

National Blue Ribbon School  
Since 2012

# Parent & Student Handbook

## 2024-2025



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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.
- Our diversity strengthens and unites us.
- God is present in all that we do.
- ICS is a safe, loving and supportive family.
- 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 Council

The Immaculata Catholic School Advisory Council (ICSAC) assists the Pastor and Principal with governance of the school. The council 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, the Principal, and one member from the faculty. There is a minimum of 5 and a maximum of 9 voting members on the Council. Council 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.

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 acknowledges 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, or the student is not living up to the ICS Code of Conduct (RISE) 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 with the following General School Rules:

- 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 parents 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 7:30 a.m. Dismissal begins at 2:55 p.m. for PK – 8<sup>th</sup> and ends at 3:25 p.m. The After School Program ends at 5:30 p.m., at which time the main entrance of the building closes. Entry and exit of the school building for events after 5:30 p.m. 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 the school for children to walk home at dismissal (please see below); biking is not permitted without a parent.
- 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 airbag and a rear seat.” Please see the link below for further details regarding car seats and boosters.  
<https://www.buckleupnc.org/choosing-using/>

Student Walkers:

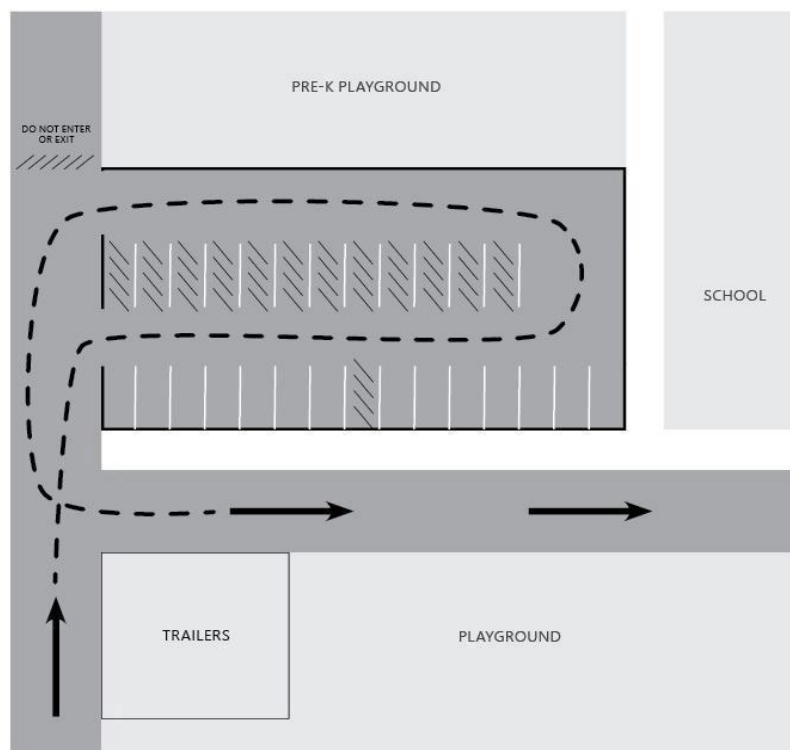
- Grade-Level: students must be in middle school (6th-8th grade) to be allowed to walk home from school; siblings of middle school students will not be permitted to accompany MS students.
- Distance: families must live within a 2-mile radius of school
- PERMISSION and WAIVER: families must fill out a waiver and submit it to the front office in order for students to walk home ([waiver on the ICS Website](#)). **This must be done yearly.**
- Communication: Parents must use the SchoolPass App to move their student who’s walking home to the “walkers” activity. [Please click here](#) to learn how to move your students via the SchoolPass App for a single day.

### Morning Carline Procedures

From 7:30-8:00 a.m., traffic forms two lanes in a one-way flow (see diagram on page 9). 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 carline 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 carline to exit onto Buchanan. Only Pre-K families may use this lot during morning carline (7:30-8:00 a.m.). After 8:00 a.m., this lot is for student recess.



## K-8 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 car 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 carline 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 7:30 a.m. to 8:00 a.m. and Middle School arrival is from 7:30 a.m. to 7:45 a.m.

## Afternoon Carline Procedures

From 2:30 p.m. until carline ends at 3:25 p.m., traffic forms two lanes in a one-way flow. Drivers picking up Pre-K – 2nd 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). *If you choose to park off campus and walk to pick up your child, please note there will be no cross guard at Wilkerson. There will be a cross guard at the Burch intersection.* No vehicles should enter or exit the campus using the Chapel Hill Street church entrance.

For pick-up this year, we will be utilizing SchoolPass. SchoolPass is an online tool designed to enable you to: report absences for your child, set up a transportation plan for your child, manage and report arrival and dismissal changes to the school, automatically notify the correct staff, teachers, and other parents when changes are reported, self-manage authorized driver lists, and help the school prepare for an organized and timely dismissal process.

