Immaculata
CATHOLIC SCHOOL
WHERE FAITH AND KNOWLEDGE GROW

Parent & Student Handbook
2026-2027



A National Blue Ribbon School

2012 & 2024

Immaculata Catholic School
712 Burch Avenue
Durham, North Carolina

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MISSION & CULTURE

Immaculata Catholic School empowers students with a faith-based education shaping curious thinkers, engaged citizens, and compassionate leaders. Embracing our diversity, students build a foundation of empathy, integrity, and academic excellence that prepares them for a life of service to the common good.

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.

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 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).

Immaculata Catholic School Advisory Council

The Immaculata Catholic School Advisory Council (ICSAC) is responsible to the Pastor and assists the Principal. It advises the Principal according to policies and regulations as stated in the Catholic Schools Administrator Handbook issued by the Diocesan Superintendent of Schools. The council creates a better understanding of Catholic education and promotes financial support for Immaculata Catholic School. It communicates with the Pastoral Council and the Finance Council to ensure the spiritual and financial integrity of the school. The council also advises the Principal in formulating the annual budget before it is presented to the Parish Finance Council.

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), accommodation 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.

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 teachers 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, Division Head, and/or Administration. 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.

Defacing or damaging school books or materials 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.

ARRIVAL & DEPARTURE PROCEDURES

The school building opens Monday-Friday at 7:30 a.m. Dismissal begins at 3:00 p.m. for PK – 8th and ends at 3:25 p.m. The Aftercare 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. Families should not drop off students in the Church parking lot or on Buchanan Street at any time. All drop-offs must follow school-approved procedures—either through carline or by parents walking students to the designated entrance.

Visitors Parking: No parking is allowed in the fire lanes and visitors are asked to park in the lower school lot where the "Visitors 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."

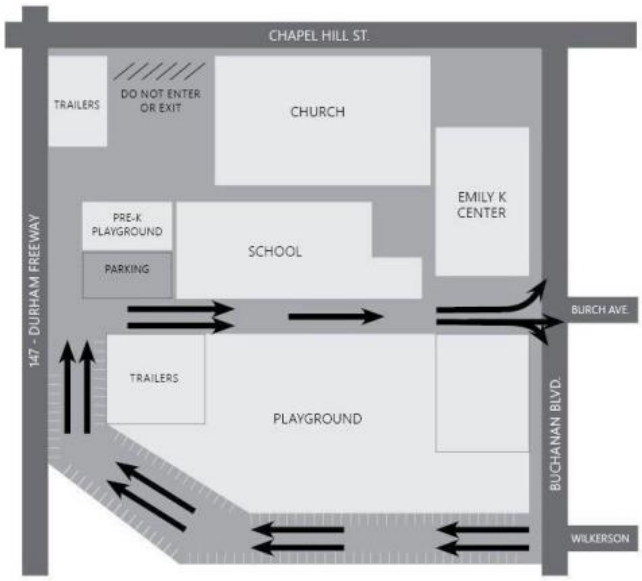
Student Walkers:

- 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 contact the front office to fill out a waiver and submit it in order for students to walk home. This must be done yearly.
- Communication: Parents must use the SchoolPass App to move their student who's walking home to the "walkers" activity. To learn how to move your students via the SchoolPass App for a single day watch the video tutorials linked here.

Morning Carline Procedures

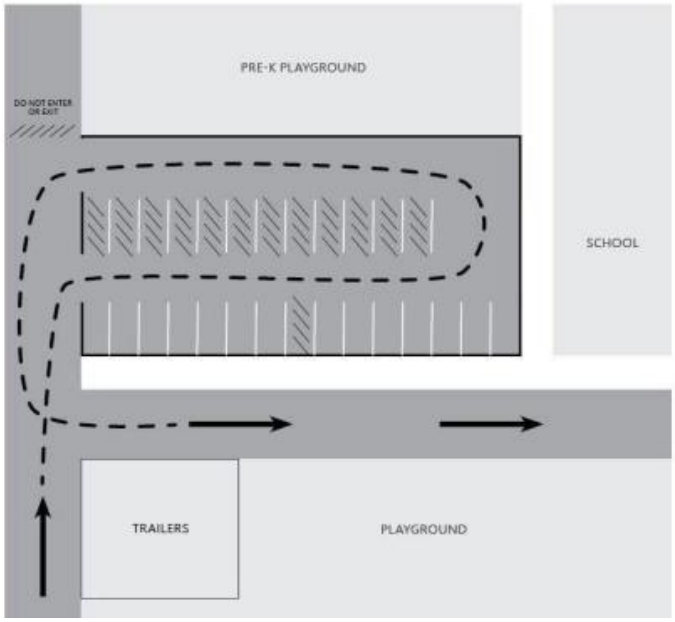
From 7:30-8:00 a.m., traffic forms two lanes in a one-way flow (see diagram below). All cars should turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and then proceed towards the school.

Morning and Afternoon Carline



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 8:00a.m. families who arrive late should park in the Pre-K lot until 8:30a.m. and walk their children into school to sign in. After 8:30a.m. the playground lot will close and families will need to park in general parking.

K-8 Families

Bear right onto Burch Avenue (in front of the school) to drop off students. No vehicles should enter or exit the campus using the Chapel Hill Street church entrance. Drivers dropping off K – 1st 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 2:40 p.m. until carline ends at 3:25 p.m., traffic forms two lanes in a one-way flow. Drivers picking up Pre-K – 1st grade students must use the lane closest to the school (school side). All other grades can use either lane (school side or playground side), whichever is the shorter lane.

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.

SchoolPass

SchoolPass is an online tool designed to enable you to:

- Report on 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 indicate 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.

Late Pick Up Policy

Carline dismissal concludes at 3:25 p.m. Students not picked up by this time will transition to aftercare, which begins promptly at 3:35 p.m. Any students not picked up by 3:35 will be checked into aftercare.

Thank you for helping us ensure a smooth and timely dismissal process.

No Re-Entry Policy

To maintain a secure school environment during dismissal and After Care hours (2:50–5:30 p.m.), re-entry into the school building is not permitted for students or parents unless there is an emergency or prior approval from administration. Forgotten items such as homework, lunch boxes, water bottles, or uniforms may be retrieved the following school day between 7:30 a.m. and 2:40 p.m. This policy helps ensure the safety and smooth operation of our after-school programs.

Walking Parent Drop-off and Pick-up Guidelines

Morning Drop-off (Before 8:00 a.m.):

- Park in the lower parking lot by the playground.
- If you park on a nearby street, do not block driveways, your vehicle may be towed.
- Do not use the church parking lot for drop-off.

