



**Family Handbook
2025-2026**

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This Family Handbook contains established policies and procedures for the 2024-2025 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect. The administration also reserves the right to waive and/or deviate from all disciplinary regulations for just cause at his/her discretion.

INTRODUCTION & SCHOOL OVERVIEW

IMMACOLATA SCHOOL MISSION STATEMENT

Guided by our Catholic faith, we enable children to reach their full intellectual potential and learn to lead a life of virtue in the spirit of Christ.

PHILOSOPHY OF IMMACOLATA SCHOOL

Immacolata School is a Catholic educational institution, founded for the purpose of providing a quality education, both religious and academic. We join with, and continue, the work of parents in fulfilling the teaching mission of the Catholic Church. In guiding our students to hear and live the Good News of the Gospels, Immacolata strives to create a faith community whereby the children become caring and productive members of society. In recognizing that each child is unique, we endeavor to provide every student the opportunity to grow toward his or her potential.

The goals of the Immacolata School program are:

- 1) To encourage students to incorporate Christian values into their way of life by providing examples of Christian living and expressions of faith.
- 2) To instruct students so that each child may develop mastery of academic skills.
- 3) To foster within each student a desire for cooperation, mutual respect, and responsibility to our school community and beyond.
- 4) To offer students aesthetic opportunities so that they may become aware of and develop their creative capabilities.
- 5) To encourage each student to grow in physical fitness through participation in a variety of activities and to foster a spirit of sportsmanship.
- 6) To communicate our educational mission to the parents and support them in the education of their children.
- 7) To equip students with the academic and technological knowledge necessary to thrive in an ever-changing society.

COMMITMENT TO PARENTS

We believe parents to be the primary educators of the students, and that they must be involved in the educational process. Further, we believe that we must protect and insure the role of parents in the educational process. In fulfilling our responsibility to parents, we shall:

- 1) Assure parents of the religious education of their children.
- 2) Guide parents regarding the academic needs of their children.
- 3) Encourage parents to become involved in the educational programs of the school.
- 4) Provide parents with the opportunity to discuss and evaluate the progress of their children.
- 5) Utilize every means to maintain and increase communication between home and school.

COMMITMENT TO STUDENTS

We seek to give each student instruction in the Catholic faith, and attempt to provide the opportunity to practice that faith in an atmosphere rooted in Christian values. We embrace and accept the stated philosophy and goals of Immacolata School. We recognize our responsibility to each student for religious, academic, social, and physical development. We work to foster the spirit of inquiry and the acquisition of knowledge in both religious and academic subjects. In fulfilling our responsibility to students, we shall:

- 1) Treat each student in a Christian manner.
- 2) Show acceptance to each student regardless of religion, race, sex, or national origin.
- 3) Establish an environment conducive to learning.
- 4) Encourage each student to work to his or her potential.
- 5) Guide students to form and make judgements on the basis of our Catholic faith.
- 6) Respect confidential information concerning a student.
- 7) Refrain from using professional relationships with students for our professional or personal advantage.
- 8) Report to Missouri Division of Family Services any professionally observed or reported incidents of abuse or neglect.

ARCHDIOCESE VISION STATEMENT FOR ELEMENTARY SCHOOLS

Catholic elementary schools in the Archdiocese of Saint Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow.

Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs which enable children to grow to their full potential. They empower the children to meet the challenges of living in an ever changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

ARCHDIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Archdiocesan Policy #1100

The educational mission of the Catholic Church finds its center in the life and teaching of Jesus, who reveals God's design for all of creation. In Jesus, the Church invites all people into communion with the Father, Son and Spirit and into the mission of transforming all of life into God's kingdom. Through education, the Church seeks to prepare her members to hear, live, and proclaim the good news of the Gospel. The shared tradition of the Church supports, challenges, and enlightens persons at every stage of human life as they grow toward their full potential as individuals and as members of family, Church, and world.

Catholic education includes all the deliberate, systematic, and sustained efforts of the Church community, in both formal and informal education settings, to develop the skills, knowledge, and values needed for life. In today's pluralistic society, the Church offers the harmonizing perspective of faith to human culture and history. Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all peoples. Through methods appropriate to differing age-levels and ways that people learn, the Church provides opportunities for learners to explore, reflect, and integrate a Christian understanding of nature, self, society, and God, and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

It is the educator-teacher, administrator, pastor—who is preeminent in creating the unique climate in which a Catholic philosophy of education can be realized. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the Tradition and Vision they share. Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as guide and companion. The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership, and the community of faith that supports the educational mission of the Church

PARENT/SCHOOL CONTRACT

Immacolata School believes that a positive and constructive working relationship between Immacolata School, the student and the student's parent(s) or guardian(s) is essential to the fulfillment of Immacolata's mission. Immacolata reserves the right to dismiss a student at the discretion of the Administration of Immacolata School when it is determined that continued enrollment is no longer in the best interest of the student or Immacolata School. Immacolata School reserves the right to not continue enrollment or to not re-enroll a student if Immacolata School concludes the actions of a student's parent(s) or guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with Immacolata School's accomplishment of its educational purposes.

ADMINISTRATION, FACULTY & STAFF FOR 2025-2026 SCHOOL YEAR

The Pastor, Msgr. Vernon Gardin The pastor is the spiritual leader and the chief administrator of our parish. He is, therefore, ultimately responsible for the education apostolate of The Immacolata Catholic School.

The Principal: Mr. Tom Havrilka The principal administers the school according to the general policies of the Archdiocese. The principal is responsible to provide for the spiritual, moral, intellectual, social, and physical needs of the children in the school. It is the Principal's duty to work closely with the Pastor, School Board, School Staff, and entire school community to achieve a climate and program that fosters Christian growth and formation with the total school community.

