the Olive Tree Building entrance on the back side of the school.

- An adult-to-adult transfer is required when dropping off and picking up students unless parents have given explicit permission to school for children to walk home at dismissal (please see below); biking is not permitted.
- The use of cell phones by drivers during car line is strictly prohibited for the safety of children and adults.
- Visitors Parking – No parking is allowed in the fire lanes and visitors are asked to park in the lower school lot where the “Visitor’s Parking” signs are displayed.
- Safety at ICS is important to us. As North Carolina law states, “Children younger than age 8 and who weigh less than 80 pounds must be properly secured in a child restraint or booster seat. Children less than age 5 and less than 40 pounds must be in the rear seat if the vehicle has an active passenger-side front air bag and a rear seat.” Please see the link below for further details regarding car seats and boosters. <https://www.buckleupnc.org/choosing-using/>
- La seguridad en ICS es importante para nosotros. Como establece la ley de Carolina del Norte, “ Los niños menores de 8 años y que pesen menos de 80 libras deben estar debidamente asegurados en un asiento de seguridad para niños o de refuerzo. Los niños menores de 5 años y menos de 40 libras deben estar en el asiento trasero si el vehículo tiene una bolsa de aire delantera activa del lado del pasajero y un asiento trasero. ” Consulte el siguiente enlace para obtener más detalles sobre los asientos y refuerzos para automóviles. <https://www.buckleupnc.org/espanol/>
- STUDENT WALKERS:
  - GRADE-Level: students must be in middle school (6th-8th grade) to be allowed to walk home from school; siblings of middle school students will not be permitted to accompany MS students.
  - DISTANCE: families must live within a 2-mile radius of school
  - PERMISSION and WAIVER: families must fill out a waiver and submit to front office in order for students to walk home (waiver on ICS Website)
  - COMMUNICATION: Parents must communicate weekly walking schedule to DOS and front office by the first day of the week no later than 9 am to ensure safety and clear plan at dismissal time. If there is a change at any point in the week, an email must be sent to DOS, Homeroom teacher and front office

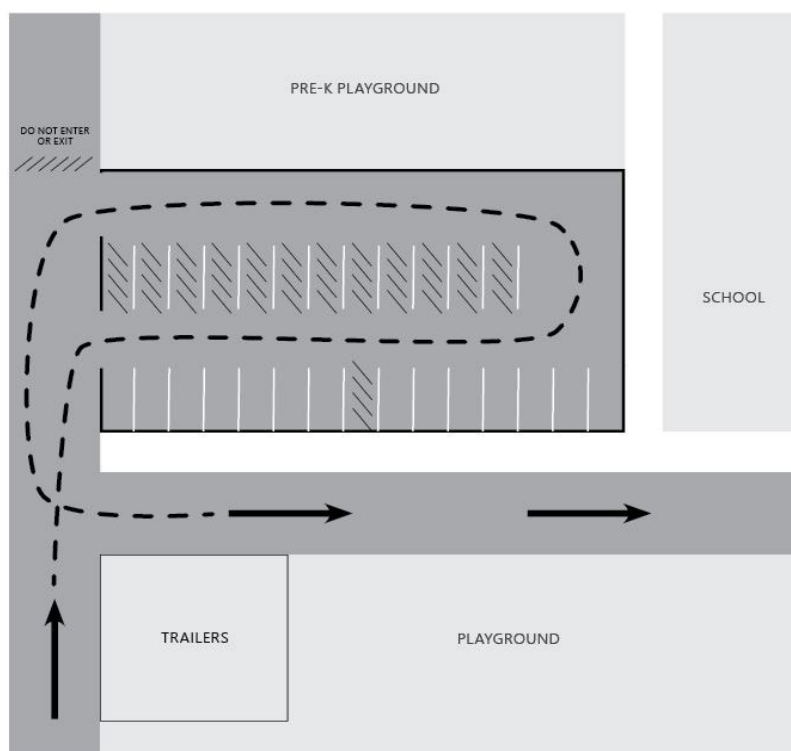
before 2 pm on the day of the change.

## Morning Carline Procedures

From 7:30-8:00am, traffic forms two lanes in a one-way flow (see diagram on page 8). All cars should turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and then proceed towards the school.

## Pre-K Families

Enter car line from Buchanan Boulevard and continue straight toward the church. Turn right into the first entrance of the small lot near the Pre-K playground. Parents should stop in front of the PreK doors and allow teachers to assist students to exit the vehicle. Students will then enter the classroom with teachers. After drop-off, exit the parking lot (one-way) and return to the car line to exit onto Buchanan. Only Pre-K families may use this lot during morning car line (7:30-8:00am). After 8:00am, this lot is for student recess.



## All Other Families

Bear right onto Burch Avenue (in front of the school) to drop off students. No vehicles should enter or exit campus using the Chapel Hill Street church entrance. Drivers dropping off *K – 2<sup>nd</sup> grade* students must use the lane closest to the school (school side). All other grades can use either lane (school side or playground side). Drivers should pull up to the designated drop-off area in front of the school where staff help students exit from cars. All cars in the Burch Avenue straight-away should empty at the first opportunity. Please do not wait to pull closer as this causes unnecessary delays. Students should remain seated until the care comes to a complete stop, at which time they should be ready to exit. Students should be ready, with coats on, backpacks zipped, etc. Drivers should remain in the car and not delay the car line by carrying on conversations with others, etc. Students riding in the back seat of a vehicle should be buckled until it is time for them to exit from the driver's side. Safety is key. Students should walk and once dropped off, students should immediately proceed through

the front doors to assigned classrooms or homerooms. Pre-K to 5th arrival is from 7:30am to 8:00am and Middle School arrival is from 7:30am to 7:45am.

## Afternoon Carline Procedures

From 2:30pm until car line ends at 3:30pm, traffic forms *two lanes* in a one-way flow. Drivers picking up *Pre-K – 2<sup>nd</sup> grade* students must use the lane closest to the school (school side). All other grades can use either lane (school side or playground side).