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 and utilize SchoolPass to 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.

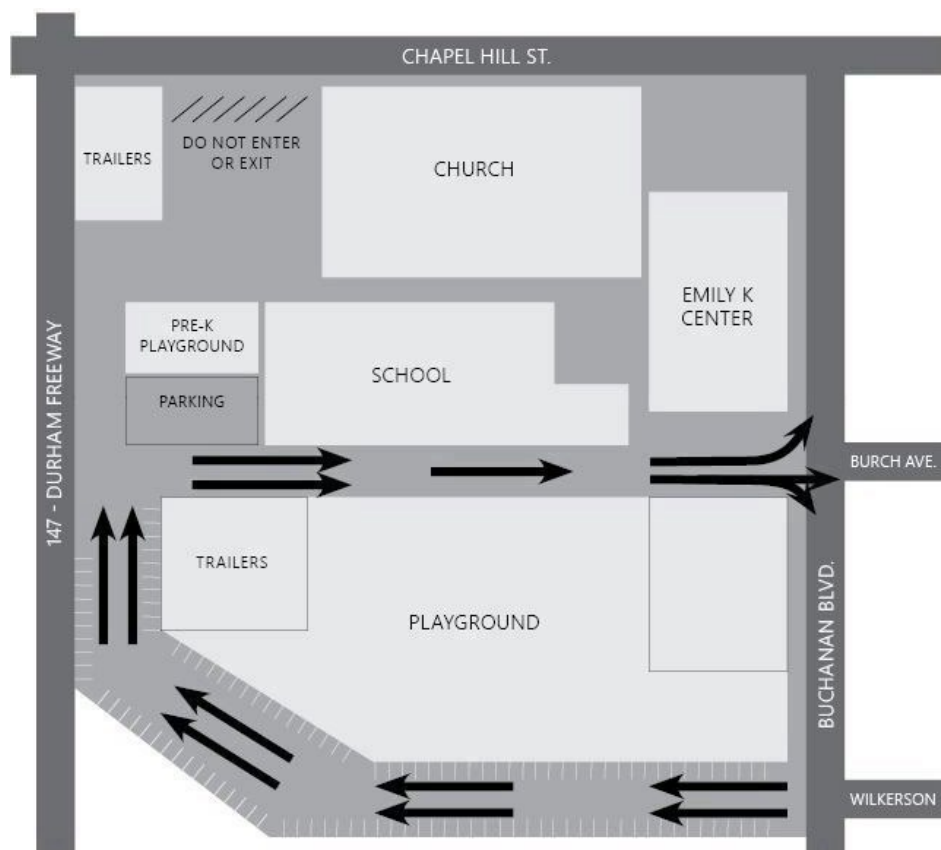
Traffic directors will let drivers know when to move forward in the carline and when it is clear to exit the campus. A thumbs-up signal from a driver to the traffic director in front of the school indicates the car is ready to exit. Thumbs down indicates a car is still awaiting student. Safety Note: Please utilize the crosswalk to cross through carline. No one (especially students) should ever cross through carline.

## No Re-Entry Policy:

To maintain a secure school building during dismissal (carline) and throughout our After Care program (between the hours of 2:50 p.m.-5:30 p.m.), no re-entry into the school building is permissible, for students and parents, unless it is an emergency or permission from administration. Students and parents must wait until the following school day within the hours of 7:30 a.m. and 2:40 p.m. to collect any forgotten items (homework, lunch boxes, water bottles, uniforms, etc.). This allows us to further maintain the quality and safety of the school building.



## Morning and Afternoon Carline



### Morning & Afternoon Walking Parent Drop-off/Pick-up

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 8:00 a.m.- 2:30 p.m. and from 3:35-5:30 p.m. 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 8:00 a.m. Middle School instruction begins at 7:45 a.m. If the bell rings and a student is not in the classroom, that student is tardy.

*Students arriving after carline has closed at 8:00 a.m.—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 a personal cell phone to call home during the day.*

## 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 2:30-3:00 p.m.

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

## Special Permission to Transport

Parents can report carpool changes via the SchoolPass App. If you'd like to add or remove a change to student dismissal plans, please follow the steps below. Students are not permitted to leave the school grounds with a person not listed if a parent/guardian has not made carpool changes on the SchoolPass App.