Student Drop-off Protocol:

- Adults walking K–8 students must drop them off at the front of the school to maintain building security.
- Do not drop off students on Buchanan Boulevard.

Building Access:

- No entry is allowed into the school building without an appointment and check-in at the front office.
- To speak with a teacher or staff member, please schedule an appointment in advance.

Afternoon Pick-up:

- Walkers should line up on the lower field in the designated area.
- A staff member will call students for dismissal—please do not enter the building.
- For the safety of all, do not disrupt hallways or dismissal zones.

Street Closure:

- Burch Avenue in front of the school is closed to traffic from:
- 8:00 a.m. – 2:30 p.m.
- 3:35 p.m. – 5:30 p.m.
- During these times, park in the Visitor Lot and enter through the front office.
- Do not park in front of traffic cones, as it blocks the fire lane and compromises safety. Vehicles may be towed.

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 without getting a pass from the front office.

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 via SchoolPass. Students must be signed out in the front office by an authorized adult. The school office 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-designation 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.

Carpool Changes via SchoolPass

- Parents must report all carpool changes through the **SchoolPass App**.
- **Students may not leave with an unauthorized driver** not listed in SchoolPass.

To update carpool plans:

1. **Open SchoolPass** and click **Calendar** to view current dismissal plans.
2. Tap the **"+" icon** and select **Carpool** from the menu.
3. Choose dates for the carpool or set it as **Recurring** by selecting the frequency and date range.
4. Select the student(s) involved using the drop-down menu.
5. Choose the carpool family, indicate **arrival or dismissal**, and add any notes.
6. Press **Submit** to notify the school and the selected carpool family.

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 parents will be asked to sign out the students on a paper that the club leader will have. 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. If your child is signed up for more than one after-school activity on the same day, please be aware that we are unable to provide staff to escort students between activities. We kindly ask that parents make arrangements to ensure their child can attend each activity on time. We appreciate your understanding and support in helping us keep all students safe and accounted for.

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 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

Regular school attendance is critical to academic achievement, a student's sense of belonging, and overall school success. Chronic absenteeism can significantly hinder a student's performance and engagement. To address excessive unexcused absences, the following steps will be taken:

- **10 unexcused absences** – Parents will receive written notification.
- **15 unexcused absences** – A second written notification will be issued, and a parent conference will be scheduled.
- **20 unexcused absences** – The Principal will review the student's attendance record to determine potential retention and/or continued enrollment at Immaculata Catholic School.

Chronic Unexcused Tardiness

Consistent participation in the start-of-day routines is essential to a student's academic and social-emotional success. This time allows students to settle into the classroom environment, connect with their teacher and peers, and engage in preparatory activities that set a positive tone for the day. We view this period as critical to a successful school experience. All students are expected to attend Mass and Friday morning prayer. Consistent unexcused tardiness to Mass and FMP is not permitted.

To uphold the importance of timely arrival, the following steps will be taken when a student accumulates an excessive number of **unexcused tardies**:

- **10 unexcused tardies** – Parents will receive written notification.
- **15–20 unexcused tardies** – A meeting with parents and administration will be scheduled to identify strategies for improving punctuality.
- **25 unexcused tardies** – A formal conference will be held with parents and administration to determine appropriate next steps and how to bring the student and family into alignment with school policy.
- **Ongoing chronic tardiness** – Continued patterns of unexcused tardiness may be viewed as a disregard for school expectations and may result in an administrative review of the student's enrollment status 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.

Bereavement Policy

Immaculata Catholic School recognizes that the death of a loved one is a deeply emotional and challenging time for students and their families. In the event of a death in the immediate family, the school will provide reasonable accommodations to support the student's emotional well-being and allow time for grieving.

Absences Due to Bereavement

Students may be excused from school for up to **three (3) days** in the event of the death of an immediate family member (parent, sibling, grandparent, guardian, or

other close relative). Additional time may be granted at the discretion of the Principal based on individual circumstances.

Communication and Support
Parents/guardians should notify the school office as soon as possible. Our faculty and staff are committed to offering pastoral and emotional support. School counselors and faith leaders are available to meet with students as needed.

Academic Considerations
Teachers will work with families to develop a reasonable plan for making up missed assignments and assessments during the time of absence.

COMMUNICATIONS

Telephone and E-mail Notification System

Immaculata uses a text and e-mail notification system to keep parents informed. Each Sunday at approximately 7:00 p.m., the Principal sends an automated message with updates for the coming week. Inclement weather notifications are sent via text, email, and through the FACTS Family App.

If you are not receiving voice, text, and/or email messages—or if your contact information needs to be updated—please notify the Registrar's Office.

Folders

Teachers may assign folders to send information home and receive items from families. The frequency and method of folder transfers are determined by each homeroom teacher.

Immaculata Newsletter

The *Immaculata News* is emailed to parents every Thursday at 4:00 p.m. and includes important school-wide updates. To submit a request for content to be included, email the Communications Office by **noon on Monday** prior to your desired publication date. Content must be approved by the administration.

FACTS Student Information System

- FACTS is the primary hub for school information: forms, enrollment, events, athletics, weather alerts, and individual teacher pages. If you encounter login or access issues, please email the school office for support.

Advertisements & Flyers

Flyers promoting community events may be distributed periodically. Immaculata does not endorse these events or organizations. Retail advertisements are only permitted under special circumstances—such as when a percentage of proceeds benefits the school.

School Telephone Use

To maintain a productive learning environment, classroom interruptions are limited:

- **Parents** should not call to speak with or leave messages for students unless the matter is urgent.
- **Teachers** are unavailable for phone calls during the school day. Please leave a voicemail or email to schedule a conference. Teachers may not respond until after school hours.
- **Students** may only use the school phone for emergencies or special circumstances. Calls for forgotten items (e.g., homework, lunches, carpool arrangements) are discouraged.

School Directory

The family directory is accessible via the FACTS Family Portal and is intended solely for school-related communication. Directory use for political, commercial, or other non-school-related purposes is prohibited without written approval from the Principal or Pastor.

Misuse of directory information may result in disciplinary action, including dismissal from the school community.

Emergency & Weather Communications

When school is delayed or closed due to inclement weather:

- Announcements will be posted on the FACTS Family Portal homepage.
- Families will receive a voicemail, text, and email between **6:00–6:30 a.m.**
- If school dismisses early, the same channels will be used to communicate changes.
- The After School Program will close if school dismisses early or may be canceled even if school remains open all day.

Note: No alert will be sent if school is operating on a normal schedule.