Mrs. Kim Gaskell	Office Manager
Ms. Sarah Wheeler	Preschool 3's
Ms. Julia Praeger	Preschool 3 / 4's
Mrs. Liz Metcalf	Preschool 4 / 5's
Mrs. Lori Stumpf	Teaching Assistant-Preschool 3's
Mrs. Devon Devlin	Teaching Assistant-Preschool 3 / 4's
Ms. Eileen Noonan	Teaching Assistant-Preschool 4 / 5's
Mrs. Siobhan Mullen	Classroom Aide-Preschool
Mrs. Beth Hartman	Classroom Aide-K-8th
Ms. Claire Gilkerson	Kindergarten
Mrs. Leanna Stros	Kindergarten
Mrs. AnnaGrace Conway	First Grade
Mrs. Stephanie Tedford	First Grade
Ms. Denise Foley	Second Grade
Ms. Megan Pilla	Second Grade
Mrs. Theresa Corbett	Third Grade
Dr. Julie Diemer	Third Grade
Mrs. Kristin Frisch	Fourth Grade
Ms. AnaKaren Villa	Fourth Grade
Mrs. Laura Berns	5-8 Middle School
Ms. Melissa Bruns	5-8 Middle School
Mr. Jamie Devlin	5-8 Middle School
Mr. Brian Koval	5-8 Middle School
Mrs. Christine Martin	5-8 Middle School
Mrs. Allie Van Nest	5-8 Middle School
Mrs. Karen Pardo	Technology
Ms. Amy Petruska	Physical Education
Mrs. Rachele Moramarco	Music & Primary Aide
Mrs. Liliana Botero	Spanish & Primary Aide
Ms. Lexi Warner	Art
Mrs. Kim Reynders	Learning Support
Mrs. Brigid James	Learning Support
Mrs. Anne Webb	Learning Support
Mrs. Emma Lohe	Assistant Principal
Mr. Tom Havrilka	Principal

IMMACOLATA SCHOOL BOARD MEMBERS 2025-2026

Mr. Greg Auffenberg
Mr. Kathy Carmody
Mr. Laura Dunlop
Mrs. Kimmy Favazza
Mr. John Frisch
Mr. Brendan Harrison
Mr. Amy Kretchmar
Mr. Jack Lawlor and Mrs. Caley Lawlor
Mrs. Katherine Vescovo

HOME & SCHOOL ADMINISTRATION MEMBERS 2024-2025

Committee Chairs

President: Julie McDonald
Secretary: Sarah Bernard
Treasurer: Maura Lawlor
Volunteer Coordinator: Amy Kretchmar
Special Events: Kelli McLaird & Kathy Carmody
Safety and Security: Courtney Garavaglia & Lindsey Krummenacher
Hospitality: Annie Clohisy & Christine Jones
Outreach: McKenzie Goldwasser
Wellness: Seana DeLucia
Junior Achievement: Kelly Libbra
Stock the Teacher's Lounge: Caley Lawlor

Home and School General Members at Large

Megan Corrigan, Kelly Bowgren, Abby Kleinschmidt, Meghan Jones & Carolyn Connolly

GENERAL INFORMATION

OFFICE & SCHOOL HOURS

Office hours are 7:30 a.m. through 3:30 p.m. on school days. Emails or calls to report absences can be made at any time. Please call 314-991-5700, extension 302 , and leave your message.

The regular school day begins at 8:15 a.m. and ends at 3:00 p.m. Preschool students who attend school half-day will be dismissed at 12:30 p.m.

ACCESS TO STUDENT RECORDS BY PARENTS

Archdiocesan Policy #4601.2

Parents/guardians have the right to inspect and review the official active file of their children. In the event the parents of a student are separated, divorced, or were never married to each other (even if they live together) the teacher should check with the principal before initiating or responding to parental communication to ensure that all custody and legal obligations are met. Stepparents and other adults affiliated with a child's parent DO NOT have legal access to student records or educational/behavioral information unless notification is on file from the custodial parent granting this access.

Immacolata School will not release student records to other schools, institutions, agencies or individuals without the prior written permission of a parent/guardian, or the former student is eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. Records and transcripts will not be forwarded if school financial obligations are not current.

The release of student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

Archdiocesan Policy 4601.3

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, counselors, administrators, or special education personnel.

Student records will not be sent to other schools (grade school, middle schools or high schools) for the purpose of student transfer or application if tuition payments or other financial obligations are in arrears unless arrangements have been made to satisfy this obligation and approved by the Pastor.

ATTENDANCE

Archdiocesan Policies 4200, 4201, 4202 4203, 4204

Students are considered absent whenever they are away from school during school hours except for sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by a parent/guardian stating

the time, length, and reasons for absences. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. When a student's attendance rate is below 85%, a meeting with administration will be required.

A student is tardy when they arrive after 8:15 for the start of the school day. A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian or school officials.

If a child is absent, parents should inform the school office by 8:30 a.m. Parents should communicate absence to the homeroom teacher as well.

If a student is to leave during the school day, parents need to communicate this to both the homeroom teacher and the school office. The child is to be picked up in the school office and signed out.

If a child becomes seriously ill or injured at school, you will be notified immediately according to information listed on the emergency form filled out at the beginning of the school year. Please notify the school office if the information on the emergency form changes.

Serious thought should be given to voluntary, prolonged absences. In the event of such an absence, notification should be given to a teacher several days in advance, so that some of the anticipated class work may be assigned. It is not expected that a teacher be able to assign all work in advance. Upon a student's return, he or she should approach the teacher to arrange a timetable for any work that may be overdue.

Dual Enrollment—Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive enrichment education or remedial reading and mathematics services.

ARRIVAL AND DISMISSAL

The safety and well-being of our students is a primary concern at Immacolata School. School doors will remain locked until students can begin arriving at 7:45. All doors will be relocked at 8:15 for the remainder of the school day. To maintain adequate supervision, students may arrive beginning at 7:45. Preschool students arriving between 7:45-8:00 will go directly to their classrooms, Kindergarten-3rd Grade students will go to the cafeteria, and 4th-8th will go directly to their classrooms. Students in the cafeteria will be supervised by a teacher and will go to their classrooms at the 8:00 bell.

Students should be in their classrooms and ready to begin the day promptly at 8:15. Students arriving after the 8:15 bell should stop in the school office first to sign-in. Late arriving students must also notify the school office if they are ordering a lunch or milk as lunch orders may have already been placed in the classrooms. We need to ensure that records on Teacherease are accurate. All lunch and attendance should be completed on Teacherease for the day no later than 8:25 to allow students to begin first class promptly. Arriving 10-15 minutes before the 8:15 bell allows older students enough time to go to their lockers and allows younger students to hang up coats, unpack backpacks, and complete designated classroom arrival routines. Students

who arrive right at only a minute two before the 8:15 bell often begin their mornings flustered and rushed and tend to not be ready to begin learning in the right frame of mind.