- Log into the SchoolPass App and click Calendar to view existing dismissal changes.
- Press the Plus + sign on the bottom navigation to open the Add Changes window. Select Carpool from the Changes menu to place one or more of your students into a carpool with another family attending your school. If you already have an authorized driver such as a caregiver or relative registered under your Drivers tab, you do not need to complete this step.
- On the first screen, if you'd like to indicate specific dates for your children to join a carpool, select each date on the calendar screen, and then press Choose date to advance.
- For recurring carpools, click Recurring and indicate the frequency, day(s) of week, and the start and end period for this carpool. Then press Choose date to continue.
- On the next screen, you can select more than one child to ride in this carpool by clicking the drop down arrow next to your child's name. Press Select Carpool to open a window to search for the family you'd like your child to carpool. You may choose to indicate this as an arrival or dismissal carpool using the Type menu, as well as add notes. Press Submit at the bottom of the page to notify your school, as well as the family with which you are carpooling.

## Arrival/Dismissal of Students in Extracurricular Activities

Students participating in after school activities such as clubs, sports, etc. will be called between 3:00-3:35 p.m. 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 utilize the School Pass app.

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

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

Classwork 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 – documented notification to parents and a parent conference
- 20 days – review by Principal to determine retention or future enrollment at ICS

## Chronic Unexcused Absences

- 10 days – documented notification to parents
- 15-20 days – conversation with parents and administration to discuss strategies to prevent tardiness
- 25 days – conference with parents and administration to determine next steps and how to bring student and family into alignment with school policy
- Chronic, continuing tardiness – patterns of continuing tardiness demonstrate a lack of regard for school policies and procedures; will result in administrative conference to determine student's future at Immaculata

## Excused Extended Absences (not vacations)

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.

# 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 7:00 p.m. 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 3:00 p.m. 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 <https://dioceseofraleigh.org/catholic-schools/standards-and-instruction>).

## 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.

Our placement process has been carefully designed, and we ask that parents 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. *Accordingly, we also ask that parents do not request specific teachers for the upcoming year.*

## 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 roughly 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. Also, in accordance with state law, parents should have on file with the school current physical exam and immunizations records.



## Toilet Trained Policy

Children enrolled in PreK (also including grades K-8) are expected to be able to use the toilet independently. In addition to scheduled toilet breaks for the entire class, the children have access and are certainly able to go to the bathroom whenever they need to. Fully toilet trained children must be able to do the following without adult assistance and minimal adult prompting:

- Be accident-free in regular underwear (not training pants, disposable diapers, or pull-ups) for a two-week daytime period
- Recognize and be able to tell a teacher in words that they need to use the toilet before they have to go
- Hold their toilet need until they can get to the bathroom from a classroom or the playground or while waiting in line for other children to finish using the toilet
- Get on and off the toilet mostly independently
- Pull down/up their pants/underwear or lift dress/skirt (teachers can help with difficult snaps or buttons if needed)
- Wipe themselves after using the toilet
- Flush the toilet
- Wash/dry their hands

Please be aware that performance in a preschool setting may not be the same as it is at home. With 19-20 children in the class, teachers will do their best to encourage and remind children but are not able to continuously monitor each individual child for non-verbal cues as the day's activities proceed. There are a lot of distractions at preschool with friends, toys, and fun activities that a less confident, not completely independently potty-trained child may have trouble maintaining dryness/cleanliness. We encourage you to foster this independence at home and in public.

In PreK and Kindergarten, we will care for all children if a child has an accident, teachers will help him/her change into dry clothes, mostly encouraging him/her to change independently. The wet/soiled clothes will be sent home in a bag. If accidents persist, parents will be called to discuss the child's readiness.

Please note that this policy is not in place to shame or punish a child or inconvenience the family. Rather, cleaning accidents in a preschool setting (the child, seat, floor/rug etc.) is time-consuming. Our classrooms are not outfitted for this, as it takes teachers away from spending time interacting with and facilitating the entire class in a fun and safe manner. This policy is intended to ensure the safety and happiness of all children.

## 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.

## Student Learning & Multi-Tiered System of Support

In order to provide supports for a wide array of students, ICS has created a Multi-Tiered System of Support (MTSS) framework, which is a proactive and comprehensive problem-solving system used to provide personalized support to students. Immaculata's Learning & Resource Center (LC), staffed by specialized educators and support personnel, is established to accommodate students with diverse and unique learning styles, within the capacity of the school's resources and under the MTSS framework of student supports.

Parents at Immaculata Catholic School can raise concerns about their child's academic or behavioral challenges to the teacher or resource team. Once a concern is submitted, it will be addressed through a systematic process within the Multi-Tiered System of Support framework. The school staff will collaborate with parents to understand the child's needs and develop an action plan, as needed and at the discretion of the school administration.

## 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. All students are required to attend Mass and Friday morning prayer. 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-5 student progress in socio-emotional growth areas will be assessed by homeroom and grade-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.

Specials K-2: 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 3-5: Immaculata uses a 10-point grading system for grades 3 to 5 for core subjects.