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

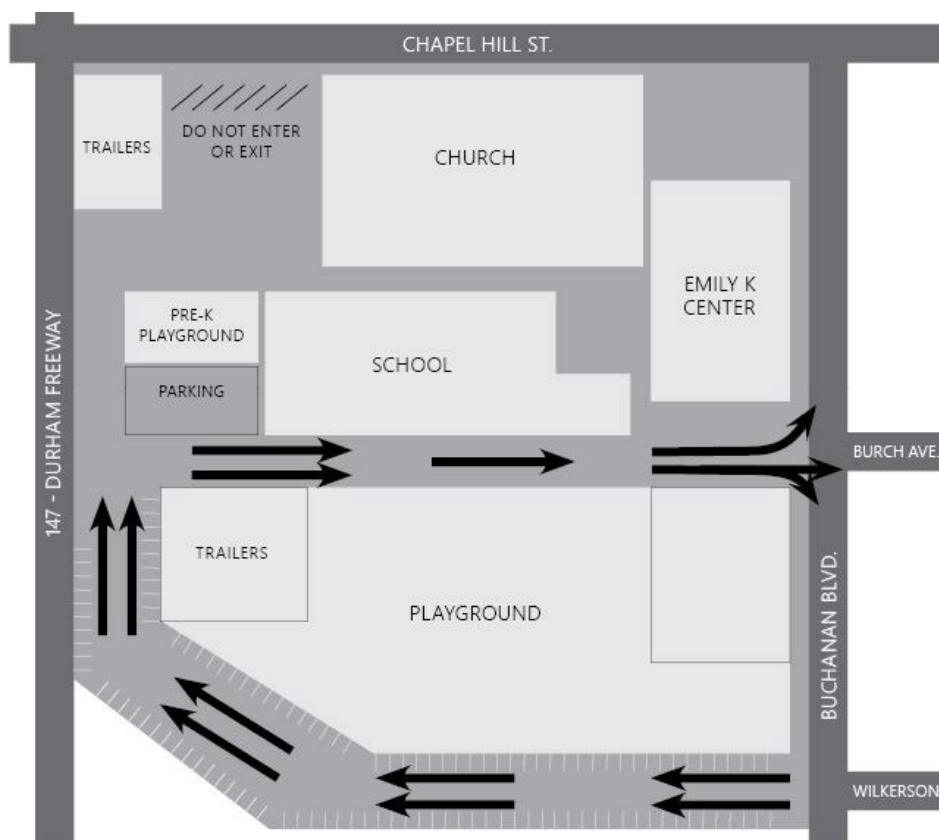
All cars should have Immaculata pick-up signs displayed prominently in the windshield indicating the first and last name and grade of each student being picked up. Staff will radio designated dismissal areas in the school for the students listed. Unfamiliar drivers will be asked to pull over and go to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

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

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



## Morning and Afternoon Carline



## Morning & Afternoon Walkers

Others wanting to walk students up to the school building before 8am should park in the lower parking lot by the playground. If you must park on a street near campus, please do so courteously and do not block driveways—if you do so, your car may be towed. *Do not use the church parking lot.*

Adults walking students in Grades K-8 should drop them off in the front of school in order to maintain security protocols in the school building and keep our student population safe. Parents may not drop off students on Buchanan Boulevard.

Adults and/or parents will not be allowed in the building without an appointment and sign-in procedure through the front office. If you need to conference with a teacher or other staff member, an appointment is required.

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

areas should not be disrupted.

The length of Burch Avenue in front of the school is closed to traffic from 8:00am- 2:30pm and from 3:35-5:30pm on school days. To drop off or pick up students during these hours, park in the Visitor Lot and come to the front office. *Do not park in front of traffic cones which compromises safety by blocking the fire lane. Immaculata reserves the right to tow as blocking the cones compromises the safety of the entire ICS community.*

## Tardiness

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

Instruction begins for students in Pre-K through Grade 5 at 8:00am. Middle School instruction begins at 7:45am. If the bell rings and a student is not in the classroom, that student is tardy.

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

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

## Early Dismissal for an Appointment

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

## Unexpected Early Dismissal

If a student needs to go home because of illness or for some other reason that develops during school hours, the school nurse or secretary will call the parents. Parents should either pick up the student themselves or send an authorized person in their place. The parent-designate must be listed on the family's Transportation Authorization list or bear a note from the parent. Designates can expect school staff to ask to see identification.

## Avoid Dismissals Between 2:30-3:00pm

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

## Special Permission to Transport

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

## Arrival/Dismissal of Students in Extracurricular Activities

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

# 5. ATTENDANCE

If your child is going to miss a full or partial school day, please notify the homeroom teacher and [fill out the attendance form](#).

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

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

## Missed Work

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

## Chronic Unexcused Absences

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

- 10 days – documented notification to parents
- 15 days – parent conference and student placed on probation
- 20 days – review by Principal to determine retention or future enrollment at ICS

## Excused Extended Absences

In the case of excused extended absences—which must be approved by the Principal—the student and family will work with the teacher(s) to ascertain appropriate makeup work. Teachers will make a realistic schedule for makeup work. Parents are expected to support their children in the completion of this work. A general guideline is that students will be expected to make up 60-100% of the work, depending on the length of absence and the learning objectives. Regardless, students must demonstrate their understanding of subject matter and meet the objectives of the course. Work may be deferred to vacations, if necessary, with the approval of the Principal or Assistant Principal, and with input from teacher(s) and the Guidance Counselor.

# 6. COMMUNICATIONS

## Telephone and E-mail Notification System

Immaculata uses a text and e-mail notification system to keep parents up to date. The Principal also uses an automated system each Sunday evening at approximately 7:00pm to relay information about the upcoming week. Inclement weather announcements are sent via text message and e-mail and through the FACTS Family App. If you are not receiving voice, text, and/or email messages, or if you would like to change your contact information, please notify our Registrar's Office at [studentrecords@icdurham.org](mailto:studentrecords@icdurham.org).

## Folders

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

## Immaculata Newsletter

The Immaculata News communicates information of relevance to the school community and is emailed to parents each Friday at 3:00pm. Submissions for the newsletter should be

emailed to [communications@icdurham.org](mailto:communications@icdurham.org) by noon the Wednesday before the desired publication date, with no exceptions.

## FACTS Student Information System

This is the primary source for information about Immaculata. It contains school forms, enrollment information, event calendars, sports information, inclement weather information, as well as individual teacher pages with homework, newsletters, and scheduling information. Email [techsupport@icdurham.org](mailto:techsupport@icdurham.org) if you experience difficulties activating or accessing the portal.

## Advertisements/Flyers

Occasionally, information about community events not sponsored by Immaculata or Immaculate Conception will be posted/distributed. It is our intention to help make families aware of things that may be of interest. Immaculata does not in any way endorse these other organizations nor has it investigated their programs. Retail businesses will not be advertised except under special circumstances such as a percentage of proceeds being donated to the school.

## School Telephone

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

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

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

## School Directory

The school directory is located on the FACTS Family Portal. Its purpose is to facilitate school-related communications amongst Immaculata families. Information in the school directory is for the use of Immaculata families only. The school is not responsible/liable for the use of the school directory for other purposes. In general, the directory may not be used for political or commercial purposes without explicit written permission from the Principal or



Pastor. Any communication which misuses the school directory information may result in serious consequences up to and including dismissal of offending families from the school community.

## 7. ON CAMPUS ENTRANCES & PARKING

### Entrances to school campus:

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

### Traffic & Parking

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

### Afternoon/Evening Extracurricular Activities Drop-off and Pick-Up

Unless otherwise specified by the supervising adult, drop-off and pick-up for extracurricular activities such as stage performance practices and certain sporting events will be:

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

## 8. ACADEMICS & CURRICULUM

### Curriculum

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

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

and cross-curriculum design to enhance subject comprehension.

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

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

## Class Assignment

Several factors are considered when making class assignments each year. All of our teachers are experienced professionals, and there is a specific process used by teachers and administration to determine the best placement for each child based on academic needs and classroom environment. A suggested placement list for the upcoming year is generated by teachers of students' current grade and sent to administration at the end of the school year. Changes may occur based on recommendations from the Guidance Counselor or Resource Teachers and/or increased enrollment to the grade. *To avoid compromising this process, we ask that parents do not request specific teachers for the upcoming year.*

Our placement process has been carefully designed, and we hope parents will respect the efforts of the teachers and administration to use the process to create a balance that will benefit *all* of the students at Immaculata.