Photography at School Performances

To ensure an enjoyable experience for all:

- Flash photography and videography can be distracting to performers and the audience.
- Parents should adhere to photography guidelines communicated in advance of events such as the Advent Program, school play, or Graduation.
- During registration, parents indicate whether their child may be photographed or recorded at school events.

Photography During Extracurricular Activities

Photography is permitted at extracurricular events (e.g., athletics, clubs). By allowing your child to participate, you acknowledge that others may take and share photos during these activities.

Audio and Visual Recording Devices

Recording devices (phones, cameras, etc.) may not be used in private areas such as bathrooms, locker rooms, or changing areas. Any violation of this policy will result in disciplinary consequences.

Social Media Policy

We expect all members of our school community to uphold a respectful and mission-aligned digital presence.

- **Respect & Responsibility:** Engage online in a way that honors all members of the ICS community.
- **Mission-Aligned Content:** Promote kindness, inclusivity, and faith.
- **No Harassment or Defamation:** Cyberbullying or harmful comments will not be tolerated.
- **School Representation:** Personal social media accounts reflect the larger school community.
- **Concerns:** Address issues directly with school personnel—do not use social media for grievances.
- **Privacy:** Do not share student details (names, photos, locations) without permission.
- **Administrative Review:** Posts violating this policy may result in disciplinary or administrative action, even if made from personal accounts.

- **Official School Communications:** Any concerns or discussions about school policies, staff, or students should be addressed directly with school administration rather than on social media. By fostering a respectful, faith-centered online presence, we help ensure a positive and supportive community for all.

While the school does not actively monitor personal accounts, posts that contradict the school's mission, promote negativity, or violate student privacy may result in administrative action.

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.

ACADEMICS & CURRICULUM

Curriculum

Immaculata Catholic School offers a comprehensive academic program grounded in faith formation. The curriculum includes reading, writing, speaking,

listening, mathematics, science, social studies, Spanish, art, music, technology, physical education, and character development. All diocesan catholic schools in the Diocese of Raleigh align curriculum with North Carolina Standard Course of Study (NCSCS) requirements.

The school emphasizes Science, Technology, Engineering, and Math (STEM) through inquiry-based and project-based learning, where students actively investigate real-world problems. In younger grades, students deepen this approach through hands-on inquiry and collaborative projects that integrate technology and cross-curricular design, strengthening their comprehension across all subjects.

Class Assignment

Each spring, teachers recommend class placements for the upcoming year based on students' academic needs and classroom dynamics. Class lists recommendations are reviewed by administration who may adjust placements based on input from our Guidance Counselor and Dean of Students. This careful process ensures balanced classes that benefit all students at Immaculata.

We ask that parents respect the teacher's placement process. Our professional educators carefully consider many factors that affect student learning—including academic needs, social-emotional development, learning environment, and classroom dynamics—with student success as the ultimate goal. Teacher placements are made thoughtfully to best support each child's growth. Accordingly, we also ask that parents do not request specific teachers for the upcoming year.

Class Size

Each homeroom class typically has between 18 and 25 students. There are Teacher Assistants in each grade level PK-5, allowing us to differentiate and support students with a wide range of abilities.

Conferences

Parent-teacher conferences are scheduled once a year in the fall, following the first grading period. However, we encourage ongoing communication between parents and teachers throughout the year.

Student progress is communicated through mid-quarter progress reports and weekly grade updates on FACTS. Additional conferences can be requested at any time by contacting your child's teacher via email.

Counseling & Guidance

The Guidance Counselor provides individual counseling, small group discussions, and classroom guidance activities throughout the year, in coordination with our Learning Center MTSS Coordinator, serving as a valuable resource for students, parents, and teachers on topics including academic improvement, friendship building, self-esteem, peer conflict resolution, peer pressure, and home-related concerns—appointments can be scheduled through a teacher or by contacting the Guidance Counselor directly.

Pre-K Program

Immaculata's Pre-K program takes a whole-child approach focused on building foundational skills in social interaction, spiritual enrichment, and academic development. The PreK program operates during the same hours and with the same rules as the rest of the school. The program is housed in its own secure wing with private bathrooms and an adjacent enclosed playground reserved exclusively for Pre-K students. Our curriculum follows a developmental progression across faith formation, social, physical, and academic domains, preparing students for seamless transition to kindergarten and setting them up for long-term success. Parents must maintain current physical exam and immunization records on file with the school, in accordance with state law.

Toilet Trained Policy

All enrolled students are expected to be toilet trained and able to use the toilet independently. In addition to scheduled class bathroom breaks, children have access to the bathroom whenever needed. If a student is unable to demonstrate mastery of this skill, Immaculata reserves the right to determine whether continued enrollment is appropriate, per the school administration’s discretion.

<u>Required Independent Skills</u>

Fully toilet-trained children must be able to do the following with minimal adult assistance:

- Remain accident-free in regular underwear for a two-week daytime period
- Communicate their bathroom needs to a teacher before urgency

- Wait their turn and hold their need until reaching the bathroom
- Get on and off the toilet independently
- Manage their clothing (teachers assist with difficult fasteners if needed)
- Wipe themselves after using the toilet
- Flush the toilet and wash/dry their hands

School vs. Home
Performance in a school setting may differ from home, but one essential skill remains consistent: the ability to independently communicate bathroom needs. Teachers encourage and support children, but they cannot continuously monitor every child or respond to non-verbal cues alone.

To help your child succeed at school, it's crucial that they develop confidence in asking for bathroom help using their words or established communication method—whether that's speaking directly to the teacher, raising their hand, or using another clear method. This independence is especially important because bathroom needs can arise at unpredictable times and in various school situations: during transitions, in different classrooms, with substitute teachers, or when the regular teacher is temporarily unavailable.

We encourage families to foster independence at home and in public settings by teaching and practicing bathroom communication skills regularly. Help your child feel confident expressing this need clearly and directly in different environments. This preparation at home directly supports their ability to handle bathroom needs confidently and independently in any school situation they may encounter.

Accident Procedures
In PreK and Kindergarten, if a child has an accident, teachers will help them change into dry clothes while encouraging independence. Wet or soiled clothing will be sent home in a bag. If accidents persist, parents will be contacted to discuss the child's readiness.

Policy Rationale
This policy ensures the safety and optimal learning environment for all students. Cleaning accidents is time-consuming and diverts teachers and staff attention from instruction and supervision.

Purpose of Homework

Homework serves as a critical bridge between classroom instruction and independent learning. It provides students with opportunities to demonstrate understanding, reinforce key concepts, and extend their learning beyond the

school day. More importantly, homework develops essential life skills including discipline, time management, organization, and foster personal accountability—qualities that support academic success and future achievement.