Specials 3-5: 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 6-8 Physical Education: Immaculata will use a letter grading system.

Grades 6-8: Immaculata uses a 10-point grading system for core subjects.

10 Point Scale	
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.*

1 to 5 Point Scale	
Letter Grade	Grading Scale
1 No Evidence	There is no evidence that the student understands the skill/concept.
2 Little Evidence	There is little evidence that the student understands this skill/concept. Errors/misunderstandings frequently occur. Prompting and support often needed.
3 Some Evidence	There is some evidence that the student understands this skill/concept. Errors/misunderstandings sometimes occur. Prompting and support sometimes needed.
4 Expanding Evidence	There is expanding evidence that the student understands this skill/concept. Errors/misunderstandings occasionally occur. Prompting and support occasionally needed.
5 Clear Evidence	There is clear evidence that the student understands this skill/concept. Errors/misunderstandings rarely occur. Student independently applies the concept/skill.

## Retention & Promotion (K-8)

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.

For students with demonstrated needs (including classroom daily academic performance as indicated by the classroom teacher and resource teaching team, test scores, or report card grades), Summer school remediation may be required, at the family's expense, for specific subjects. Remediation courses and assignments will be determined by administration and communicated to families by two weeks after the date final report card grades post. If required, successful completion of remediation assignments and/or courses will be required before the start of the next academic year on a date specified by the administration.

### K-5:

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 (Parent/Student Handbook pg. 19).

## 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. If students fail to complete the remediation requirements, they will not be promoted to the next grade level. 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 test scores are just one of many pieces of information that indicate students' growth and development. Families should avoid student absences during testing times.

**i-Ready Assessments, Grades K-8:** i-Ready is an online program for reading and mathematics that will help us determine our students' needs, personalize their learning, and monitor their academic progress throughout the school year. These brief, adaptive benchmarking assessments are administered three times per year (fall, winter and spring) so that faculty, staff and parents can use the assessment information to learn more about student progress in ELA and math throughout the year. Once assessments are complete, our faculty and staff will review scores to find areas of strength and growth among students in their classes and then adjust instruction accordingly. Additionally, we will share individual student i-Ready data with families after each benchmarking period so that parents and teachers can work together as a team to support our students.

During i-Ready testing windows, teachers will provide the i-Ready assessment schedule. Testing will typically occur over 2-3 days for each grade-level, and assessment sessions typically last 30-60 minutes, although times vary by grade-level. Please do your best to avoid absences during the testing period and especially during scheduled assessment days; please also be sure your child gets enough sleep and eats nutritious meals as usual. Most importantly, we encourage all families to simply remind students to do their best and show what they know on these assessments, and to reiterate that same message regarding all assessments in school.

**Assessment of Religious Knowledge (ARK), Grades 3-8:** The Diocese of Raleigh has opted to adopt the Assessment of Religious Knowledge (ARK) to measure religious knowledge across the diocese. The aim of this assessment is to help the diocesan and school leaders understand what we know about our faith and what we believe as a community. This information will help us evaluate the religion and faith formation classes that are offered in schools and parishes across the diocese. The assessment will be conducted for students in grades 3-8 in their homeroom classes in the spring semester. It is a low-stakes, brief assessment that will simply help the diocese understand what students as a whole group think and know about various questions related to our faith. Please note that individual reports will not be provided after the assessment.

## 9. BEHAVIOR & DISCIPLINE

### Expectations and Code of Conduct for Community

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 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.

**Adult 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.

**Staff Formative Conversations with Students:** At Immaculata, much of the formation of our students occurs through conversations that occur on a daily basis between adults and students. This is a major part of the school's mission as an educational institution, especially with regard to the moral and socio-emotional formation and growth of our students, from youngest to oldest. Accordingly, these conversations will occur without the presence of parents. This, of course, requires that parents trust the school's employees to perform our duties regarding student formation in good faith. At the same time, parent-school partnership is imperative, and we encourage frequent and fruitful communication between parents/guardians and school staff about the formation and growth of our students.

## 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 Principal.
6. 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

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)
- 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 management 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: Office Referral (Second Instance) Sent Home

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

### Tier 4: Patterns of Behavior

- Repeated behaviors from either 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>	Teacher will redirect student.
Level 2: Repeated Infractions of Level 1 and the following infractions listed here.	<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> <li>• Making false statements with the intentions to get another student(s) in trouble.</li> </ul>	Teacher will contact home by email or phone. Discipline infraction will be recorded, and detention will be served during Middle School Lunch Detention.
Level 3: Admin. referral	<ul style="list-style-type: none"> <li>• inappropriate displays of affection</li> <li>• fighting</li> <li>• offensive and/or foul language or gestures</li> <li>• plagiarism</li> <li>• cheating</li> <li>• cyberbullying/bullying</li> <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) (See page 46)</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, discussing, or viewing inappropriate content or images (weapons of any kind) on school-issued devices, or on school campus 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>

This discipline plan applies to Middle School but can also apply to Lower School (PK-5) at the discretion of the Administration.