## Class Size

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

## Conferences

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

## Counseling & Guidance

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

parents, and teachers.

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

## Early Childhood Center

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



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

## Homework

Homework is assigned to reinforce concepts and curriculum taught in class. It is also valuable for learning self-discipline, personal responsibility, and time management. It reinforces study habits. Accomplishment requires work, practice, and consistency. Parents should avoid frustration and teach their children the value of homework. They should give assistance, but keep in mind that homework is the student's opportunity to learn. Students often use assignment books ordered or designed by the school. Parents can reinforce homework responsibility by reviewing the assignment book.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. However, in general, homework assignments should last approximately:

- 20 minutes total for Grades 1
- 30 minutes total for Grade 2-3

- 45 minutes total for Grades 4-5
- 60 – 120 minutes for Grades 6-8

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

## Learning & Resource Centers

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

## Liturgies

Each class begins the day with prayer. Students attend Mass on Tuesday mornings, and a Prayer Service is held in the Emily K on Friday mornings. Due to some holy days and other special days, Mass is occasionally held on a day other than Tuesday. Consult the school calendar for details. We welcome and encourage family members to attend Mass and Friday Morning Prayer.

## Report Cards & Progress Reports

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

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

RISE Values: in grades K-8 student progress in socio-emotional growth areas will be assessed by homeroom and grad-level teachers. Socio-emotional skills and competencies are founded in the core values of the school and are intended to foster growth towards the values of respect, integrity, service and exemplary work (RISE).

Grades K-2: Students in grades K-2 will be assessed based upon their progress in the skills and standards within each subject area. Each skill or standard will be assessed on a 1 to 5-point scale, based upon observable evidence of student progress towards the skill or

standard.

Grades 3-8: Immaculata uses a 10-point grading system for grades 3 to 8:

Letter Grade	Grading Scale
A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65*

*\*No average below a 50 will be recorded on report cards but actual grades will be noted in the comments.*

## Retention & Promotion

Advancement to the next grade at Immaculata Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

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

## Middle School Student Policy: Remediation & Retention

Failure of one to two subjects result in summer school remediation, at the family's expense, for those subjects. Remediation courses and assignments will be determined by administration and communicated to families by one week after the date final report card grades post. Successful completion of remediation assignments and courses will be required before the start of the next academic year. Failure of three or more subjects will result in retention or withdrawal from Immaculata and a parent conference will be required.

## Standardized Testing and Benchmarking

Standardized tests are given annually. Results of the tests will be shared with families. Standardized test scores are just one of many pieces of information that indicate students' growth and development. Families should avoid student absences during testing times.

- Standardized Tests
  - IITBS and CogAT:
    - Students in grades 3-8 take the Iowa Test of Basic Skills.
    - Students in grades 3 and 5 take the Cognitive Abilities Test.
- Benchmarking



- Star Assessments
- Star assessments in math and reading are administered three times a year during student class times. These are brief, 20-minute adaptive tests which empower teachers, parents and students with progress-monitoring data which allows for more targeted differentiation and enrichment in class.

## 9. BEHAVIOR & DISCIPLINE

### Expectations and Code of Conduct for Students

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

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

- Respect God, self, and others.
- Be a person of integrity.
- Live a life of service.
- Produce exemplary work.

Respect and responsibility are expected of the administration, faculty/staff, and parents as well. Our Christian life of faith calls us to exhibit positive attitudes and behavior and to model our expectations for our students.

### Role of Immaculata Adults

Immaculata teachers and staff are privileged to be partners in education and faith formation with students' parents. Each of these adults within the Immaculata community has special responsibilities as role models whose actions are consistent with Christian values. Our goal is to create and maintain a positive, cooperative atmosphere that focuses on students and supports students' growth. We seek to identify, understand, and address issues and problems as they arise. The Immaculata Code of Conduct applies to all Immaculata Catholic School community members and is essential to fulfilling our mission.

**Code of Conduct:** Immaculata Catholic School adults should be committed to the spiritual development and education of all members of our faith community. Thus, Immaculata Catholic School adults will:

- Be cooperative and committed to school goals.
- Be respectful and self-disciplined.
- Separate personal desires and conveniences from what is in the best interest of all within the school community.
- Respect the diversity of persons and opinions within our community.
- All interactions (phone calls, meetings, electronic communication – i.e. social media, emails, text messages) should be respectful, positive, productive, and mission aligned.
- If continued negative interactions occur and communication is no longer positive or productive, school administration may ask the parent and student to succeed elsewhere.

## Problem-Solving and Conflict Resolution Process

If issues and/or conflicts arise, all members of the community should treat one another with compassion and seek a reasoned approach to addressing the issue and reaching a peaceful resolution. If you have a question or concern or are involved in a conflict, please follow these guidelines:

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

## Discipline Plan for Lower School

Teacher-student interactions at every grade level are inspired by the “Love and Logic” discipline philosophy developed by Jim Fay and Foster W. Clines, MD. “Love and Logic” promotes positive parent, teacher, and student relationships. To encourage students to behave appropriately and productively, teachers and staff will reinforce positive behaviors by periodically praising students, sending notes home, making phone calls home, writing praise on papers, recognizing students for Living the Immaculata Way of Life, etc. When students disrupt the learning environment or otherwise stray from good conduct, teacher interventions may include (but are not be limited to) one or all of the following:

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

# R • I • S • E

## Behavior Matrix

	CLASSROOM	HALLWAY	RESTROOM	CAFETERIA	PLAYGROUND
I will <b>RESPECT</b> God, self, and others.	Respect personal space, listen to our teachers and respect teachers and peers	Do not touch hallway displays.  Voices off  Walk appropriately	Flush, Wash, Leave  Give others privacy	Use an inside voice  Stay seated  Use manners	Respect the equipment and grounds  Follow directions and rules
I will be a person of <b>INTEGRITY</b> .	Do not cheat  Control your behavior  Show ownership of your work and actions	Serve as a model for others when walking	Do not bully others  Use the restroom appropriately	Eat food appropriately  Be kind to others at the table	Be honest when playing recess games, no cheating  Practice good sportsmanship  Share
I will live a life of <b>SERVICE</b> .	Clean your area  Help the teacher keep the classroom clean  Use kind and helpful words	Respect property and personal space  Smile and silently wave to greet others	Keep the restroom clean  Pick up a mess	Throw trash away  Clean floor and table	Include everyone  Ask someone to play who is alone
I will produce <b>EXEMPLARY WORK</b> .	Do your best  Complete work in a timely manner as directed  Actively participate in learning and activities	Keep traffic moving	Wait your turn	Eat using appropriate table manners  Respect your space and the space around you  Wait in line patiently	Play fair  Take turns  Problem solve when issues arise