The final dismissal bell rings at 3:00.

Students leaving during the day for appointments must sign in and sign out in the school office. If students are with staff members after school for academic assistance or an extracurricular activity, the faculty member supervising the students after school is responsible for making sure each student is picked up. The students should not be left unattended on the parking lot to wait for transportation.

DISMISSAL PROCEDURE

(See Dismissal Map on p.12)

- Before 3:00 p.m. all cars enter from Clayton Road, go to the bottom of the hill to line up. The first few cars will form a double line along the edge of the field facing east. The rest of the cars form a triple line around the perimeter of the property. At the 3:00 dismissal bell all students, except walkers, will exit the building near the cafeteria and walk directly to their cars. Parents may come forward to escort their children. If students do not see their parents parked on the lot at 3:00 p.m., they will be supervised in the waiting area “X.” Once all cars are ready, a final bell will ring to signal that all cars will be directed to leave by way of the east exit “A.” When reaching the exit point “A,” cars will form a single file line, alternating from the four lanes and will be directed by a staff member. No cars may exit from the top of the hill. No cars, except families who purchased the “Fast Lane” spot at the Immacolata Auction, may exit until directed by a staff member.
- Preschool students will begin exiting the building at 2:55 to allow time for students to get to cars prior to K-8 dismissal
- If you need to return to the school building once the dismissal line begins moving, please follow the line anyway and pull over into area “B” near the back of school.
- If you are not leaving immediately at dismissal (to come into school building, basketball practice, etc.), please park at the top of the hill in area “C.”
- In the event of a rare circumstance (ice on parking lot, gift-wrap pickup, meeting or other event held on property during school day), and the above procedure cannot be followed, drivers should park safely and exit in a reasonable manner.

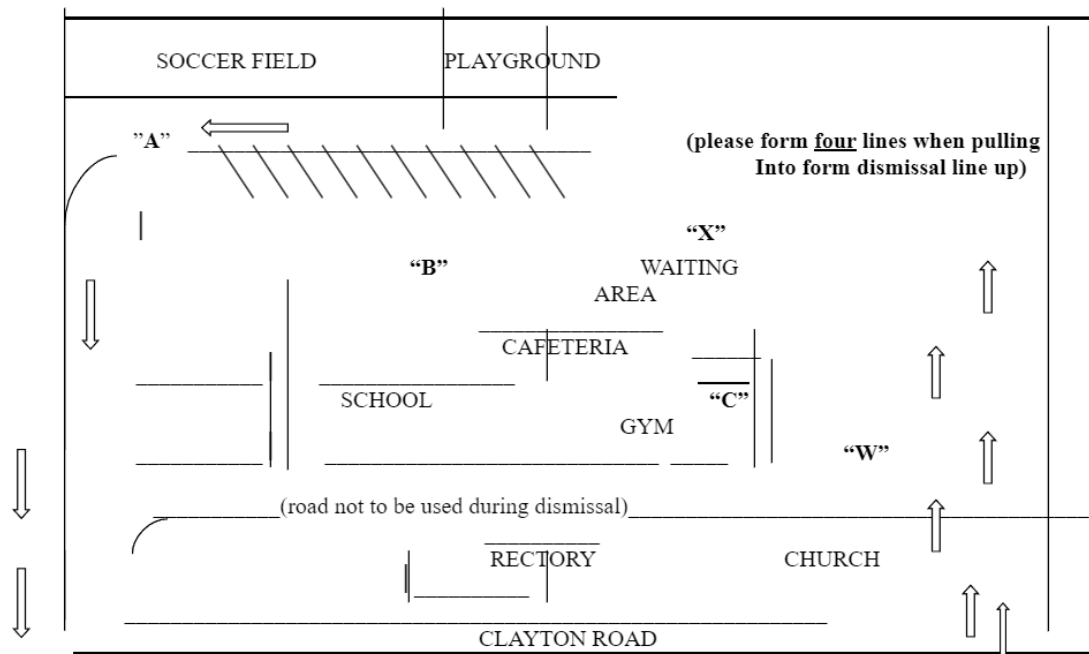
Parents are asked to follow the dismissal procedure and follow through the appropriate lines. Picking up at the front office or side near the Rectory is not a daily pick up option and should only be used for extenuating circumstances & if the school office is made aware of the situation in advance.

STUDENTS WHO WALK OR RIDE BICYCLES

Parents should communicate with homeroom teachers ahead of time if their child is walking/cycling home from school without parent supervision. These students are to meet the assigned staff member in the area designated “W”. Students will be safely escorted to the west edge of school property once it is safe to do so.

Bicycles and scooters must be walked on school property at all times. There is a bike rack located by the doors to the gym. The school will not be responsible for any damage done to these items.

DISMISSAL MAP



AFTER-SCHOOL CARE

After-school care is offered to working parents on site by a team of our staff members, each school full day from dismissal until 5:30 p.m. Information about cost and registering can be found on the school website or by calling the school office 991-5700, ext. 302.

COMMUNICATION

Open lines of communication between home and school are essential. School will communicate important information digitally through the Knights' News which will be emailed to parents on Wednesday and can be found on the school website. Occasionally, written communication will be sent through the use of the Wednesday Envelope. It is the teacher's responsibility to make sure envelopes are sent home as needed. In order to use less paper, the Wednesday Envelope will be utilized only when necessary.

If you would like anything to appear in the Knight's News or to be sent home to school families, it must be emailed or delivered to the school office by 9:00a.m. on Monday.

INCLEMENT WEATHER

In the event of school closing due to winter weather, the information will be carried by channels 2, 4, and 5. Information will also be emailed, texted, and posted to social media. If school should be dismissed early for winter weather parents will receive an email and text. Parents are free to pick up their children whenever they feel it is necessary due to winter weather conditions.

When the school is placed under a Tornado Warning by the National Weather Service, all students and staff members will shelter in place immediately and will remain there until the warning has expired. If parents are in the building while the warning is in effect, they will also be expected to shelter in place. No students will be allowed to leave the building until the warning is lifted. Office staff will also seek shelter, so phones will not be answered during these types of emergencies as our priority is the safety of our students and staff.