## Suspension or Expulsion

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

Before a suspension, administration will conduct a thorough investigation by interviewing all parties involved. Communication between the student, administration, and the guidance counselor is vital in addressing alleged misconduct. The time out of school for the suspension will be determined by the Principal and/or Assistant Principal or Dean of Students based on the severity, duration, and frequency of the inappropriate action. After the investigation, the school principal can suspend a student for up to 2 days, with longer suspensions requiring approval from the diocesan superintendent. Immaculata will provide academic work to what extent possible to the student during suspension. There will be no academic penalty due to suspension. Students who receive OOSS will not be allowed to participate in extracurricular activities and/or sports events during the time of their suspension. In addition, they will also not be allowed on campus during their suspension. Upon returning to school, students must meet with the guidance counselor or administrator. Additional support can be arranged if necessary.

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

## Cheating/Forgery/Plagiarism

If a student is seen or found to have forged a signature or cheated or plagiarized on graded class work, quizzes, tests, or projects (any instance of academic dishonesty), the teacher will 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 of academic dishonesty will result in an Admin referral, with no credit for the work cheated on. This will result in a parent-admin conference to determine further consequences, including suspension and a determination as to whether 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 consequences may include parent contact and/or suspension. A second incident will result in further consequences and 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 cases of severe harassment or verbally degrading language, further consequences, up to and including expulsion may be applied.

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

- Call the Durham Police Department
- Call Child Protective Services
- Notify the Pastor
- Notify the Diocese of Raleigh

Parents of both parties will be notified

## Stealing

Any students involved in stealing will receive consequences deemed appropriate by the 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 may merit suspension or expulsion. Fighting includes intentionally causing or trying to cause significant physical harm to another individual. 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 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 alleged 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 (including text messages) includes defamatory comments images, or content of any kind regarding the school, faculty, other students, or the parish, it could lead to consequences within the school, determined by the administration, up to and including 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). Bringing any of the above items to school may result in consequences up to and including suspension or expulsion.

## Expulsion

Expulsion is most serious and will be invoked to the extent possible after all other means of discipline have proven ineffectual, and a student's conduct is a definite hindrance to the welfare and progress of the school community. There may be situations which demand immediate removal of a student from school. If the serious nature of the situation warrants it (e.g., drugs, alcohol, vandalism, possession of a weapon or anything that looks like or could be used as a weapon), expulsion may be invoked for a first offense. Additionally, any of the above actions outlined in the "Suspension and Expulsion" section of the handbook possibly meriting a suspension, if deemed severe enough, may merit expulsion as determined by the school administration.

## 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 snacks during early morning recess. Snack time for Grades 3-5 and Middle School students is a “working snack” around 9:30 a.m.

### Lunch Service

Immaculata has an optional, additional-cost lunch program that offers a variety of foods daily. There is no obligation to take part in the program, as we understand that the offerings may not meet everyone's nutritional standards, allergy restrictions, or budget.

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.

We are delighted to announce that My Hot Lunchbox will be our official partner for the hot lunch program during the 24-25 school year. Choose from a wide variety of lunch options offered by various vendors for your student(s). Ordering is scheduled to open on August 1. The Hot Lunch program begins on Wednesday, August 14. All orders must be placed, changed, or cancelled by 12 noon on the day PRIOR to delivery.

To begin ordering lunches, [click here](#) to Create a New Account and follow the prompts to create your free account!

If you have any questions, please contact My Hot Lunchbox at 888-894-8295 or email [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com).

### Refund Policy:

Any meal canceled in the My Hot Lunchbox creates a credit on your account. This credit never expires, and it is automatically applied the next time you check out. My Hot Lunchbox does not issue a refund on a credit balance unless you are closing your account (ex. a student is leaving the school). However, if you prefer, My Hot Lunchbox will refund you the credit balance less the 3% processing fee.

### Forgotten Lunches:

If your child forgets his/her lunch, they should report to the front office where they will be given a PBJ sandwich (or an alternative per allergy restrictions), goldfish, and applesauce. Please note that each time the school supplies lunch to a child, a parent's FACTS account will be charged \$10.00.

## 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 the 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 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 the 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. ([CDC](#), Content source: [Global Health, Division of Parasitic Diseases and Malaria](#))

## Special Accommodations

Parents should inform the school office and teacher of any special health needs. Any accommodation 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 a significant 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 students' 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. Parents should not send a student to school with sunscreen or bug spray; these items must be administered prior to the student arriving at school.