## Discipline Plan for Lower School (PK-5)

### Tier 1: Classroom and School Procedures (RISE)

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

### Tier 2: Office Referral (First Instance)

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

### Tier 3: Sent Home (Second Instance)

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

### Tier 4: Patterns of Behavior

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



## Discipline Plan for Middle School (6-8)

	<i>Student Behavior</i>	<i>Consequences</i>
Level 1:	<ul style="list-style-type: none"> <li>• Infractions of General School Rules</li> </ul>	<b>Teacher will redirect student.</b>
Level 2: <b>Repeated Infractions of Level 1 and the following infractions listed here.</b>	<ul style="list-style-type: none"> <li>• disruption of the learning process</li> <li>• disrespect to fellow student</li> <li>• disrespect to an adult</li> <li>• inappropriate language</li> <li>• disrespect in hallway/public area</li> <li>• phone rings</li> <li>• horseplay/rough housing</li> </ul>	<b>Teacher will contact home by email or phone. Discipline infraction will be recorded, and detention will be served during Middle School Lunch Detention.</b>
Level 3: <b>Admin. referral</b>	<ul style="list-style-type: none"> <li>• inappropriate displays of affection</li> <li>• fighting</li> <li>• offensive and/or foul language or gestures</li> <li>• plagiarism</li> <li>• cheating</li> <li>• cyberbullying/bullying</li> <li>• out of class or school building without authorization</li> <li>• Inappropriate touching of other students' bodies and/or with intent to make peer uncomfortable</li> <li>• Threats (verbal, written, online) <b>(See page 46)</b></li> </ul>	<p><b>Admin. Referral: The matter will be immediately referred to administration and may result in parent conference and/or suspension or expulsion.</b></p> <p>When a student is referred to administration for researching or viewing inappropriate content or images (weapons of any kind) on school-issued devices, the school will take the following disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. A conference with parent(s) and Administration Team.</li> <li>2. Documentation from a medical professional confirming that the student is not a threat to self or others. This will be required before the student is allowed to return to school.</li> <li>3. A school suspension (days to be determined by Admin.) or possible expulsion which will also be determined by the Administration.</li> </ol>

## Suspension

Suspension is a severe disciplinary procedure that will be imposed after serious disregard for school or classroom policies.

The time of out of school for recovery will be determined by the Principal and/or Assistant Principal based on the severity, duration, and frequency of the inappropriate action. Work and tests missed while suspended will be made up, and the administration will determine if credit will be earned. Students who receive either ISS or OOSS will not be allowed to participate in extracurricular activities and/or sports event during the time of their suspension. In addition, students who receive OOSS will also not be allowed on campus during their suspension. **Student actions that can lead to suspension include but are not limited to:**

## Cheating/Forgery/Plagiarism

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

A second incident will result in an Admin referral, with no credit for the work cheated on. This will result in a parent conference to determine if the student will be allowed to continue at Immaculata.

## Disrespect

Any student who demonstrates an attitude of severe disrespect towards an administrator, teacher, staff member, fellow student, or a parent volunteer will be referred to the administration and a call home will be made. A second incident may result in out-of-school suspension. A third incident will result in a parent conference in which it will be determined whether or not the student will be allowed to continue at Immaculata.

## Harassment

Harassment in North Carolina is defined as "knowing conduct, including written or printed communication or transmission, telephone, cellular, or other wireless telephonic communication, facsimile transmission, pager messages or transmissions, answering machine or voice mail messages or transmissions, and electronic mail messages or other computerized or electronic transmissions directed at a specific person that torments,

terrorizes, or terrifies that person and that serves no legitimate purpose.”

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

**In a case where an alleged sexual assault has been reported, Immaculata will follow the following protocol:**

1. Call the Durham Police Department
2. Call Child Protective Services
3. Notify the Pastor
4. Notify the Diocese of Raleigh
5. Parents of both parties will be notified

## Stealing

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

## Threatening or Fighting

Any student who physically or verbally threatens an adult or student will be referred to Admin and will result in suspension or expulsion. Fighting includes intentionally hitting, elbowing, shoving, scratching, biting, blocking passage of, or throwing objects at another person with intent to do harm. It also includes taking action or making statements that would cause others to fight. A second incident will result in a parent conference to determine whether or not the student will be allowed to continue at Immaculata.

## Vulgarity or Obscene Gestures

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

## Bullying/Cyber-bullying

Bullying is defined as when a student or group of students targets an individual repeatedly over time using physical or psychological aggression. When bullying situations arise, the Guidance Counselor, Principal, or Assistant Principal, Dean of Students, and teacher will investigate, hold conferences with all involved students (including bully and victim),

determine the appropriate consequences warranted, and conduct follow-up. In addition, Immaculata faculty and staff engage students in discussion about loving God and each other and our responsibilities to stop and/or report bullying when it happens. A second confirmed bullying incident by Admin may result in a parent conference to determine whether or not the student who bullied will be allowed to continue at Immaculata. Administration reserves the right to modify this policy as needed.

### **Inappropriate Use of Social Media (Facebook, SnapChat, Twitter, etc.)**

If the content of a student's online activities includes defamatory comments regarding the school, faculty, other students, or the parish, it could lead to suspension and/or expulsion upon the discretion of the administration with consultation from the Pastor.

### **Sexting**

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

### **Additional Unacceptable behaviors**

No alcohol or drugs of any kind. No knives or guns, real or toy, or any item that can be construed as a weapon. No inappropriate or sexually explicit material. No matches, lighters, tobacco, or e-cigarette products (or derivatives).

### **Expulsion**

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

### **Elastic Clause Concerning Conduct**

Since it is impossible to foresee all problems that can arise, this clause empowers the Pastor, Principal, Assistant Principal, Dean of Students, faculty, and staff members to take disciplinary actions for any behavior that violates the spirit and philosophy of Immaculata Catholic School, even if not specified in the discipline issues addressed herein.

## 10. FOOD

### Morning Snacks

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

### Lunch Service

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

If you choose not to participate in the Lunch Program, you should pack a well-balanced lunch. Students do *not* have access to a refrigerator or a microwave. No external food or parent food deliveries will be allowed. If your child forgets his/her lunch, please contact the main office.

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

Milk is available daily and must be pre-ordered at the start of the school year.

### Food for Celebrations/Events

During the year, we have occasion to celebrate holidays, accomplishments, and birthdays (see “Birthday Observances” section) at school. Immaculata makes a conscious effort to promote healthy eating habits and knowledge about nutrition. We ask that you keep nutritional and allergy issues in mind if organizing and/or contributing food to any event. Immaculata makes a dedicated effort to promote healthy eating habits and knowledge about nutrition. We have established the policy that each PreK-Grade 5 class celebrate all the birthdays in a given month on one day—the third Friday of the month. Homeroom teachers will ask either the Class Parent or another designee to coordinate the monthly celebration. The designee will give the parents of children in the class with birthdays in a given month the opportunity to be part of the celebration. Healthy treats (such as fresh fruit or frozen yogurt) or non-food treats (such as pencils and stickers) are encouraged. Food allergies for the class should be taken into consideration and accommodated for such that no child in the class is omitted.

## Food Allergies

Immaculata Catholic School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies.

## Training

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

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen) and where they are located
- Specific steps to follow in the event of an emergency – including activating emergency response teams (parental and public)

## Notifications and Classroom Policies

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

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

## Food for School Field Trips

The teacher and an administrator will evaluate the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies. Medications including an EpiPen and a copy of the student's Emergency Medical Form must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls.

Parents of a student at risk for anaphylaxis will be invited to accompany their child on school trips. In the absence of an accompanying parent, another individual must be trained and assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the EpiPen will be identified and introduced to the student as well as the



other chaperones.