Our homework policy recognizes that students learn at different developmental stages. By thoughtfully assigning work that matches each grade level's cognitive and emotional readiness, we help students build sustainable study habits while maintaining a healthy balance between school and personal life.

Developmental Approach to Homework

Homework expectations are carefully designed to meet students where they are developmentally, gradually building independence and responsibility over time.

Elementary Grades (1-3)

Focus: Introduction to routines and basic accountability

In the early grades, homework emphasizes establishing consistent routines and positive associations with learning. Assignments are brief, focused on reinforcing classroom skills (reading, phonics, basic math), and designed to involve families in the learning process. Students begin developing organizational habits and learning to follow simple directions independently.

Upper Elementary (Grades 4-5)

Focus: Building independence and time management

Students take on greater responsibility for managing their assignments and materials. Homework becomes more varied, incorporating practice, review, and introductory extension activities. Students learn to estimate how long tasks take, plan their work, and problem-solve when challenges arise. Family involvement transitions from active participation to supportive monitoring.

Middle School (Grades 6-8)

Focus: Developing self-directed learning and long-term planning

Homework becomes increasingly sophisticated, requiring synthesis of information, independent research, and multi-step projects. Students practice managing multiple assignments across subjects, prioritizing work, and seeking

help when needed. This stage builds the executive function skills essential for high school success and beyond.

The Role of Parents and Families

Family support is essential to homework success. Parents are encouraged to:

- **Create a consistent homework environment:** Establish a quiet, organized space free from major distractions where your child can focus
- **Set expectations and routines:** Help your child develop a regular homework schedule and build it into daily routines
- **Monitor without micromanaging:** Check that homework is being completed, but allow your child to struggle productively with challenging material
- **Communicate with teachers:** Share concerns about homework load, your child's understanding, or time management challenges
- **Model learning process:** Demonstrate that you value learning and problem-solving by engaging in discussion of these activities with your child
- **Support balance:** Encourage your child to maintain physical activity, creative pursuits, and adequate rest alongside academic work

The following time expectations represent the approximate total time students should spend on homework daily. Actual time may vary based on student's pace, assignment complexity, and individual needs.

1st Grade: 10-15 Minutes in addition to daily reading

2nd Grade: 20-25 Minutes in addition to daily reading

3rd Grade: 30-35 Minutes in addition to daily reading

4th Grade: 40-45 Minutes in addition to daily reading

5th Grade: 50-55 Minutes in addition to daily reading

6th-8th Grade: 60-120 Minutes in addition to daily reading

Additional Notes:

- Students who work efficiently may complete assignments in less time

- Students who consistently exceed time guidelines should contact their teacher to discuss pacing or understanding
- Homework should not regularly interfere with sleep, physical activity, family time, or extracurricular commitments

Practical Procedures and Expectations

Assignment Organization and Communication

Yellow Communication Folder:

All students receive a yellow two-pocket folder to facilitate communication between school and home. This folder travels daily between home and school and contains homework, important forms, and notices requiring parent attention.

We encourage you to check your child's folder regularly to stay informed about classroom and school activities.

Assignment Books and Planners: In Grades 3rd-5th, students use assignment books to record daily homework. Teachers check these regularly to ensure students understand expectations. Parents are encouraged to review assignment planners to stay informed about their child's work. In Grades 6^{th}-8^{th} students use Google Classroom for posted assignments. Teachers post all assignments and deadlines through Google Classroom. Parents are encouraged to support their child until the student can independently navigate challenges and achieve success on their own in using Google Classroom.

Material Access and Classroom Support

Gathering Materials: Students are responsible for packing necessary materials at the end of the school day. Set expectations for Pre-K–8th are developmentally appropriate for each age group. Teachers provide reminders, especially in younger grades, to gather their belongings and materials needed for homework. If your child frequently forgets materials, please contact the teacher to problem-solve together.

Incomplete or Missing Homework

Homework is expected to be completed by the assigned due date and specific homework policies are established by grade-level and division teams. If your child struggles to complete assignments:

- Contact the teacher to discuss underlying issues (comprehension, time management, motivation)
- Work together to develop strategies for improvement

Consistent patterns of incomplete work signal that a student needs additional support.

Extended Absences: For planned absences of more than two days, contact your child's teacher at least one week in advance to arrange assignments.

Excessive Homework Concerns: If you believe your child is regularly spending significantly more time on homework than grade-level guidelines suggest, or if homework is causing undue stress, contact the teacher to discuss your concerns.

Supporting Your Child's Success

Homework is most effective when it is a shared responsibility among students, families, and teachers. By working together with clear expectations, consistent routines, and genuine support for each child's development, we help students build the skills and confidence they need to become independent, lifelong learners.

Student Learning & Multi-Tiered System of Support

In order to provide support 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.

Enrichment at Immaculata (K–8)

Immaculata provides diverse learning experiences across all grade levels to meet the needs of advanced learners and build on their strengths and foster growth through appropriately challenging experiences.

Grades K–2: Building Foundations
All students are given opportunities to engage with enrichment activities across subject areas. Through cross-curricular projects and collaboration with resource teachers and grade-level teachers, students can extend their knowledge and develop deeper understanding on grade level topics.

Grades 3–5: Identification and Support
Beginning in the first quarter of grade 3, students are considered for the AIG (Academically & Intellectually Gifted) program based on multiple measures:

- Teacher nomination and recommendations
- iReady benchmarks (spring of previous year and fall of current year)
- Student portfolio including grades and 2–3 work samples that demonstrate above-grade-level work

The MTSS team committee (composed of grade-level teachers, the AIG teacher, and guidance counselor) review each student's file to determine eligibility. Parents are notified annually of identification decisions. Identification may change year to year based on student performance and learning needs, which is reviewed annually. Parents may opt out of AIG services at any time by contacting the AIG teacher and MTSS Coordinator.

Students' progress in the AIG program is monitored throughout the year and reviewed annually to ensure the program continues to meet each student's needs.

Grades 6–8: Deepening Learning
All middle school students have opportunities to deepen and extend their learning through seminars, STEM speaker series, field trips, cross-curricular projects, Science Olympiad, and leadership roles.

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. Consistent unexcused tardiness to Mass and FMP is not permitted and will result in a conference with**

administration. 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 for clarification.

Report cards are electronically generated at the end of each grading period. The academic year is composed of four nine-week grading periods.

Grades are posted weekly on FACTS (our online grade portal). These posts contain current academic grades for assignments and information about a student's progress.