## 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 must 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.

**Students found with medication on their person will be referred to administration and are subject to disciplinary action, up to and including suspension or expulsion from school.**



## 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
- Burch Avenue Park

### 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 year.

## 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

The ICS administration has the right to remove or reject volunteers from participating in school events/functions.

## 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

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student.

Additionally, when parents notify the school that they are a separate household, school administration will request custodial parents [complete a separate household agreement](#) providing additional guidance for school and parents.

In cases of custody arrangements that may require special attention to authorize transport, communications needs, or other issues, the details of these arrangements, including court orders, must be conveyed to school administration in writing. It is the responsibility of the custodial parents to provide complete and updated copies of court decrees bearing the case numbers, pages referring to child custody as it relates to school, and judge signatures 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 a.m. 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 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

#### Statement of Non-Discriminatory Policy As to Students

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

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

OFFICE OF EDUCATION, Lytia Reese, Superintendent of Schools, Catholic Diocese of Raleigh.

### Priority Enrollment

Additional preference is given to applicants that are:

- Siblings of current ICS students
- Members of Immaculate Conception, Holy Cross, Holy Infant, Holy Family, or St. Matthew Catholic Churches
- 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. All enrollment decisions are final and not subject to appeal. Due to space and/or school resource limitations applicants may be listed "wait pool" status.

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 2024-25 school year:

- Early Childhood Center (Pre-K): \$9,470
- Primary and Intermediate School (Kindergarten - Grade 5): \$8,897
- Middle School (Grades 6-8): \$9,106

## Non-parishioners

- Early Childhood Center (Pre-K): \$9,930
- Primary and Intermediate School (Kindergarten - Grade 5): \$11,610
- Middle School (Grades 6-8): \$11,813

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.

## 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 that are **30 days past due** will receive an email notification of the delinquent amount from our Registrar's office. The correspondence will request that the account be brought current within 10 business days.
- **Second Notice:** Accounts that are **60 days past due** will receive a phone call and follow up email from our Registrar's office requesting that the account be brought current within 10 business days.
- **Third Notice:** Accounts that are **90 days or more past due** may be required to meet with Administration to determine student's current and future enrollment at Immaculata Catholic School.

### End of School Year

If any balance remains unpaid at the end of the school year, families will be contacted by school administration regarding the student's enrollment status for the coming school year, and enrollment status is not guaranteed if an unpaid tuition balance remains at the end of the school year. The Pastor and school administration have the discretion to refer any delinquent account to a collection agency or other organization.

## 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. Questions regarding tuition assistance please contact our Director of Financial Aid, Kathy Badillo at [badillok@icdurham.org](mailto:badillok@icdurham.org).

## 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 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.

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.

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 in no way guaranteed.

All applications for tuition aid are confidential. We make every effort to safeguard the confidentiality of students and families. The Financial Aid Committee 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.

Families applying for tuition assistance should complete the following steps:

- Submit an [NCSEAA application](#) between February 1-March 1.
- Submit a [FACTS Financial Aid application](#) with the necessary supporting documentation annually. The 2024-25 financial aid application is open.

*We are not able to offer financial assistance for our Pre-K or After School programs as both may be eligible for dependent care reimbursement through your employer, providing tax savings.*

*Financial aid applications are reviewed once all supporting documentation has been submitted.*

## 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.

## Cancellation of Enrollment

All families at Immaculata Catholic School must pay a non-refundable registration fee (\$200) per student indicating their intent to attend Immaculata Catholic School. Registration fees are due at the time of enrollment. A family who wishes to cancel its enrollment 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 collection for the academic year begins in June.** This is necessary due to the commitments that Immaculata Catholic School has made for personnel, supplies, curriculum, and materials based on your child's enrollment. 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. Therefore, our tuition refund policy is as follows:

## Tuition Refund Policy

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

- If tuition has been pre-paid in full or half, tuition beyond the month of withdrawal will be refunded. No refunds will be offered for the month of withdrawal or previous months. **This policy applies to all tuition payments made, including those made before the school year begins.**
- If tuition is being paid through FACTS Management on a monthly basis, automatic payments following the month of withdrawal will be terminated. No refunds of earlier payments will be offered. **This policy applies to all tuition payments made, including those made before the school year begins.**

## 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.

## SCHOOL LIFE, ATHLETICS, EXTRACURRICULAR

### After School Program

Following dismissal, at approximately 3:30 p.m., 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 3:30 p.m. and ends at 5:30 p.m. daily.

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

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 Directors and the Principal, after consulting with the parents and child.

Parents may contact the After School Program Directors 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 5:15 p.m. will be brought to the lobby or front steps for dismissal.