## Food for After School Care and Activities

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

## 11. GIFTS & INVITATIONS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students, and the activity distracts others from learning. Gifts, including flowers, should not be sent to school for students.

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

## 12. HEALTH

Keeping children home when they are not feeling well is good for both the child and the community. If a student has been out of school due to illness, Immaculata requires following these guidelines:

- A child should be fever-free for at least 24 hours before returning to school
- A child should be free from vomiting or diarrhea for at least 24 hours before returning to school
- A child should not return to school until they have been able to eat and drink
- A child being treated with antibiotics for something like strep should be on the medication for at least 24 hours before returning to school

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

### Head Lice Policy

At any time during the school year, designated school staff, ideally medical personnel may inspect any student for head lice.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate

treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

- Staff will notify families of inspection and results the same day.

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that “no-nit” policies should be discontinued. “No-nit” policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as ‘casings’.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

Families must keep the school updated of the students’ progress and plan for continued treatment as necessary.

## Special Accommodations

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

## Student Injuries or Illness While at School

In case of an accident or illness suffered by a child during the school day, every attempt will be made to notify the parent/guardian. If parents/guardians cannot be reached, one of the emergency contacts designated on the emergency release form will be contacted.

If a doctor’s attention is indicated and parents are not available, school personnel will use the authorization given on the emergency release form in order to ensure that the child receives necessary emergency care. This authorization needs to be on file by the first day of school. Parents are required to inform the school of any changes to the emergency release

form during the school year.

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

## First Aid

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

## Medication

All students requiring prescription or over-the-counter medication of any kind during school hours are to turn in the medicines to the school office in their original containers. The medicine should be accompanied by a Student Medication Form, signed by a physician, indicating the patient's name, specific dosing amounts and times, possible side effects, and emergency procedures (if any).

Parents should sign off on the form that the school is authorized to follow the instructions as outlined in the doctor's note. Over-the-counter medications will not be dispensed by the front office without a signed Medication Form. Medication Forms must be resubmitted each year.

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

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

## Immunizations

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

# 13. SAFETY & SECURITY

Safe Environment for Children and Youth: Immaculata makes a safe environment for children

its highest priority. Immaculata follows the policies of the Diocese of Raleigh in accordance with the U.S. Conference of Catholic Bishops Charter for the Protection of Children and Young People (available at <http://www.usccb.org/issues-and-action/child-and-youth-protection/charter.cfm>). These guidelines include:

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

## Responsibility to Report

Any adult in the Immaculata community who suspects that a child has been hurt or abused by any school or church personnel has a responsibility to report the incident immediately and directly to the Principal, Assistant Principal, or Pastor. All allegations of abuse should be made in writing and will be reported to civil authorities. In addition, the Bishop has established an office to investigate allegations openly, and the Principal and Pastor will follow the related guidelines. Moreover, if an individual has been the victim of sexual or physical abuse by church personnel, this office provides support and counseling. More information can be found at <http://www.dioceseofraleigh.org/offices/child-and-youth-protection>. You can also contact the Guidance Counselor, Assistant Principal, or Principal for assistance.

## Child Abuse Laws

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

## Emergency Procedures

### Drills

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

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

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

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

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

## Lockdown

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

## Evacuation

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

- Immaculate Conception Church
- Duke East Campus lawn at the corner of Main Street and Buchanan Boulevard
- Durham Police Department headquarters at 602 E. Main Street, Durham, NC 27701.

## Volunteers

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

## Volunteers are expected to:

- Be accompanied by and under the direct supervision of a teacher or administrator at all times when not in public spaces
- Respect the confidentiality of all faculty, staff, and students
- Sign in and wear a visitor/volunteer badge while in the school building or on the school grounds
- Dress appropriately for a Catholic school environment

- Behave courteously to all children and adults
- Be aware of and adhere to all classroom, playground, and general campus rules
- Notify the office of available scheduling times and needs to cancel

### Volunteers are required not to

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

### Visitors

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

Unless accompanied by and under the direct supervision of a teacher or administrator, visitors may only be in public spaces of the school. Public spaces are defined as the front lobby and waiting area and those places where community events are being held—such as Fellowship Hall during lunch or the Emily K Center during sporting events. If there is not a community event in progress, Fellowship Hall and the Emily K Center are not considered public spaces. The library and Learning Center are not public spaces. **At no time can a visitor disrupt the educational process or regular school procedures of Immaculata. If disruption occurs, the visitor will be asked to leave immediately.**

Alumni may visit for the day or a portion thereof only with the permission of administration and under supervision.

### Family Custodial Situations

In cases of custody arrangements that may require special attention to authorized transport, communications needs, or other issues should be conveyed to school administration and the homeroom teacher. A copy of the court decree bearing the case number, pages referring to child custody as it relates to school, and the page bearing the judge's signature are to be submitted for the child's confidential file.

### Inclement Weather

We want every member of the Immaculata community—students, teachers, and staff—to

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

## School Communications

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

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

## Photography

### Photography at School Performances

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

The use of cameras and camcorders during school performances and events can be disruptive. The flashes and the movement of the photographers and their cameras can distract the student-performers and obstruct the view of other audience members.

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

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

### Photography During Extracurricular Activities

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



extracurricular activities is also acknowledgement of your understanding of this.

## Social Media

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

## Audio and Visual Recording Devices

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

## Playground Equipment and Safety

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

Parents who stay so children can play on the playground after hours should supervise their children closely and adhere to school safety standards. No child should climb on top of the two big play structures or the top of the swings. Parents should spot their children on the equipment and ensure children do not wander into the street, especially during carline.

# 14. ADMISSIONS, REGISTRATION & TUITION

## Admissions Information

### Nondiscrimination Policy

As a Catholic school in the Diocese of Raleigh, Immaculata Catholic School has a racially nondiscriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students.

Immaculata Catholic School does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, athletics and other school-administered programs.

### Priority Enrollment

Additional preference is given to applicants that are:

1. Siblings of current ICS students
2. Members of Immaculate Conception, Holy Cross, Holy Infant, Holy Family, or St. Matthew Catholic Churches
3. Children of ICS or Immaculate Conception staff

## Age Requirements

- Pre-Kindergarten programming is designed for four-year-olds. However, children as young as three and half may be accepted into the Pre-K program, if it is determined they can be successful in that environment. These children will be required to repeat Pre-K in order to meet the Kindergarten age requirement.
- Children must be five years of age by August 31<sup>st</sup> to enter Kindergarten.

## Application Portfolio

Applications are available on the school website. Required supporting documentation includes:

- At least one teacher recommendation
- Copy of latest report card
- Copy of birth certificate
- Applicants with Individual Education Plan (IEP) or other psychoeducational test results including documentation for Academically or Intellectually Gifted (AIG) are required to submit copies of those reports. While Immaculata is not bound or required to comply with IEP or AIG plans, Immaculata will when feasible attempt to accommodate students with additional needs.
- Parents seeking award of the discounted parishioners' tuition rate must also submit a copy of the applicant's baptism certificate and a parish affiliation form signed by the pastor of Immaculate Conception, Holy Cross, Holy Infant, Holy Family, or St. Matthew Catholic Churches

## Enrollment Decisions

The Immaculata Admissions Committee reserves the right to make final admissions decisions based on all available information and data points to serve the best interests of the student and Immaculata Catholic School.