Teachers may send mid-quarter progress reports home if there are academic concerns that need to be addressed. We encourage parents to contact teachers proactively to discuss academic support strategies for both home and school.

Assessment

- **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.

Academic Grading Scale

Grades 3–8 Core Subjects: 10-Point Letter Grade Scale

Letter Grade	Percentage Range
A	90–100
B	80–89

C	70–79
D	65–69
F	Below 65*

Rubric

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 are occasionally needed.

Honor Roll Criteria (Grades 6–8)

Honor Roll Recognition: Immaculata publishes an honor roll list at the end of each quarter to recognize students who have achieved all As in all subjects.

Retention & Promotion (K-8)

Promotion to the next grade at Immaculata Catholic School is determined by a student's daily performance, test results, recommendations of teachers, and the student's ability to complete grade level work and demonstrate mastery of grade level skills and standards successfully.

Students whose performance does not indicate sufficient mastery of grade-level standards throughout the year will be taken under careful consideration, with the possibility that the student may not be promoted to the next grade level at Immaculata.

K-2 Retention:

Students are required to demonstrate grade level proficiency in ELA and Math. Students who fail to demonstrate grade level competencies are required to attend or complete summer school remediation. Students who do not demonstrate grade level proficiency may be asked to repeat the grade. This decision will be communicated in a parent conference with school administration.

3-8 Retention:

Students are required to pass all core subjects in ELA/Math/Science/Social Studies with a final year average of 65%. Students who fail one or two core subjects are required to attend or complete summer school remediation. If students fail more than two core subjects, they will not be promoted to the next grade level at Immaculata. Remediation courses and assignments will be determined by the 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.

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.

iReady Grades K-8: iReady Inform 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~~ 2 days for each grade-level, and assessment sessions typically last ~~30-60~~ 45-90 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.

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 the 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 Catholic 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

When 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:

- Focus on the issues. Attack the problem, not the person.
- 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.

- If you want help after your initial communication with the person directly involved, contact the Guidance Counselor or the immediate leader of that area of the school: division head, dean of students, etc.
- Avoid involving other members of the community that are not directly involved with the issue at hand. Avoid hearsay.
- If needed, request a meeting with the Principal.
- 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, ~~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 Administration
- Referral to the Guidance Counselor
- Parent, teacher and/or staff member, student, and/or Administration conference
- Behavior contracts
- Principal, Pastor, and parent conference

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 (1st 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 unenrolled 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 (1st offense in 1st grade and below is a warning, referral/call home; 2nd offense merits being sent home)
  - Inappropriate touching of other students' bodies (2nd 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 unenrollment from school.

Discipline Plan for Middle School (6-8)

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

	Student Behavior	*Consequences*
Level 1:	• Infractions of General School Rules	Teacher will redirect student.
Level 2: Repeated Infractions of Level 1 and the following infractions listed here.	• disruption of the learning process • disrespect to fellow student • disrespect to an adult • inappropriate language • disrespect in hallway/public area • phone rings or is visible at any time during the school day • horseplay/rough housing • Making false statements with the intentions to get another student(s) in trouble.	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	• inappropriate displays of affection • fighting • offensive and/or foul language or gestures • plagiarism • cheating • cyberbullying/bullying	Admin. Referral: The matter will be immediately referred to administration and may result in parent conference and/or suspension or expulsion. 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

	• out of class or school building without authorization • Inappropriate touching of other students' bodies and/or with intent to make peer uncomfortable • Threats (verbal, written, online) (See page 46)	campus the school will take the following disciplinary actions at the discretion of the administration: 1. A conference with parent(s) and Administration Team. 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. 3. A school suspension (days to be determined by Admin.) or possible unenrollment which will also be determined by the Administration.

Suspension or Expulsion

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

Before 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 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 Out-of-School Suspension (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 and even removal from school, per the discretion of the administration, include but are not limited to the following:

Cheating/Forgery/Plagiarism

Immaculata Catholic School expects students to complete academic work with honesty, integrity, and respect for the learning process. Academic dishonesty includes, but is not limited to, cheating, forgery, plagiarism, unauthorized collaboration, copying another student's work, submitting work completed by another person, using unauthorized resources, or misrepresenting one's own work. Furthermore, using technology, including artificial intelligence tools, unless explicitly permitted by the teacher, to produce and submit assignments also constitutes academic dishonesty.

Plagiarism includes presenting another person's words, ideas, work, or created content as one's own without proper permission or acknowledgment. This may include copying from a book, website, classmate, online source, artificial intelligence tool, or any other source. Cheating includes giving or receiving unauthorized help on graded classwork, quizzes, tests, projects, writing assignments, or any other academic work. Forgery includes signing or altering a document, form, grade, communication, or signature without authorization.

The school reserves the right to determine whether academic dishonesty has occurred based on the evidence available. This may include, but is not limited to, the student's submitted work, drafts, notes, teacher observations, comparison to the student's previous work, similarities to outside sources or other student work, inconsistencies in writing style or ability, digital records, student explanation, or other relevant information. A student does not need to admit wrongdoing for the school to determine that academic dishonesty has occurred.

Any assignment, assessment, project, or portion of academic work completed through academic dishonesty is considered invalid. When academic dishonesty is determined, the entire assignment or assessment may be invalidated, and the academic dishonesty policy will apply.

For a first incident of academic dishonesty, the teacher will confiscate or retain the work, contact the student's parent or guardian, inform administration, and the student will receive a zero for the assignment, quiz, test, project, or assessment. At the school administration's discretion, and according to teacher guidelines and a timeline stipulated by the teacher, the student may be allowed to resubmit the work or complete an alternative assignment for up to 50% credit.

A second incident of academic dishonesty will result in an administrative referral, with no credit awarded for the work in question. The student and parent or guardian will participate in a parent-administration conference to determine further consequences. These consequences may include suspension and a determination as to whether the student will be allowed to continue at Immaculata Catholic School.

Academic honesty is an essential part of student formation. Students are expected to learn from mistakes, take responsibility for their choices, and grow in integrity as members of the Immaculata community.

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, up to and including removal from school, 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 and/or 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 deeded 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, Dean of Students/Administration, 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.

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 be partnering with SchoolBitez lunch ordering system for the hot lunch program for the 26-27 school year. Choose from an array of lunch options offered by various vendors for your student(s). All orders must be changed or cancelled by 9:00 am one week prior to delivery.

To begin ordering lunches, click here to Create a New SchoolBitez Account and/or watch a video tutorial. When downloading the app, use code ICD-ICS.