## After Care Fees

### Full-time care

- Registration fee: \$50
- First child: \$320/month
- Each additional child: \$273/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: \$23 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 the 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 athletes may be enrolled in After Care. However, students attending athletic practices or events should be directly taken to the event by the parents.

## 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. If an approved pickup person has not arrived to pick up within 5 minutes of the designated club ending time, that student will be put into AfterCare and will incur AfterCare charges at that time.

Online registration for clubs can be found on the extracurricular activity's website. 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. Parents are asked to sign a permission slip 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.

## Academic/Behavior Requirements

Students are required to uphold academic performance levels that are consistent with their potential and God-given abilities. Every student must maintain a minimum “C grade point average” in EVERY subject to be ELIGIBLE to participate in all sports and extracurricular activities at Immaculata from grades 5-8. All decisions in this matter are subject to administrative review.

Fall Season, grades will be checked every two weeks after the season has begun. Winter Season, grades will be checked Friday prior to tryouts starting to determine eligibility and monitored every two weeks after the season has begun. Spring Season, grades will be checked Friday prior to tryouts starting to determine eligibility and monitored every two weeks after the season has begun.

We recognize that some students have special challenges. However, it is the goal of Immaculata Catholic School, to help each student succeed academically and spiritually first and foremost. For this reason, students who fail to meet the academic requirements will be placed on a two-week academic probation. If the student fails to improve his/her grade during this time, he/she could be removed from the team. Student grades will be checked regularly by the Dean of Students, to ensure they meet academic requirements.

Additionally, students who receive an incomplete in any subject will be placed on probation. Any students who receive out-of-school, or in-school suspension will be placed on suspension from the team or extracurricular activity. This suspension will include at least one game, no matter what day the suspension is served. The athletic director will meet with the coach and with school administration to discuss if further action is needed.

## Academic Probation Procedure

Parents will be notified via e-mail that their student has been placed on academic probation. The student will be given a contract to sign that states they understand the goals they must achieve and the consequences for not reaching said goals. During the two- week period, a student is still considered a full, participating member of the athletic or extracurricular, but time should be spent wisely in improving one’s grades and conduct. Student-athletes are encouraged to seek extra help from those teachers in courses where he/she is struggling either before or after school. Immaculata School faculty and staff are always willing to assist students in their academic studies and personal growth as young adults.

At the end of the two-week period, an administrator will meet again to determine whether the student achieved the goals set forth at the beginning of the probation period. The administration will determine final eligibility based on the results from the probationary process. This policy is to ensure that academic performance is not negatively affected by the time constraints of participation in the athletic or extracurricular program.

## 15. 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.

## 16. 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 purpose 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 explicit content or images), and/or non-educational topics.</li> <li>Cyber-bullying in any form using any digital school account</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 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> </ol> <p>A school suspension (days to be determined by Admin.) or possible expulsion which will also be determined by the Administration.</p>

- 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.)

Immaculata does not permit use of cell phones, smartphones, smart devices, handheld games, music devices, or earbuds during the hours of the school day. We highly discourage students in 6th through 8th grades from bringing cell or smartphones to school. If a parent should feel it is a necessity for their middle school student to carry a cell or smartphone for communication purposes, the following parameters apply: The device must be powered off and remain in the student's personal backpack all day. The phone may only be used for communication with the student's parent/guardian or caregiver after the office is closed and/or the supervising adult gives permission to do so. The school will not be liable for loss, damage, or theft of any device.

If a student needs to contact their parent/guardian or caregiver, they may use the school phone in the main office. Parents/Guardians are encouraged to contact the Main Office to relay only urgent messages to their children.

## Cell Phone Use

If unapproved use of a cell phone (including texting), laptop, handheld game, or other electronic device is discovered during the school day, the device will be confiscated and returned to a parent or guardian, and administration will determine if further consequences are merited. A second offense will result in further consequences at the discretion of administration, up to and including suspension. If a student continues to use unapproved electronic devices at school, further consequences will be determined by administration and communicated in a parent conference, up to and including suspension or expulsion.

# 17. 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 school uniform is a requirement for all K-8 students during the 2024-25 school year. This consistency will help our students continue to live the IC Way of Life as members of the ICS community. The uniform policy is strictly enforced. Administration reserves the right to determine what is appropriate with regards to the uniform. Refer to the uniform policy for more details and [see the uniform policy addendum \(with pictures included\) linked here.](#)

## Purchasing Uniforms

Uniforms should be purchased from the list of approved items at [Lands' End](#) or Flynn O'Hara. Gently used uniforms are also available through the school's uniform resale.