SCHOOL PRIVACY POLICY

Immacolata Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to Facebook, Instagram, TikTok, YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to Facebook, Instagram, TikTok, YouTube or similar applications.

VISITORS AND VOLUNTEERS

All visitors and volunteers, including scheduled cafeteria and recess volunteers, must report to the school office and sign in. For the safety and security of our students, no one is permitted to go directly to classrooms, cafeteria, or playground.

Any items brought to school during the day (lunches, school supplies, etc.) should be dropped off at the office. In order to not interrupt classes, items will be delivered to students by school staff, or they will be notified to come to the office to pick them up.

In our Archdiocese, any adult who works or volunteers around children in a Catholic-affiliated program has to complete the Prevent and Protect online program, undergo a background check, and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors. This includes all adults who volunteer during school hours, coach sports programs, moderate after-school activities, etc. Parents and other adults who interact with our students are expected to treat students with the same level of respect and courtesy that adults should expect from the children.

ACADEMIC PROCEDURES

BOOKS – TEXTBOOKS AND WORKBOOKS

Textbooks and workbooks are purchased by the school. Every effort is made to protect the books on a daily basis. The parent may be asked to pay for a book if it is lost or damaged.

CLASSROOM/STUDENT RESPONSIBILITIES

Classrooms should always be kept clean, neat, and orderly without excessive clutter or visual stimulation which may impair student learning. The atmosphere of the room and teacher should be warm, pleasant, and cheerful. Teachers should change classroom and hallway displays regularly throughout the school year.

It is the student's responsibility to take proper care of their books and in his/her desk or locker, pick up any paper on the floor, and make sure coats and other personal belongings are hung up or put away properly.

Classroom floors and walkways should be kept free of items that could present danger in case evacuation becomes necessary. Before dismissal each day, students should see that all items are removed from the floor and that desktops are free of materials. Chairs are placed upon the desktop to facilitate cleaning.

A homework assignment area must be displayed and used daily. Students are required to write down assignments off the board into the assignment notebook. Upper grades have multiple teachers which requires students to write down their assignments at the end of each class period. Teachers are encouraged to have classroom rules and policies posted for students and to spend time at the beginning of the year and periodically throughout the year discussing these policies and procedures with the students.

EXTRA-CURRICULAR ACTIVITIES

Archdiocesan Policy #5202.10

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be always present during the activity. Parent's/guardian's permission must be obtained for a student to participate in extracurricular activities.

FIELD TRIPS

Teachers may plan two appropriate field trips for their class during the course of the school year. Field trip destinations are local, with transportation by chartered school bus or by parent drivers in personal cars. Parents are informed by letter before each trip and are required to return a signed permission slip in order for their child to attend the trip.

Parents may be asked to help chaperone the field trip and/or help with transporting students to and from the destination. As a parent driver, you are responsible for transportation of your assigned group of students directly to and from the field trip destination, **no additional stops** will be made to ensure the safety of all students. Parent drivers are expected to comply with all Missouri driving laws.

GRADING

Primary teachers send students' papers home periodically so that parents may keep track of progress. Teachers in grades 3-8 will notify parents at mid-quarter if grades for a student have dropped below the C level, so that parents are aware of progress and concerns before report cards are issued. Grades are updated bi-weekly through our online grade system, TeacherEase.

Standards Based Grading Scale (K-2nd)

S - Secure (3 points)
D - Developing (2 points)
B - Beginning (1 point)
N - Not Assessed this Quarter

Specials Classes

E - Excellent (4 points)
VG - Good (3 points)
S - Satisfactory (2 points)
NI - Needs Improvement (1 point)
N- - No Credit (0 points)

Grading Scale (3rd-8th)

A+ 97-100
A 93-96
B+ 89-92
B 85-91
C+ 82-84
C 77-81
D+ 74-76
D 70-73
F 69-below

HOMEWORK

Homework is an important reinforcement of daily instruction, as well as a way of developing growth in students' academic habits and responsibility. It, further, serves as a check for the teachers to ensure students fully understand the material. Homework is defined as any written, reading, or study task assigned by a teacher. Assignments, both daily and long range, will be suited to the grade level and modified, if needed, to meet requirements of diagnosed learning needs.

It is important that students are responsible for managing and completing their homework independently. Students should not be calling home to have parents bring in forgotten homework. If a student is having difficulties with self-management and organization—student, parent, and teacher will work together to find a method that will help the child learn to develop these important skills.

In cooperation with the school, parents should emphasize to their children the importance of meeting homework responsibilities. Parents can also be of invaluable assistance by:

- setting a suitable time and place for the child to do homework.
- a willingness to listen to any oral or memorization assignment.
- reviewing (not doing) the assignment with your child, checking for comprehension, completeness and neatness.

Homework for Primary Grades (K-2nd) should average 15-30 minutes per night. Homework in Intermediate Grades (3rd-5th) should average 60-75 minutes per night. Homework in Upper Grades (6th-8th) should average 90 minutes per night. Teachers in Grade 5–8 should work cooperatively in assigning homework to avoid overloading students every night.

If a child is absent, or unable to complete assignments or study, a note of explanation is to be sent to the teacher(s) excusing the student. It is the student's responsibility to collect and complete missing work by the agreed upon extension. Homework should not be given over the Christmas Break or Spring Break.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

Archdiocesan Policy 5202.6

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose with the school's instructional program. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

PLAGIARISM

Plagiarism and the use of artificial intelligence on any assignment will result in a 0 for that assignment with the expectation of the assignment still being completed and submitted to the teacher.

REQUESTING TEACHERS OR CLASS PLACEMENT

Immacolata staff does their best to provide all students with the best possible education that we can offer and to meet their individual needs as well as create a dynamic and supportive class environment. To that end, a great deal of thought and consideration goes into class placement. The administration does not accept requests to be placed with specific teachers or placed with friends. However, as a parent you have the greatest knowledge of your child. If your child has specific needs that should be considered that the school staff may not be aware of, please, contact the school office in May to discuss your child's needs.