Acceptance into Immaculata Catholic School comes with high expectations concerning effort and conduct of students and their families. All new students will be observed during their first quarter, and acceptance status may be revoked after that period if they are not meeting school standards. Likewise, if there is an apparent lack of trust, respect, and partnership with a family, a meeting will be arranged for the family with Administration and the Pastor at

which a student and/or family may be asked to withdraw attendance at Immaculata Catholic School.

## Withdrawing Enrolled Students

Notice of withdrawal of a student should be made by the parent using the ICS withdrawal form. The business office will inform families of accounts with outstanding balances. No student records will be forwarded to another school until all accounts are settled.

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

For new students, after notification of acceptance, a registration packet must be completed and accompanied by a non-refundable registration fee. Registration for the following school year is held annually in January for all enrolled/returning students.

## Tuition & Fees

Parishioner rates apply to registered and active parishioners from Immaculate Conception, Holy Cross, Holy Infant, Holy Family, and St. Matthew Catholic Churches. The following rates are for the 2022-23 school year:

- Early Childhood Center (Pre-K): \$8,270
- Primary and Intermediate School (Kindergarten - Grade 5): \$7,770
- Middle School (Grades 6-8): \$7,954

## Non-parishioners

- Early Childhood Center (Pre-K): \$8,670
- Primary and Intermediate School (Kindergarten - Grade 5): \$10,143
- Middle School (Grades 6-8): \$10,316

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

Multiple child discounts are not available.

## Tuition Assistance

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

## Application

Immaculata uses the FACTS Grants and Aid Assessment program to manage information and provide objective analysis of applications for tuition assistance. In order to be considered for tuition assistance, the FACTS Grant and Aid Assessment application

(<https://secure.factstuition.com/facts/mypmtplan>) must be accompanied by the tax returns for both parents in most cases. If a parent has sole custody of his/her children and is solely responsible for payment of tuition, then the school must have a copy of the custody agreement and a letter stating the nature of the responsibilities. Misrepresentation of any financial or household information may result in revocation of financial assistance.

## Deadline for Application for Tuition Assistance

The deadline for application for tuition assistance is announced in the Fall. In general, the application deadline is in February. The deadline is coordinated with the Diocese of Raleigh. The application deadline will be announced on the website, in the Immaculata Newsletter. We cannot guarantee assistance for any application received after the deadline.

## Criteria for Awards

ICS resources for tuition assistance are limited. Assistance decisions are based on financial need as analyzed by FACTS. The timeliness of the application can affect the level of support offered. Tuition assistance is limited and most of it is awarded in the spring. Funding is also available through the state of North Carolina (<https://www.ncseaa.edu/k12/opportunity/>).

## Confidentiality

All applications for tuition aid are confidential. We make every effort to safeguard the confidentiality of students and families. The Principal, Assistant Principal, and Administrative Specialist are the only school staff members with direct access to tuition assistance records. In addition, the Pastor, Director of Operations, and parish bookkeeper could have access to tuition assistance records.

## Special Circumstances

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

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

## Methods of Payment

At the time of registration, families can choose between three methods of payment: annual,

semi-annual, or monthly. **All payments are made through the FACTS Tuition Management System.**

## Payment Plan Options

Tuition payments are to be made in accordance with the following payment options.

- **Annual:** One payment made by the 1<sup>st</sup> week of June prior to the upcoming school year. Payment of full tuition by this date will result in a 1.5% discount.
- **Semi-Annual:** Two equal payments made in June prior to the upcoming school year and in November during the school year.
- **Monthly:** 12 equal monthly payments. The first of such installments is to be made in June prior to the upcoming school year. Subsequent installments are to be paid each month (July-May) thereafter. The remaining balance of the tuition is to be paid in full by May of the school year.

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

## Immaculata Tuition Policy

*Accounts Receivable Tuition Payment Policy.* The Accounts Receivable Tuition Policy of Immaculata seeks to protect the school's financial health by ensuring collection of its primary revenue stream, tuition payments. The following procedures, and the Enrollment Contract signed by each family, constitute the Immaculata Catholic School Accounts Receivable Tuition Payment Policy. The Pastor and school administration have the discretion to refer any delinquent account to a collection agency or to the appropriate law enforcement authorities.

The Tuition Payment Policy is to be strictly enforced. However, recognizing that there occasionally arise extenuating circumstances that justify exceptions, the Pastor and Principal have the authority to grant an exception in cases of demonstrated hardship.

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

## Delinquent Accounts

### Start of School

No student will be permitted to begin classes if any balance from the previous year remains unpaid for that student or if, on the first day of school, the student's account is not current according to the payment plan selected on the Enrollment Contract.

## During the School Year

- First Notice: Accounts 30 days past due will receive notice of delinquent amount. The correspondence will seek immediate payment.
- Second Notice: Accounts 60 days past due will result in deactivation of student and parent online access, including, Google, and Office 365.
- Third Notice: Failure to pay overdue balance within 10 days of second notice will result in suspension of student enrollment. Student will not be permitted on campus until overdue balance is paid.

## End of School Year

If any balance remains unpaid at the end of the school year, student will not be permitted to take final exams. In addition, there will be a freeze on student's next school year registration until all balances have been paid in full. The Pastor and school administration have the discretion to refer any delinquent account to a collection agency or to the appropriate law enforcement authorities.

## Cancellation of Enrollment

By June 1st of each academic year, programs are designed, books ordered, and staff hired for the upcoming year. As parents seek to confirm school placements for their children, the number of student applicants diminishes. Thus, it becomes increasingly difficult to replace a student's slot. This situation can be costly to the school. For these reasons, the School Advisory Committee has advised the establishment of the following policy on cancellation of enrollment. The amounts of the payments to be made hereunder are a good faith estimate of the actual damages that Immaculata Catholic School will incur as a result of a student's withdrawal.

All families at Immaculata Catholic School must pay a non-refundable registration fee (\$200) indicating their intent to attend Immaculata Catholic School. Registration fees are due at the time of registration.

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

## Tuition Refund Policy

- Families must notify the school in writing using this ICS form if a student is withdrawing.
- Full tuition payment for the month of withdraw is required.
- If you have pre-paid the full year, you will be refunded the tuition for the months following date of withdrawal.

## Deferral/Postponed Enrollment Policy

Families are encouraged to participate in our distance learning program, should they decide they want to keep their children at home, even if Immaculata is offering on-campus classes. However, if you decide to withdraw a student due to pandemic-related issues, re-enrollment requests will be given priority status over new applicants for openings available for the 2022-23 school year. We want to support our families and their decisions concerning what schooling alternatives will work best for them.

Once a family notifies the school in writing that they are withdrawing an enrolled student, tuition payments will be adjusted as follows:

- If tuition has been pre-paid in full and the withdrawal is submitted before the start of the school year, pre-paid tuition greater than two months will be refunded.
- If tuition is being paid through FACTS Management on a monthly basis, automatic payments will stop no later than the month after the date of withdrawal. No refunds of earlier payments will be offered.