### Additional Uniform Purchase Options

In addition to using our vendors, Flynn O'Hara and Land's End: The ICS Administration has approved the purchase of alternative lower cost uniforms through French Toast Uniforms, Old Navy, and The Children's Place. When ordering from any of these places, please keep in mind that you will be able to purchase non-logoed items only (green plaid box pleat jumper, green plaid at the knee skirt, khaki shorts, khaki pants). The items purchased must resemble the items sold by our vendors. Please see the pictures on the uniform policy addendum for the required ICS plaid. No cargo pants or other non-uniform styles will be permitted. To shop online for French Toast, please visit their website at <https://www.frenchtoast.com/>. Once on their website, shop only under "Girls Uniforms" or "Boys Uniforms". Do not "Shop by School" as they do not carry our logo and/or our embroidery. For any uniform questions, please email [Kathy Badillo](#) (Assistant Principal) or [Robert Cox](#) (Dean of Students).

## Daily Appearance

- Please dress appropriately based on weather conditions. If raining, students should wear rain jackets. On cold weather days students should wear pants and bring a fleece.
- Uniforms should fit properly—no oversized or too-tight/short tops or bottoms. Pants should touch the top of shoes.
- Uniforms should not have holes and should not be frayed.
- Shorts, skirts, and jumpers must be no shorter than 3" above the knee. Uniform bottoms may not be rolled at the waist, bottom or hemmed.
- Shirts must be tucked in at all times except on PE uniform days.
- Athletic shoes can be all white or all black, or black and white.
- 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, crocs or high heels of any kind are not permitted. Shoelaces must be tied at all times (Please Note: A black or white shoe logo is acceptable. Designs and patterns are NOT permitted.).
- Velcro or black or brown dress shoes are permitted. All shoes must have closed toes.
- No outerwear, fleeces or sweaters should be tied around the waist. If not worn, students should place them in lockers.
- Non-ICS 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 nails, modest nail length, no nail tips/extensions and neutral colors only (white, beige, tan, cream, nude) 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 must have approval from the resource department and administration.

- Hats of any kind are NOT to be worn in the building. Girls' uniform headbands or neutral-colored headbands (no wider than 1") are permissible. Head scarves or costume headbands are not allowed.
- Hairstyles and cuts are to be neat and clean starting on day one of school and remain this way throughout the entire school year. Hair should not obstruct vision in any way. Male students' hair must be above the collar and above the eyebrows. Girls' and boys' extreme hairstyles, cuts, or color are NOT permitted. The administration reserves the right to determine what is acceptable.
- 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.
- *\*On Mass days, if a homeroom or an individual student is participating in readings, cantor, or the offertory/gift procession all students must wear the formal uniform and change into PE attire after Mass.\**
- The gray shirt with the Immaculata PE logo must be worn on PE days with navy blue uniform shorts (no shorter than 3" above knee) or navy-blue sweatpants with Immaculata logo. Shorts and pants should be purchased through Lands' End or FlynnO'Hara.
- PE uniform sweatpants may be worn for warmth. Knee socks, tights, and leggings (alone) are NOT part of the PE uniform. No leggings are acceptable to wear for PE classes unless they are worn under the PE uniform shorts (must be uniform leggings in navy blue).
- Only the approved gray PE uniform shirt and shorts should be worn on PE days. No Spiritwear is allowed on PE days unless it is Spiritwear day.
- No leggings are acceptable to wear for PE classes unless they are worn under the PE uniform shorts.

## Spiritwear

- Spiritwear shirts and other ICS-branded items may be worn with PE uniform bottoms on Spiritwear Days. Administration reserves the right to determine what is appropriate with regards to Spiritwear.

## Non-Uniform Days

- Daily Appearance guidelines for accessories, hair, makeup, and length and fit of clothing apply.
- The following may NOT be worn on dress-down days: tank tops, midriff tops, mini-skirts, leggings, jeggings, ripped jeans, short shorts, flip-flops, slides, and heels. Under garments of any kind should not be showing.

## Birthdays

- All the above non-uniform day guidelines apply to birthdays.
- 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.

## Water Bottles

- Water bottles are permitted on campus for all students but are not required. Water bottles that can be squeezed (Example: Gatorade Squeeze Bottle) and those with straws that can leak if turned over or otherwise are not permitted on campus due to the increased likelihood of spills.

Suitability/Appropriateness: All items brought into the school building including bookbags, binders, lockers, fun-share, etc. must be deemed appropriate by the administration. Nothing of a political nature or sexual nature is permissible on school grounds.

Administration reserves the right to determine what is appropriate with regards to the uniform and parents will be notified. Any questions regarding attire or appropriateness should be directed to the Dean of Students.

## 18. RIGHT TO AMEND

*Immaculata Catholic School reserves the right to amend this Handbook.* Changes made during the 2024-25 school year will be notified to parents and guardians 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.

## 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.

## 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.