STANDARDIZED TESTING

The Archdiocese is in the process of moving towards replacing the Iowa Test of Basic Skills with the NWEA test. Immacolata will begin using this test school wide in August 2024. The NWEA (achievement and ability test) is administered to all students K-8 three times throughout the year. Students will take a Reading and Math assessment on either a Chromebook or iPad in the classroom setting. Testing results are of an individual nature and used by school staff to best determine how to adjust instruction to meet class needs, track school trends, and assist teachers in meeting individual student needs. Each child's report will be sent home after each of the three testing sessions.

STUDENTS WITH SPECIAL NEEDS

Archdiocesan Policy: 5204

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the schools financial and human resources. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Before admitting students with special needs, schools must consider their capability to make the adjustments necessary to meet the students' needs and provide him/her with an appropriate education. Schools must obtain complete information from the students' parents and from all prior schools before determining what steps are necessary and feasible to meet the student's education needs and whether the school can do so without undue risk to the student seeking admission or to other students or staff. When a special need becomes evident only after a student has already been admitted, schools must likewise obtain all appropriate information related to the special need. Schools should then ascertain what is necessary to address the need and/or determine if it is feasible for the school to meet the need.

TEACHEREASE

Teacherease is our online gradebook, attendance, and communication portal. It is important that the school office be notified of any change in address, phone numbers, or email addresses to allow us to update the system. Using the link www.teacherease.com --parents use their email address and password to log in. Parents may have both mother and father's email addresses entered. On this site, you will find information regarding your child's academic progress—grades for daily work, homework, tests, quizzes, projects, lunch account information, and attendance.

For students in Grades 3-8, parents/students can view student grades on TeacherEase. Teachers are required to post grades bi-weekly. Parents/students are encouraged to view grades on a web browser (as opposed to the phone app) so they can view any additional comments that the teacher has written for the assignment.

TUTORING

Many times parents seek the additional support of tutoring for a child that is struggling with specific learning needs. This is frequently done through our Immacolata staff and compensated on an individual basis. However, teachers cannot tutor for a fee any students that he/she is currently teaching. Please discuss tutoring opportunities with your child's homeroom teacher if you are interested.

STANDARDS OF BEHAVIOR

GENERAL CONDUCT

Archdiocesan Policy 4300

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. Each school shall develop specific disciplinary procedures in keeping with its mission and philosophy of Catholic education and consistent with the accepted education practices to ensure high standards of moral, intellectual, and spiritual formation of its students.

We believe self-discipline to be an important dimension of life, and that it is necessary to enforce school regulations so that children are encouraged to grow in self-discipline, to become strong Christian leaders and to enhance the content of their character to prepare them for the rigorous demands of high school.

The teacher is the person in charge at all times. Classroom teachers will establish class rules and guidelines and deal with infractions involving class rules. Students are expected to show respect for their teachers and carry out reasonable requests by their teachers. They must follow the rules in the handbook and respect the rights of others: disruptive behavior will not be tolerated. They must show respect to all adults, those on staff, substitute teachers, those who serve them, and those in supervisory positions.

All teachers use individual systems of student accountability and documentation that is dependent upon grade level and student needs.

MIDDLE SCHOOL BEHAVIOR PLAN (GRADES 5-8)

When a student does not follow the expectations set by the middle school teachers, the teachers will give students warnings privately during/after class. After three warnings, parents will be notified and students will serve a recess detention. During this time, students will discuss the reason for the detention, what needs to happen to ensure another detention will not occur, and then will complete an act of service for the school. After three recess detentions, students will serve an after school detention until 4:15.

TOBACCO, DRUG, ALCOHOL & SUBSTANCE USE AND ABUSE

Archdiocesan Policies 4303.1 and 4303.2

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the

possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

The use, possession and/or transfer of nicotine products, including electronic cigarettes, alcohol, narcotics, counterfeit drugs, depressants, stimulants or hallucinogens of any type anywhere on school property, or at any school-sponsored activity off school property is expressly prohibited.

Students violating this policy will be subject to suspension and/or withdrawal for cause from school. This does not include the possession and use of prescription medication being used by the individual for whom the prescription was filled. In addition, civil authorities may become involved.

Recognizing the need for drug education and awareness, Immacolata School will strive to provide programs at the appropriate age levels to encourage student abstinence from the use of tobacco products, alcohol, and drugs. The S.T.A.R.T. Program is taught to 5th Graders by the Richmond Heights Police Department during the Spring semester.

VIOLENCE AND THREAT OF VIOLENCE

Archdiocesan Policy 4303.3

All Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

Reported or observed instances of threatened or actual violence will be addressed by the school administration in cooperation with the pastor. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause and legal action depending on the severity of the incident.

SEARCH AND SEIZURE

Archdiocesan Policy 4303.5

All lockers, desks, etc., are school property and as such are subject to search by school officials. Additionally, a student's jacket, purse, backpack, and the like are personal property which may be searched upon reasonable grounds to justify the search. Reasonable grounds to search exist when the school has knowledge of specific and describable conduct leading a reasonable person to believe the student has engaged in prohibited conduct. If reasonable grounds exist, Immacolata officials will request that a student empty the contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that

refusal, or if the school remains convinced of the reasonable grounds for a search of the student's property, the school official may conduct a reasonable search notwithstanding the student's refusal.

HARASSMENT AND BULLYING

Archdiocesan Policy 4303.7

Immacolata maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

For purposes of this policy, harassment is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of the student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or a school-sponsored activity.

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts including name-calling, put downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices.

Immacolata prohibits all forms of harassment, bullying, and student intimidation. Students participating in or encouraging inappropriate contact will be subject to discipline. Such discipline may include, but is not limited to, suspension or withdrawal for cause from school. Students who have been subjected to harassment or bullying are instructed to promptly report such incidents to a school official.

Immacolata employees and volunteers shall not permit, condone, or tolerate any form of harassment or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves harassment or bullying. incidents of harassment or bullying will be reported to the building principal. The principal shall promptly investigate all reports and shall administer appropriate discipline to all individuals who violate the policy.