The school will notify you about procedures to re-enroll in hopes of seeing you for the 2022-23 school year. The requests for re-enrollment will require submission of updated education records and possibly the need to take an assessment test for Immaculata Admissions Committee review.

## Transcripts

Requests for transcripts should be submitted to the school office in writing. Parents will not be given records to personally transport to a new school.

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

# 15. SCHOOL LIFE, ATHLETICS, EXTRACURRICULAR

## After School Program

Following dismissal, at approximately 3:35pm, all students enrolled in the After-School Program report to assigned spaces with their counselors. Counselors and classrooms are



assigned by grade level. Students not enrolled in the After School Program but not picked up by the end of dismissal will be sent to the After School Program, and parents assume responsibility for all associated fees.

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

The After School Program is structured to provide a developmentally appropriate academic and social experience for students. After School begins at 3:30pm and ends at 5:30pm daily.

Authorized adults may sign out their child(ren) at any time during the 3:30pm-5:30pm daily program, but no later than 5:30pm. *There is a late fee of \$1 per minute when a child is not picked up by 5:30pm.*

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

It is expected that the children obey all of the school rules (found on pages 19-27) while in the After-School Program. If a child's behavior is a problem and efforts to remedy the situation are not successful, the child will be dismissed from the Program. Dismissal from the Program is done at the discretion of the After School Program Director and the Principal, after consulting with the parents and child.

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

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

## Pickup Procedures

All grades should be signed out at the front desk. Parents picking up students should wait in front of the school for their child to be called down. All children not picked up by 5:15pm will be brought to the lobby or front steps for dismissal.

### Full-time care

- Registration fee: \$50
- First child: \$295/month
- Each additional child: \$252/month
- Late fee: There is a fee of \$1.00 per minute billed to the family's FACTS Account, for students who are not picked up by 5:30 pm.

### Part-time care

- Registration fee: \$50
- Daily fee: \$21 per child/day

- Late fee: There is a fee of \$1.00 per minute billed to the family's FACTS Account, for students who are not picked up by 5:30 pm.

After School fees are charged to parents FACTs account at the beginning of each month for the prior months' services.

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

## Withdrawal from After School Program

Withdrawal from the After School Program requires a 30-day written notice.

## Tuition Assistance for After School Program

Tuition assistance does not apply to After School Program. If you experience financial difficulty and are in need of after school care, please talk with the After School Program Director and/or the Principal.



## Athletics

Immaculata is a charter member of the Triangle Catholic Schools Athletic Conference. This conference includes the Diocese of Raleigh Catholic schools in the Triangle area. To help defray the costs of the athletic program, there are fees for each participant per sport played.

Competitive teams are made up of 6th – 8th graders. If there are not M.S. students to field a team, 5th graders may be asked to participate.

All students who participate in athletics and other extracurricular activities and their parents

are required to read, consider, and agree to abide by the expectations, rules, and responsibilities specified and acknowledge understanding of the contents of athletic handbook. Signing the contract is a prerequisite for participation. Each year student athletes must submit a current physical record prior to participating in a sport. Physicals are only valid for one year.

## Student Clubs

A number of clubs are offered after school to students throughout the year. The extracurricular club offerings vary from semester to semester, depending on faculty talents, student interests, and availability of outside instructors. Each Immaculata student is encouraged to get involved in the clubs offered and to try new things. Some clubs charge fees.

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

## Field Trips

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

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

## Permissions

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

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

## Chaperones

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

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

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

Parents who are not "official" chaperones (as deemed by the teacher organizing the field trip) may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures only "official" chaperones. Participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.

## 16. HOME & SCHOOL ASSOCIATION

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

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

## 17. TECHNOLOGY PROCEDURES

### Technology

Students at Immaculata have access to the internet which enables them to explore untold numbers of libraries, databases, museums, and other repositories of information. Families



should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. Immaculata believes the benefits to students from access to the Internet outweigh the disadvantages. However, individual

families may decline Internet access by informing the school in writing.

### Guidelines

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

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

- Do not use technology to harm other people or their work
- Do not damage hardware, software, or the network in any way
- Do not interfere with the operation of the network by downloading or installing software, shareware, or freeware
- Do not violate copyright laws
- Do not view, send, or display profane, defamatory, threatening, abusive, or offensive messages or pictures. Should students encounter such material by accident, they should report it to their teacher immediately
- Do not share your password with another person

- Do not waste limited resources such as disk space or printing capacity
- Do not trespass in another's folders, work, or files
- If for any reason the Device is lost, damaged, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the following fees to help offset the actual cost to ICS of repair or replacement.
  - If a student breaks an ICS chrome book or the school issued device, a \$100 fee for replacement or value of device will be issued to parent through the Family's FACTS account automatically and must be paid before student is issued another device.
  - If a power cord is visibly damaged, a \$50 fee for replacement will be required.
  - For any instance a device is lost or damaged beyond repair, a device replacement fee of \$400 will be collected.

## Device Infractions & Consequences

<i>Classification</i>	<i>Student Behavior</i>	<i>Consequences</i>
Level 1:	<ul style="list-style-type: none"> <li>• Leaving Chromebook at home.</li> <li>• Not charging device.</li> <li>• Throwing/dropping a bookbag with Chromebook inside.</li> <li>• Not transporting Chromebook in protected sleeve.</li> </ul>	Verbal Warning
Level 2: Repeated Infractions of Level 1 and the following infractions listed here.	<ul style="list-style-type: none"> <li>• Using Chromebook for non-educational tasks during class.</li> <li>• Using school issued devices/accounts' chat features (including "chatting" in a shared file) to communicate with other students not related to coursework in or out of school.</li> <li>• Changing a password on a device or digital school account.</li> <li>• Signing up for non-educational subscriptions/accounts using a school email account.</li> <li>• Placing student or teacher photos/videos on a device or digital school account unrelated to schoolwork.</li> <li>• Device has been left unattended.</li> <li>• Non-sanctioned computer games may not be downloaded or played on school device.</li> </ul>	Teacher will contact home, and detention will be given by teacher to be served during Middle School Lunch Detention.
Level 3: Admin. referral	<ul style="list-style-type: none"> <li>• Gross violation of student, faculty or staff privacy and/or using another student's password to get into a device or account</li> <li>• Changing someone else's password on a device or digital school account</li> <li>• Researching or viewing inappropriate content or images (weapons of any kind, sexually</li> </ul>	<p>Admin. Referral: The matter will be immediately referred to administration and may result in parent conference and/or suspension or expulsion.</p> <p>When a student is referred to administration for researching or viewing inappropriate content or</p>



	<p>explicit content or images), and/or non-educational topics.</p> <ul style="list-style-type: none"> <li>• Cyber-bullying in any form using any digital school account</li> </ul>	<p>images (weapons of any kind) on school-issued devices, the school will take the following disciplinary actions:</p> <ol style="list-style-type: none"> <li>1. A conference with parent(s) and Administration Team.</li> <li>2. Documentation from a medical professional confirming that the student is not a threat to self or others. This will be required before the student is allowed to return to school.</li> <li>3. A school suspension (days to be determined by Admin.) or possible expulsion which will also be determined by the Administration.</li> </ol>
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- *Spot checks will be done throughout the year to ensure the cyber-safety of our students.*
- *Infractions listed in bottom section 9.1 of ICS Technology and 1:1 Handbook also apply to disciplinary infractions and may result in suspension or expulsion.*

## Cell Phone Policy & Smart Devices (Apple watches/Fitbits/etc.)

The use of cell phones and smart devices by students during the academic day is **prohibited**. Such devices will be confiscated if they are visible or sound/ring during school hours. The student will be issued detention or age-appropriate consequence, and the items will be returned only to a parent. Continued infractions will result in Admin referral.