If you have any questions, please email School@icdurham.org

Refund Policy:

Any meal cancelled before the cut-off date, or meals cancelled for inclement weather, etc. will result in a credit to your account. There will be no refunds for missed lunches due to absences.

Forgotten Lunches:

If your child forgets his/her lunch, they should report to the front office where they will be given a PBJ sandwich, 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, on 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 allergies are an important condition affecting many school children and positively welcomes all students with life-threatening allergies, including food allergies.

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.

ICS is not a nut-free campus. Students who experience severe nut-allergies must have a documented Allergy Action Plan and meet with school leadership and/or teacher to review the plan.

Please see “Health” section, below, for more detailed information regarding managing food allergies.

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 class.

HEALTH

Illness and Return-to-School Expectations

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 not return to school until they meet the following conditions without symptom-reducing medications for **at least 24 hours**:

- fever-free
- free from vomiting and/or diarrhea
- able to eat and drink

A child being treated with medications (e.g., antibiotics, anti-parasitic) for contagious illnesses (e.g., strep throat, scabies, pink eye, impetigo, scarlet fever, pertussis) should receive at least 24 hours of the medication 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. In the event a student becomes unwell during the school day, they will be evaluated by our staff for symptoms. If a student exhibits symptoms such as fever, vomiting, diarrhea, or a concerning or worsening rash, parents will be notified and required to pick up the student from school. Any student who is feeling unwell and waiting in the front office to be picked up will be asked to wear a mask. This small step helps protect our office staff and those caring for the sick child, and supports our shared effort to keep our students, faculty, and families well.

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 non-medical personnel.

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

Allergies

Immaculata Catholic School recognizes that life-threatening allergies are an important condition affecting many school children and positively welcomes all students with life-threatening 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 epinephrine nasal spray (neffy) 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 must meet with the child's homeroom teacher and the school nurse or designee concerning the specifics of the student's allergy and treatment and document that information with an Allergy Action Plan. Any emergency medications should be provided to the school in original labeled containers, and a medication authorization and provider order form completed. These steps should be completed prior to the first day of the school year, or as soon as possible in the case of a newly identified severe allergy.

Parents with children who have serious medical conditions (e.g., diabetes, epilepsy, asthma, other conditions that require frequent monitoring and/or may need intervention during the school day) must meet with the child's homeroom teacher and the school nurse or designee concerning the specifics of the student's condition and treatment and document that information with a condition-specific Action Plan, which can be found on Parents A-Z. Any medications should be provided to the school in original labeled containers, and a medication authorization and provider order form completed. These steps should be completed prior to the first day of the school year, or as soon as possible in the case of a newly identified condition.

The homeroom teacher, in collaboration with the school nurse or designee, will inform necessary staff members of any student Health Action Plans.

Staff will be reminded that all medical information is confidential and shared only on a need-to-know basis. Teachers will be responsible for keeping an updated substitute folder containing information that should be shared with others that may be overseeing their students.

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 or serious medical conditions. Medications (for example, the student's EpiPen or seizure emergency medication), and a copy of the student's Emergency Medical Form must accompany the student. The school will ensure that an accessible communication device is available on the trip for emergencies. Parents of a student at risk for anaphylaxis or with serious medical conditions will be invited to accompany their child on school trips; however, Level C volunteer certification will still be required. In the absence of an accompanying parent, another designated adult must be trained and assigned the task of monitoring the student's welfare and for addressing any medical emergency, including activating the action plan, notifying staff directing the field trip, and administration of emergency medication if needed. The adult(s) carrying emergency medication(s) will be identified and introduced to the student(s) and all chaperones.

After School Care and Activities

After school activities sponsored by the school must be consistent with school policies and procedures regarding life-threatening allergies and serious conditions. The supervising staff member(s) will identify which students may have allergies and/or serious medical conditions and will be responsible for knowing the location of Allergy and condition-specific Action Plans and emergency medications during after school activities.

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 observing teacher or staff member.

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

Over-the-counter medications will not be dispensed by the front office without a signed Medication Form. 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, major side effects, and emergency procedures (if any).

Parents must also sign the form, giving the school authorization to follow the instructions as outlined in the medication form. **Medication Forms must be resubmitted each school year and if dosages, conditions, or action plans change during the school 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 and the Medication Self-Carry form must be completed by the prescribing medical provider, the student's parents, the student, and the school administration. The student will then undergo assessment by the school nurse or designee to include: ensuring the student can articulate the reason the medication is needed, the times they would self-administer, the process to notify school staff if the medication is used, demonstration of appropriate self-

administration, and stated understanding of policies prohibiting sharing of medication. The school will log the details each time any type of medication is administered.

Students who do not have a completed Medication Self-Carry agreement on file and who are 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 or submit valid medical or religious exemption documentation. or submit valid medical or religious exemption documentation.

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. 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 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 Diocese of Raleigh, Office of Child & Youth Protection. You can also contact the Guidance Counselor, 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 (or other local law enforcement entity with jurisdiction). For information on child abuse and neglect reporting procedures, visit the North Carolina Department of Health and Human Services.

Emergency Procedures Drills

As of 2025, Immaculata Catholic School utilizes the "I love you guys" Standard Response Protocol for all campus emergencies.

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.

Reunification

In the event of an emergency requiring an evacuation of the campus, returning students to their parents safely and efficiently is of the highest priority. To that end, Immaculata Catholic School has coordinated with Durham Co. Emergency Management for resources and assistance, should a situation warrant.

Volunteer Expectations and Requirements

Immaculata Catholic School is deeply grateful for the time and talents of our parent and community volunteers. To ensure a safe, respectful, and mission-aligned environment, we ask all volunteers to follow the guidelines and expectations outlined below.

General Volunteer Expectations

All volunteers are expected to:

1. Maintain current Level C volunteer clearance through the Diocese of Raleigh at all times while volunteering at Immaculata Catholic School.
2. Be accompanied by and under the direct supervision of a teacher or administrator at all times when not in public spaces
3. Respect the confidentiality of all faculty, staff, and students
4. Sign in at the front office and wear a visitor/volunteer badge while on campus
5. Dress appropriately for a Catholic school environment
6. Behave courteously and respectfully to all children and adults

7. Adhere to all classroom, playground, and general campus rules
8. Notify the school office of any changes to their availability or to cancel a scheduled shift

Volunteers are NOT permitted to:

1. Volunteer on campus or participate in school activities without current Level C volunteer clearance through the Diocese of Raleigh
2. **Visit their own child's (or any other student's) classroom without prior approval**
3. Be on campus outside of their scheduled volunteer time
4. Conference with teachers unexpectedly
5. Use cell phones while supervising students
6. Bring siblings to school events or volunteer activities unless specifically approved

Please note: ICS administration reserves the right to remove or reject volunteers from school activities or events at discretion of the administration.