SUSPENSION

Archdiocesan Policy 4302.1

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

PROBATION

Archdiocesan Policy 4302.2

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

WITHDRAWAL FOR CAUSE

Archdiocesan Policy 4302.3

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parent/guardians. A student may also be subject to withdrawal for cause as the result of a single extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the pastor of the parish, with recommendation by the principal. These decisions should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution, and prudence.

MISCELLANEOUS POLICIES & PROCEDURES

ALLERGIES

Our goal is to keep everyone safe. In order to do that certain precautions are necessary. We are an inclusive community. This is our overarching approach to food allergies and the danger they may present.

Students may bring in peanut butter and other items in their lunch. There is no sharing of lunches allowed. Tables are cleaned before and after lunch.

All classrooms will be peanut/tree nut free. All treats brought into the school for parties are to be peanut/tree nut free and processed in a plant that does not process peanut/tree nut products. Treats should be store bought and labeled with all ingredients. In addition to the peanut allergies, we have students with other food allergies as well. Before bringing anything to a classroom, please, check with that teacher to be sure your treats are safe for all students in that classroom.

****Class readers and volunteers should NOT bring in treats. You are the special treat!****

BIRTHDAYS

Students can wear free dress on their birthdays (see “Uniform Policy” below for specific Free Dress guidelines). Students with summer birthdays can have free dress on their half-birthday.

Birthdays will be announced during Morning Prayer/Announcements and then students can go down to the office to select a prize from the Birthday Basket.

Birthday treats are not to be brought in.

CAFETERIA

Food Service Consultants will offer three options for hot lunch each day or a weekly salad choice. Students may bring their own lunch. Milk is provided with a hot lunch or salad. Extra milk or individual milk may also be purchased. All lunch payments should be made directly through VancoRevTrak and balances/transactions can be tracked through Meal Magic.

Lunch Tray options A, B, C and Salads are \$5.50

The extra entrée for grades is \$2.00

Thursdays are Papa John's pizza day.

Papa John's lunch tray is \$5.50 which includes 2 pieces of pizza. An extra slice of pizza is the price of the extra entrée \$2.00. On these days, students in Grades PreK-2nd may not order a third piece of pizza. Students in Grades 3rd-8th may order extra.

CELEBRATION OF MASS & DAILY MORNING PRAYER

An all-school Mass is celebrated every Wednesday at 8:30 a.m. This is an important part of our school life. Missing Mass should be avoided unless absolutely necessary. Parents are encouraged to attend as frequently as possible.

Each morning, except Wednesdays, the entire school will be led in silent reflective prayer, group morning prayer, the Pledge of Allegiance, and daily announcements. During this time, in respect to our daily leaders and in respect for God and country, it is important that all individuals in the school immediately stop conversation and movement to participate in this morning event. Our own words and actions as adults send very important messages to our young people.

CELL PHONES AND SMART WATCHES

We discourage students from bringing cell phones, smart watches, or other electronic devices to school. In the event a parent wishes a child to carry one of these devices, they may not be used during the school day or during before-and after school care, or on field trips.

If a student has a matter that requires contacting a parent they must do so under the supervision and with the permission of a staff member using the phone in the office. If a student has a device it must be turned off (not just set to vibrate or "school mode"), and it must be given to the homeroom teacher upon arrival at school. 5th-8th Grade Students will place the device in the pocket chart or basket in their homeroom, where it will remain for the entire school day. Any staff member who sees a student using a device may confiscate the item.

If a student is using a device (ANY OF ITS FUNCTIONS) for any reason during the school day the following consequences will be imposed:

The item will be confiscated from the student and it will be returned ONLY to the Parent/Guardian of the student. The student, sibling, neighbor or relative other than the parent/guardian, may not pick up the item.

We realize that having to pick up a student's device may be inconvenient and therefore we recommend you discuss this policy with your student to avoid this problem. We also ask you to keep in mind that the use of cell phones and smartwatches are not only disruptive in class, but they are also an inconvenience to teachers and staff that must stop what they are doing to correct the problem, and be responsible for its safe keeping. Confiscated devices will be labeled with the student's name and kept in the main office until in the parent's possession. The school and its employees are not responsible for lost, stolen, or broken devices.

CONFERENCES AND COMMUNICATION WITH TEACHERS

Parent-Teacher Conferences are scheduled prior to the start of the year, at the end of first quarter, and mid-year. Other appointments with a teacher during the school year may be scheduled by emailing the teacher directly. Teachers are expected to return all emails within a 24 hour period or the next workday—except for instances when messages are sent on Fridays, weekends, or holidays.

Any issues of a more serious nature should be addressed through a requested separate conference (not a regularly scheduled Parent-Teacher Conference) or phone call rather than through email. If you have a concern regarding your child's academics or and behavior issues at school, please review the situation with your child's teacher as your first step. If at that point, the situation, concern, or question is not resolved follow up by contacting the principal.

EMERGENCY DRILLS

Various emergency drills are held throughout the year. Drills are held more frequently during the first two months of the school year to acquaint students with proper procedure. Teachers and students also discuss and/or practice procedures to be followed in the event of a tornado, earthquake, and other school safety issues, etc.

FAITH FAMILIES AND BUDDIES

In our school-wide efforts to build our Catholic faith and build community within the school, each student and staff member will be assigned to a Faith Family. Each Faith Family is led by an assigned staff member in conjunction with an 8th Grade leader. The staff member serves as a mentor person for the members of your Faith Family and a leadership mentor for the 8th Grade student.

Each month, the faith family will meet as per the assigned schedule. This meeting will be a short faith and team building opportunity and should last about 20-25 minutes.

Within each Faith Family, all buddies are aligned. This will give further opportunities to build relationships between our buddies. Students will be assigned a buddy in kindergarten & 6th Grade and keep that buddy through 2nd Grade/Graduation. Teachers will arrange activities throughout the year for buddies to interact together and work collaboratively to ensure a meaningful experience for both the older and younger students. This may include reading partners, faith activities, field trips, STEM opportunities, etc.

HEALTH & MEDICATIONS

All families are required to complete an emergency information form at the start of the year in the event of serious injury or illness.

Students must be fever, vomiting, and diarrhea free without medication for 24hrs before returning to school.

Missouri state law requires that all students be properly immunized. A record of physical examination, with a complete listing of immunization and dates, is required for admission to Immacolata School. These health records are updated at entry into 3rd, 6th grades, and 8th grades.