## Texting

Students should at no time be involved in texting during the course of the school day. The student's cell phone or device will be confiscated and only the parent may pick up the device from the Assistant Principal. Habitual offences will result in a parent conference with administration.

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

# 18. UNIFORM POLICY

## Lost and Found

Please label all personal items (including clothing, water bottles and lunch boxes) at the beginning of the year. It is a student's responsibility to retrieve lost articles. Clothing will be placed in storage in the lobby. Smaller items and valuables like jewelry, electronics, and



eyewear will be kept in the Front Office. Lunch boxes and water bottles will be placed in a basket in the Fellowship Hall. Unclaimed items will be given to charity or placed in the Immaculata Uniform Resale throughout the year.

## Immaculata Uniform

The Immaculata Catholic School uniform was established to identify us as a community and to focus our attention on the inner qualities of students. It is grounded in the pillars of the Immaculata Way of Life and helps students to develop our core values. Uniforms are mandatory for all students in Kindergarten through Grade 8. The uniform policy is strictly enforced. Refer to the uniform policy on page 52 for more details.

Uniforms **must be purchased from the list of approved items at Lands' End or Flynn O'Hara.**

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

## Daily Appearance

- Uniforms should fit properly—no oversized or too-tight/short tops or bottoms.
- Shorts, skirts, and jumpers must be no shorter than 3" above the knee. Uniform bottoms may not be rolled at the waist or bottom.
- Shirts must be tucked in at all times.
- Black or white athletic shoes with closed toes, closed heels, and black or white laces or Velcro (no slip-ons) are permitted. Athletic Shoes may NOT have colorful logos, soles, laces, or other details. Sandals, boots, or high heels of any kind are not permitted. Shoelaces must be tied at all times.
- Black or brown dress shoes may be worn by both girls and boys. Examples are: loafers, mary-janes, oxfords, closed toe shoes. Sandals, boots, or high heels of any kind are not permitted. Shoelaces must be tied at all times.
- Outerwear such as coats and hoodies may NOT be worn inside during the school day. Only official Immaculata embroidered sweaters, sweatshirts, and fleece jackets may be worn indoors. Long-sleeved shirts under short-sleeved uniform shirts are not allowed. Students should wear the uniform long-sleeved polo or outerwear for warmth.
- Makeup, bright colored lip gloss, and bright colored nail polish are NOT permitted. For girls, modest nail length and color are permissible.
- Jewelry should be limited to one watch, one ring, and a simple cross or holy medal on a thin silver or gold chain. Watches with a beeping device should be silenced during the school day. Girls may wear only one pair of stud earrings (one in each ear). Boys are not permitted to wear earrings. **No Fitbits, Apple watches or smart watches**

of any kind. Students with medical needs will provide documentation from a medical professional.

- **Hats** of any kind are NOT to be worn in the building. Girls' uniform headbands or a neutral-colored headbands (no wider than 1") are permissible. Head scarves or costume headbands are not allowed.
- **Hair** should be neat, well-groomed, and kept away from the eyes and face. Girls' and boys' extreme hairstyles, cuts, or color are NOT permitted. The administration reserves the right to determine what is acceptable.
- The Immaculata school uniform is a requirement for both in-person and online students during the 2022-23 school year. This consistency will help our students continue to live the IC Way of Life as members of the ICS community even during periods of virtual learning.
- **Face-Coverings:** Face-coverings may be solid or multi-colored, and ICS uniform face-coverings, sold by Land's End, will be available for purchase (optional). *Words, images and messaging are prohibited on face-coverings.*

## Physical Education (PE) Uniforms

- PE uniforms are allowed only on assigned PE days. Flynn O'Hara, Lands' End, and our IC Athletic Store will carry PE attire. All items must have the school logo.
- On Mass days, students participating in readings, or the offertory procession must wear the formal uniform and change into PE attire after Mass.
- PE uniform sweatpants may be worn for warmth. Knee socks, tights, and leggings are not part of the PE uniform.
- Crew neck sweatshirts embroidered with the Immaculata logo may be worn for warmth on PE days. Coats and non-uniform sweaters and sweatshirts are not allowed.
- The Centennial shirt (with tree logo) is no longer part of the PE uniform.

## Winter Uniform

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

On birthdays and certain reward days, students may come to school out of uniform.

## Spiritwear & Non-Uniform Days

Spiritwear shirts and other ICS-branded items may be worn with PE bottoms on Spiritwear Days. Daily Appearance guidelines for accessories, hair, makeup, and length and fit of clothing apply. Students may dress out-of-uniform on their birthdays (or half-birthdays for

summer birthdays) and for other specified occasions. Daily Appearance guidelines for accessories, hair, makeup, and length and fit of clothing apply (page 49). The following may NOT be worn on dress-down days: tank tops, midriff tops, miniskirts, leggings, jeggings, ripped jeans, short shorts, flip-flops, slides, and heels. Any questions regarding attire should be directed to the Dean of Students.

## Attire

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

## 19. RIGHT TO AMEND

Immaculata Catholic School reserves the right to amend this Handbook. Changes made during the 2022-23 school year will be noted in red type online and will be mentioned in the school newsletter.

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

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

## 20. COVID HEALTH AND SAFETY PROCEDURES

### Learning Environment

I acknowledge and agree that changing circumstances occasioned by the COVID-19 pandemic may necessitate changes in the school's delivery of instruction and other programming. These changes may include, but are not limited to, the substantial reduction or elimination of on-site instruction; the provision of distance/remote instruction to some or all students; the reduction, modification or elimination of athletics and other extracurricular activities; and the modification of the Academic Year calendar, including the dates, length, and sequence of academic breaks. By signing this Addendum, I acknowledge and agree that:

- a) School retains the right to implement any such changes, whether prior to and/or during the Academic Year, in its sole discretion
- b) No adjustments can be made with regard to the

student attending virtual/in-person outside of the School's policies; and c) No adjustment will be made to the current school year's tuition charges in response to such changes.

## Health and Safety Protocols

I understand and agree that if my child returns to campus, he/she will be required to comply with School's health and safety protocols as described in the School's policies, protocols, and procedures to limit the spread of COVID-19 and that failure to comply with such protocols may result in the immediate removal of my child from campus. Risk

## Acknowledgement

I acknowledge and agree that School cannot guarantee a COVID-19 free environment, and that, while School will continue to follow the guidance of NC DHHS to mitigate the likelihood of transmission, there is a risk that my child may contract COVID-19 if and when my child returns to the physical campus or at any time during my child's presence on campus. By consenting to my child's presence on School campus, I acknowledge and accept the risk on behalf of my child.

Immaculata will abide by COVID-19 protocols as determined by the State of North Carolina and the Diocese of Raleigh throughout the year. Guidance may change at any time, and we will keep the school community informed of changes as they occur.