Level C Volunteer Requirements:

To become a Level C Volunteer, you must complete the following steps *before* beginning your volunteer duties:

1. **Background Check**
    - To receive instructions for accessing the online background check application, please complete the Level C Volunteer Form (see below).
2. **Safe Environment Training**
    - Register for a diocesan Safe Environment Training session by clicking here.
    - Trainings are held **once per month**, so please plan accordingly.
    - Upon completion, email your training certificate to: **school@icdurham.org**.
3. **References**
    - Provide contact information (name, email, and phone number) for **three references**.

Action Required: Visit this webpage and follow all steps listed above.

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.)

Visitors must schedule an appointment prior to entering the school building, as drop-in visits are not permitted.

Uniform resale items and lost and found will be available for families to browse in the Fellowship Hall every Friday following FMP until 9:30 a.m. Parents must sign in through SchoolPass at the Front Office before accessing the Fellowship Hall, even if they have already signed in for FMP. *Please label all student belongings with your child's name so items can be easily identified and returned.*

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 Learning Center is not a public space. 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 prior 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 on 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.

Families residing in separate households who wish to have tuition payments divided between households must complete and submit the school's Separate Household Agreement each year. This agreement is required on an annual basis and must be renewed as part of the reenrollment process.

The Separate Household Agreement is included in the annual enrollment packet and is also available on the Parents A-Z section of the school's website. Tuition will be billed according to the standard account setup unless a current Separate Household Agreement is on file.

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 as well as the status of our campus to make informed decisions.

PLAYGROUND EQUIPMENT & 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 supervise their children and ensure safe use of playground spaces and equipment, and ensure children do not wander into the street, especially during carline.

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, Marcelo Eureste, 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 31st 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 Church.

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.

Tuition & Fees

2026–2027 School Year
Parishioner Rates
(For registered, active parishioners of Immaculate Conception, Holy Cross, Holy Infant, Holy Family, and St. Matthew Catholic Churches)

- Pre-K (Early Childhood Center): $10,440
- Kindergarten–Grade 5 (Primary & Intermediate School): $9,808
- Grades 6–8 (Middle School): $10,040

Non-Parishioner Rates

- Pre-K (Early Childhood Center): $10,948
- Kindergarten–Grade 5 (Primary & Intermediate School): $12,799
- Grades 6–8 (Middle School): $13,024

Enrollment Fee: A non-refundable $200 enrollment fee per child is required annually. This fee applies to both new and returning students.

Diocesan Student Fee: There is an annual $25 Diocese of Raleigh student assessment fee.

FACTS Fee: Families paying annually or semi-annually will be assessed a $20 FACTS fee. For families paying monthly, the fee will be $50.

Please note: 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 1st 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 for 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 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). FACTS will assess a $30.00 charge 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

Families who desire a Catholic education for their child(ren) should never feel that financial circumstances stand in the way of that calling. We encourage all families with demonstrated need to apply for tuition assistance, through FACTS, which is awarded annually in support of our mission to make faith-based education accessible to all. For questions or guidance through the process, please contact our Registrar.

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.

Financial Aid Applications for the following school year open November 1st. The deadline for the financial aid application, including all supporting tax documentation, is announced in the Fall, but is generally due by mid-February. The application deadline will be announced on the website and 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.

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. If you think that confidentiality has been breached, please inform the Principal immediately.

Withdrawing Enrolled Students

Notice of withdrawal of a student should be made by the parent using the ICS withdrawal form by contacting the Registrar. 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.

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:

Withdrawal 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 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.

SCHOOL LIFE, ATHLETICS, EXTRACURRICULAR

Aftercare Program

Following dismissal, at approximately 3:25 p.m., all students enrolled in the Aftercare Program report to assigned spaces with their counselors. Counselors and classrooms are assigned by grade level. Students who are not enrolled in the Aftercare Program but not picked up by the end of dismissal will be sent to the Aftercare Program, and parents assume responsibility for all associated fees.

Registration forms for the Aftercare Program are on the school website.

The Aftercare Program is structured to provide a developmentally appropriate academic and social experience for students. After School begins at 3:35 p.m. and ends at 5:30 p.m. daily.

Authorized adults may sign out their child(ren) at any time during the 3:35 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 Aftercare Program begins on the first day of school and operates daily except on days of certain campus-wide events, school holidays, vacations, staff development days, inclement weather days, and early closing days.

It is expected that the children obey all of the school rules while in the Aftercare 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 are responsible for making sure Aftercare 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.

Aftercare Policy & Rates

Carline ends promptly at 3:25 p.m. There is a 10-minute grace period between the end of carline and when students are formally checked into aftercare. Any student remaining on campus after this time will be transitioned to the **Aftercare Program and officially checked in at 3:35**. Registration is available on the Immaculata Catholic School website.

Full-Time Aftercare

- Registration Fee: $50
- Monthly Rate (First Child): $340
- Monthly Rate (Each Additional Child): $288

Part-Time Aftercare

- Registration Fee: $50
- Daily Rate: $26 per child

Drop-In Rates (Unregistered Students)

- At 3:35 p.m.: a flat $31.00 fee will be charged to the student's FACTS account

Late Pick-Up Fees

- All students must be picked up by 5:30 p.m.
- A $1.00 per minute late fee will be applied for any student remaining after 5:30 p.m.
- 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 Aftercare Program

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

Tuition Assistance for Aftercare Program

Tuition assistance does not apply to the Aftercare Program. If you experience financial difficulty and need after-school care, please talk with the Aftercare 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. If your child is signed up for more than one after-school activity on the same day, please be aware that we are unable to provide staff to escort students between activities. We kindly ask that parents make arrangements to ensure their child can attend each activity on time. We appreciate your understanding and support in helping us keep all students safe and accounted for.

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

Parental permission is required for a student to leave school grounds for a field trip. Parents/guardians will receive an email notification prior to each trip with details including the destination, mode of transportation, and departure and return times. Permission for participation and transportation will be collected through an online form. If a completed form is not submitted, the student will

remain at school and spend the day with another class. If you do not wish for your child to participate in a particular trip, please notify the school via email.

Refund Policy

Field trip costs are based on the number of student and chaperone participants confirmed at the time reservations and payments are made. Refunds cannot be guaranteed for cancellations. No refunds will be issued for students or chaperones who cancel within 72 hours of the field trip or who do not attend the trip, as costs have already been incurred by the school.