Per Archdiocesan guidelines, medication (including Tylenol) may not be dispensed to students by school personnel. Only parents may give medication to their children.

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.)
2. Written consent of the parent/guardian for school personnel to administer the medication
3. The medication in the original container
4. Proper training of personnel on medication administration

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the school. Life saving medication should be kept in a secure place, but not locked. Proper documentation must be kept on every dose given.

As part of the registration process, appropriate medical information should be collected on each student and maintained in the school office. All students must have:

- A completed emergency form
- A registration form indicating special needs
- Immunization records
- A physical exam form
- Some students may also have an action/care plan, and/or medication administration from

Archdiocesan Policy 4401.5: Schools in the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

Archdiocesan Policy 4401.6: A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

LOCKERS

Lockers are provided for students in Grades 5-8. Students are expected to pack their backpacks for their morning classes upon arrival and for their afternoon classes during their Advisory period. It is the student's responsibility to keep their locker clean and organized. Students can decorate the interior of their lockers, but decorations must be able to be cleanly removed and cannot impact the functionality of the locker. Locks are not to be placed on lockers.

LOST AND FOUND

A Lost and Found area is kept in the corner of the cafeteria. Unclaimed items and clothing are donated to charity at the middle and end of the school year. It is necessary for parents to check the Lost and Found area periodically throughout the year.

OUTDOOR SAFETY

During the school day, playground equipment may be used only with the supervision of a teacher. The playground may not be used before school or after school until all cars have exited the carpool lanes.

Students are expected to use all playground and recess equipment properly to ensure the safety of themselves and others. Sports and games can be played at the discretion of teachers.

Parents and visitors are not to drive through or park near playground areas during the school day when students are present.

PRAYER

We are a Catholic school and religious education is our central focus. Prayer, liturgical activities, and other religious experiences are a fundamental part of the school day.

The school day begins and ends with prayer either formal or spontaneous. Students must be in their classrooms for morning prayer and announcement. “Grace Before Meals” should be said before going to recess or lunch.

The use of formal prayers (Our Father, Hail Mary, Glory Be, etc.) are encouraged to help students become familiar with traditional prayers. The use of brief scriptural passages and spontaneous prayers are also recommended. Teachers are encouraged to decide on prayers and mode of praying after some discussion with students.

PRESCHOOL RESTROOM INDEPENDENCE

Preschool students must be able to use the restroom independently, with no assistance. This includes the pushing down and pulling up of pants/shorts and cleanliness. “Pull-ups” are not permitted. In case of accidents, all students are required to keep one spare pair of clothes at school. At the beginning of the year, students bring in a spare outfit (including underwear and socks) in a sealed plastic bag (Ziploc) labeled with their name. A student who has accidents habitually may be determined unable to use the restroom independently and not ready for admission to preschool.

If a student begins a pattern of habitual accidents, parents will be notified by the teacher/principal and the child will be put on a two-week probation period and will be required to stay home until they are fully potty trained. If habitual accidents continue, the student’s admission may be revoked.

SACRAMENT PREPARATION

Each school year, the 2nd Grade prepares for the reception of First Reconciliation and First Holy Communion and the 8th Grade prepares for the Sacrament of Confirmation. Homeroom teachers of these grade levels will communicate directly with families regarding the preparation for and celebration of these sacraments.

SNACKS

Snacks during the school day are allowed per the teacher’s discretion and will be communicated to students/parents accordingly. Students are encouraged to bring a healthy or nutritious snack. Gum & candy are not allowed during the school day unless specifically given by a teacher or as part of a holiday party.

DRESS CODE

UNIFORM POLICY

Archdiocesan Policy 4303.6

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

GIRLS

- Girls may wear rounded or pointed-collar solid white or gray blouses, knit polo shirts, or turtlenecks. Girls may also wear the gray or white polo style shirt with the Immacolata logo purchased through Just Me Apparel.
- All shirts are to be tucked in at all times, except during PE and recess.
- Only a plain white t-shirt may be worn under a shirt or blouse. Long-sleeved shirts may not be worn underneath short-sleeved shirts.
- Girls must wear a school approved school shirt under their school approved sweatshirt.
- Girls may wear Immacolata Knights sweatshirts that may be purchased in gray, red, or navy.
- Girls may wear navy sweaters without any logo on them.
- Girls may wear plain crew neck sweatshirts in navy or red.
- An Immacolata fleece provided by Just Me Apparel is also allowed.
- Eighth-graders may wear sweatshirts of their future high school only during the two weeks following acceptance.
- Girls in grades Pk-5 are to wear jumpers purchased through Just Me Apparel. Girls in grades 6-8 are to wear skirts purchased through Just Me Apparel.
- Skirt/jumper length may be no shorter than two inches above the knee.
- Athletic shoes with ties or velcro must be worn every day, even on free dress days.
- Snow/rain boots may be worn to and from school only, but students must change into athletic shoes upon arrival at school.
- Girls may wear solid-colored navy, white, gray, or black socks.
- Girls may wear navy twill slacks during cold weather. (They may not wear jeans, sweatpants, or cargo slacks)
- Belts must be worn with slacks or uniform shorts.
- Girls may also wear navy and black leggings or navy and white tights under their uniforms during cold weather.
- No make-up is to be worn and hair should be kept a natural color.
- Girls are not to wear excessive jewelry. A religious medal, small earrings, one ring or a simple necklace are allowed to be worn.

BOYS

- Boys may wear either solid white or gray knit polo shirts, long sleeve polo shirts, or turtlenecks. Boys may wear the gray or white polo shirt with Immacolata logo purchased through Just Me Apparel.

- Shirts are to be tucked in at all times, except for PE and recess.
- Only a plain white t-shirt may be worn under a shirt. Long-sleeved shirts may not be worn underneath short sleeved shirts.
- Boys must wear a school approved shirt under a school approved sweatshirt.
- Boys may wear Immacolata Knights sweatshirts that may be purchased in gray, red, and navy.
- Boys may wear plain crew neck sweatshirts in navy or red.
- Boys may wear an Immacolata fleece purchased through Just Me Apparel.
- Eighth graders may wear sweatshirts of their future high school during the two weeks following acceptance.
- Boys are to wear navy pants. (Blue jeans, sweatpants, or cargo pants are not allowed.)
- Boys are to wear a belt at all times.
- Athletic shoes with ties or velcro must be worn every day, even on free dress days.
- Snow/rain boots may be worn to and from school only, but students must change into athletic shoes upon arrival at school.
- Boys wear solid - colored navy, white, black, or gray socks.
- Boys are not to wear excessive jewelry. Religious medals may be worn.
- Hair should be kept a natural color.

OPTIONAL HOT WEATHER UNIFORM

From the beginning of the school year until October 31, and from April 1 until the end of the year, children may wear navy twill shorts, or plaid walking shorts provided by Just Me Apparel, with an approved school shirt. Shorts may not be shorter than 2 inches above the knee. Belts must be worn with shorts and shirts must be tucked in at all times.

FREE DRESS DAYS

After the first week of school, appropriate free dress is allowed on any early dismissal day - with the exception of Grandparents' Day. Students should dress in a manner that does not distract from the educational process. Even on free dress days, students should maintain appropriate dress for a Catholic elementary school including appropriate shorts length, covered shoulders or no bare midriffs for all ages PreK through 8th. Any student who presents a distracting influence to the classroom will be sent to the principal. At the discretion of the principal, the parents of the student may be asked to bring other clothes.

SPIRIT WEAR DAYS

Once a month students will have a chance to show their school spirit. Students may wear any Immacolata shirt/sweatshirt of their choice with school appropriate pants/shorts. Students should maintain appropriate dress for a Catholic elementary school including appropriate shorts length, covered shoulders or no bare midriffs for all ages PreK through 8th

Spirit Wear items can be ordered periodically throughout the year through the "Spirit Wear Store". Parents will be notified when ordering is open.

TECHNOLOGY

TECHNOLOGY/ACCEPTABLE USE POLICY (IAU Policy)

*****A written permission form will be sent home at the start of the year which must be signed, annually, by both parents and students.**

A variety of technology resources (ex. ipads and Chromebooks) and internet access are available to students of Immacolata School. The parish and school work to ensure current technology be readily available to students and staff to both enhance their current education and fully prepare them for high school standards. Computers, tablets, their software and the Internet are valuable tools for research. They take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enriching, extending, and reinforcing classroom lessons.

With this great resource comes the possibility that a student will come across material that is objectionable, controversial in nature or of no educational value. If this occurs, a student is expected to immediately close the browser window and inform the teacher.

Internet traffic (data) from all computers, Chromebooks, and iPads is filtered before your children see it. If the filter finds something inappropriate, it blocks the site and displays a message. All of this happens so quickly, that the Internet speed is not interrupted.

Students at Immacolata School may will:

- Use technology with teacher permission for educational purposes.
- Keep personal information (name, address, etc.) private while using the Internet
- Visit approved websites
- Visit chat rooms or any social media sites with teacher permission and supervision
- Create or participate in blogs when part of a classroom assignment
- obey copyright laws
- Listen to music, view videos, and download software/apps only with permission of the teacher
- Take proper care of school equipment and hardware
- Leave settings on Chromebooks and iPads as they are

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

Archdiocesan Policies 4303.4 and 5202.71

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school.

Whether occurring with or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school. This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through

the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

CHROMEBOOK and iPad POLICY – GRADES Pk-8th

Device Rules, Regulations & Agreements:

Please read over the information below. In order to use the devices for required class activities, you must be responsible for adhering to these rules and policies at all times. Remember, the device is at all times property of Immacolata Catholic School, not your personal device. Violation of these regulations can result in loss of the device.

****Families will be financially responsible for the repair or replacement of damaged devices assigned to their student as well as if their child damages the device assigned to another student.****

- Only use the device that is assigned specifically to you; do not let other students use or borrow your device.
- Chromebooks and iPads will be left at school, unless specific permission has been given.
- Do not place books or other items on top of the device.
- Never leave your device unattended.
- Devices should be closed and handled with care while walking through the classroom or hallway.
- Shutdown the device completely before charging the device for the next day. This should occur at the end of every school day. Devices should be stored in the homeroom until needed for class.
- Students should not personalize their devices in any way and should keep them at original settings.
- Only use the device for school work and follow teacher instructions.
- No food or drinks allowed around the devices.
- **If you notice that something is wrong with the device, report to a teacher immediately.**

Students must:

- Respect and protect their own privacy and the privacy of others.
 - Use only your assigned accounts.
 - Keep personal information such as: name, address, phone number, etc., offline.
 - Keep passwords secret. Only homeroom teachers should have access to passwords.
 - Have permission to photograph or videotape others.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Treat digital technologies with care, report any damages, security risks or violations immediately.
- Respect and protect the copyrighted/intellectual property of others.
 - Cite all sources appropriately.
 - Follow all copyright laws.
 - Use electronic communication devices appropriately to assure academic integrity.

- Respect and practice the principles of community.
 - Communicate only in ways that are kind, responsible, respectful and lawful.
 - Immacolata school emails should be used for schoolwork only.
 - Report threatening or offensive materials to a teacher or administrator.

E-mail Usage (6th-8th)

The primary purpose of the student email account is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Students are responsible for good behavior while using school email and are responsible for all messages sent from their account. Email access is a privilege – not a right. Access entails responsibility.

Email communications are to be strictly school related. Email accounts are filtered and messages written containing inappropriate language or content will be flagged. Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to the school's technology specialist, teacher, or administrator.

Student email accounts will be removed from the system after graduation or leaving the school. If necessary, Immacolata School may close the account at any time.

Revised on 5/1/24

I have read the 2025-2026 Immacolata School Parent/Student Handbook,

and as a member of the _____ Family,

I am aware of the Mission,

Goals,

Policies

and Practices of Immacolata Catholic School.

I will work each day to reach my potential

as God has created me

and use my gifts to build the Earth.

Signed

Mother: _____ Father: _____

Child 1: _____

Child 2: _____

Child 3: _____

Child 4: _____

Date: _____ Month/Day/Year

This Student/Parent Handbook contains established policies and procedures for the 2025-2026 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

PLEASE RETURN TO THE SCHOOL OFFICE BY Friday - September 5, 2025