Chaperones

For most field trips, teachers will request chaperones. All chaperones must be 18 years of age or older and be Level C volunteer certified through the Diocese of Raleigh. 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 on the bus provided by the school. Consistent supervision is essential for safety. If parents cannot abide by this request and choose to transport their child, they must notify the school in writing at least 48 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 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 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.

HOME & SCHOOL ASSOCIATION

The goal of the Home & School Association (HSA) is to strengthen the Immaculata Catholic School community and mission, enriching the experience for teachers, students and families. We invite our entire community to get involved.

The HSA is led by Board officers who work to plan and implement initiatives that support the ICS community, while fostering and celebrating the spirit of Immaculata in all that we do.

Anyone volunteering in the school while children are present must complete the Level C Volunteer training.

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. Families must acknowledge and sign the Technology Handbook for each student.

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 and/or power cord 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 repair/replacement cost. This fee will be added to the family's FACTS account automatically and must be paid before student is issued another device.

Device Infractions & Consequences

- 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.

Classification	*Student Behavior*	*Consequences*
Level 1:	• Leaving Chromebook at home. • Not charging device. • Throwing/dropping a bookbag with Chromebook inside. • Not transporting Chromebook in protected sleeve.	Verbal Warning
Level 2: Repeated Infractions of Level 1 and the following infractions listed here.	• Using Chromebook for non-educational tasks during class. • Using school issued devices/accounts' chat features (including "chatting" in a shared file)	Teacher will contact home, and detention will be given by teacher to be served during Middle School Lunch Detention.

	to communicate with other students not related to coursework in or out of school. • Changing a password on a device or digital school account. • Signing up for non-educational subscriptions/accounts using a school email account. • Placing student or teacher photos/videos on a device or digital school account unrelated to schoolwork. • Device has been left unattended. • Non-sanctioned computer games may not be downloaded or played on school device.	
Level 3: Admin. referral	• Gross violation of student, faculty or staff privacy and/or using another student's password to get into a device or account • Changing someone else's password on a device or digital school account • Researching or viewing inappropriate content or images (weapons of any kind, sexually explicit content or images), and/or non- educational topics.	Admin. Referral: The matter will be immediately referred to administration and may result in parent conference and/or suspension or expulsion. 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:

	• Cyber-bullying in any form using any digital school account	1. A conference with parent(s) and Administration Team. 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. A school suspension (days to be determined by Admin.) or possible expulsion which will also be determined by the Administration.

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.

UNIFORM POLICY

The Immaculata school uniform is required for all K–8 students. Uniform consistency reinforces the ICS Way of Life and fosters a sense of community. This policy is strictly enforced. Administration reserves the right to determine appropriateness. Please see the Uniform Addendum with more detail on the Parent A-Z page of our website.

Approved Uniform Vendors

- **Primary vendors**: Lands' End, Flynn O'Hara
- **Approved alternatives (non-logo items only)**: French Toast, Old Navy, The Children's Place
- Items must closely resemble those sold by our vendors (e.g., green plaid jumpers, khaki pants/shorts, no cargo styles).

Daily Appearance Guidelines

- Dress appropriately for the weather.
- Uniforms must fit properly (no oversized or too-tight items).
- No holes, fraying, or alterations.
- Skirts/shorts/jumpers: no shorter than 3" above the knee.
- Shirts tucked in (except on PE days).
- **Shoes**: All black, all white, or black & white (no colorful logos or details). Closed-toe dress shoes (black/brown) or athletic shoes permitted. No sandals, boots, Crocs, or heels.
- **Outerwear**: Only ICS-logoed navy outerwear may be worn inside. All other coats/sweaters must be stored in lockers.
- **Accessories**: Minimal jewelry. One watch, one ring, simple cross or holy medal. Small stud earrings only.
- **Makeup & Nails**: No makeup or bright-colored lip gloss. Natural nails only that are modest and trimmed; only nude polish allowed.
- **Hair**: Neat and clean. Boys' hair must be above the collar and eyebrows. No extreme cuts or colors.

PE Uniforms

- Worn only on PE days.
- Students speaking at Mass must wear the formal uniform and change afterward.
- **Required attire**:
    - Gray ICS PE shirt
    - Navy blue ICS-logo shorts or sweatpants
- Leggings may be worn **under** shorts (not as standalone).
- Shoes: Same policy as daily uniform (black or white athletic only).

Spirit wear Days

- ICS spirit wear shirts may be worn with PE uniform bottoms.
- Daily appearance and footwear rules still apply.

Non-Uniform Days (including birthdays)

- Same grooming, fit, and modesty standards apply.
- Not permitted: tank tops, midriffs, leggings/jeggings as pants, ripped jeans, mini skirts, short shorts, flip-flops, slides, Crocs, or heels.
- Birthday dress-out is allowed for K–8 students on their actual birthday or the nearest school day. Summer birthdays may use their half-birthday.

Suitability & Appropriateness

Any item brought into the school must be free from political or sexual content. Administration will determine appropriateness.

Uniform Addendum

More detailed information regarding our uniform requirements can be found here on our Parent A-Z page.

Water Bottles & Bookbags

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. Other than on days explicitly indicated by the teacher (such as

fun-share days), items from home (i.e. squishies, fidgets, stuffed animals, toys, etc) are not permitted.

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

LOST & FOUND

Please clearly label all personal items—including clothing, water bottles, and lunch boxes—at the start of the school year. Students are responsible for keeping track of and retrieving their belongings. Parents are welcome to check Lost & Found on Fridays following FMP after checking in at the front office.

Lost Items

- **Small items and valuables** (such as jewelry, electronics, and eyewear) will be kept in the Front Office.
- **Larger items** (including clothing and lunch boxes) will be placed in the hallway across from the Learning Center.

Unclaimed items will be donated to charity or included in the **Immaculata Uniform Resale** on the last Friday of each month.

ACKNOWLEDGMENTS

By acknowledging this Parent/Student handbook, families also acknowledge Immaculata's Technology Handbook and Athletic Handbook.

- Technology Handbook
- Athletic Handbook

RIGHT TO AMEND

Immaculata Catholic School reserves the right to amend this Handbook. Changes made during the 2026-2027 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.

APPENDIX – RISE BEHAVIOR MATRIX

R•I•S•E

Behavior Matrix

	CLASSROOM	HALLWAY	RESTROOM	CAFETERIA	PLAYGROUND
I will **RESPECT** 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 **INTEGRITY**.	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 **SERVICE**.	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 **EXEMPLARY WORK**.	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