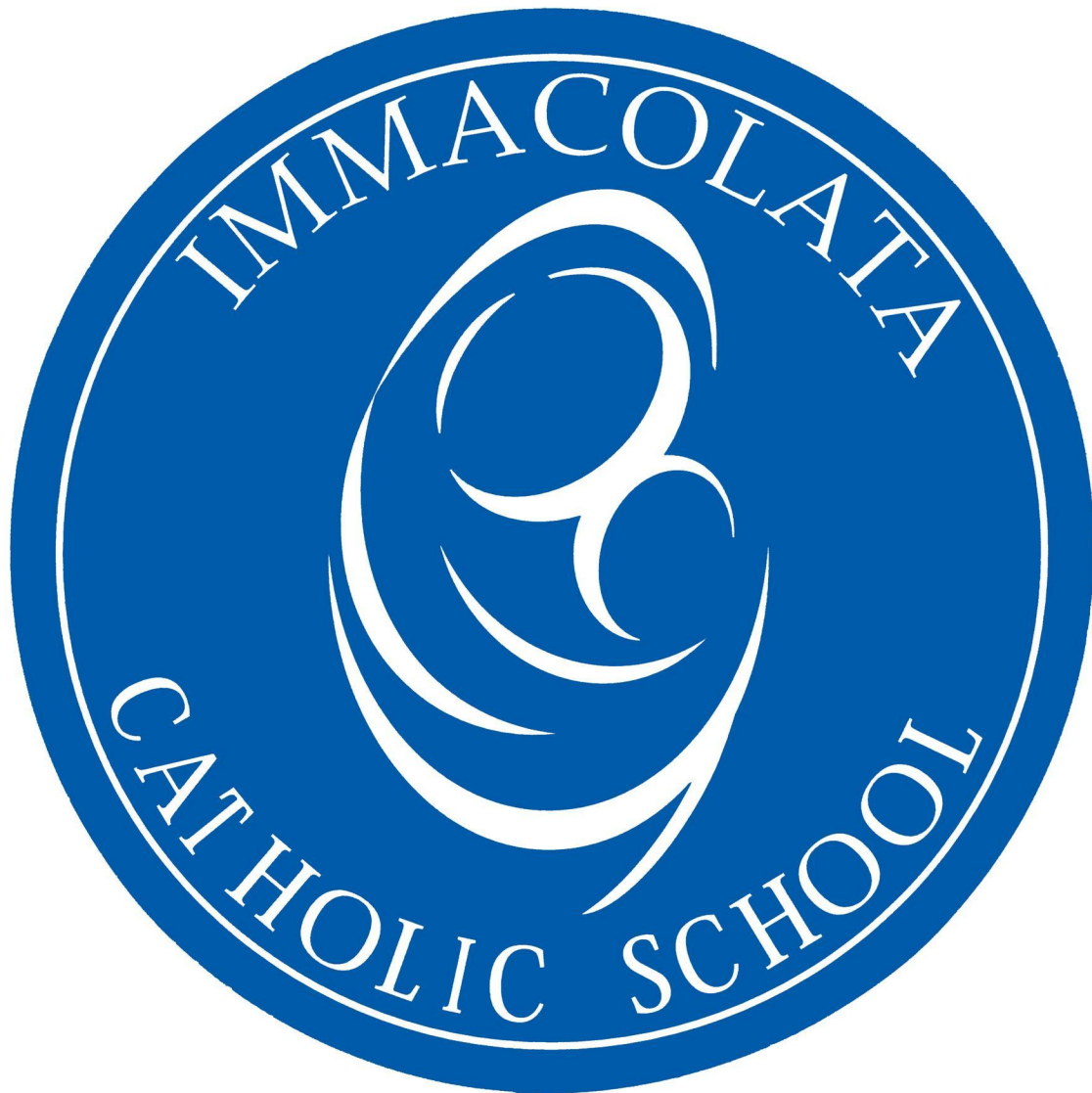


**Immacolata School**

**Family Handbook**

**2022--2023**



**\*\*\*\*Reflects traditional school year/policies. Does not reflect COVID-19 adjustments. All COVID related policy adjustments can be found on the webpage at [www.immacolataschool.org](http://www.immacolataschool.org)**

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## Administration, Faculty, & Staff 2022-2023

**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
Ms. Erin Manser	Teaching Assistant-Preschool 3's
Ms. Grace Mikula	Teaching Assistant-Preschool 3 / 4's
Ms. Brooke Desper	Teaching Assistant-Preschool 4 / 5's
Mrs. Beth Hartman	Classroom Aide
Mrs. Eileen Noonan	Classroom Aide
Mrs. Keri Flahaut	Kindergarten
Mrs. Sarah McGinn	Kindergarten
Mrs. Rachael Agbi	First Grade
Mrs. Stephanie Tedford	First Grade
Ms. Madison Duncan	Second Grade
Ms. Megan Pilla	Second Grade
Mrs. Sue Huelsing.	Third Grade
Mrs. Eunice Lee	Third Grade
Mrs. Kim Reynders	Fourth Grade
Mrs. Kristin Frisch	Fourth Grade
Ms. Melissa Bruns	5-8 Middle School
Ms. Alexandra Bruns	5-8 Middle School
Mr. Brian Koval	5-8 Middle School
Mrs. Laura Berns	5-8 Middle School
Mrs. Rachele Moramarco	Music & Kdg Assistant
Mrs. Karen Pardo	Technology integration
Ms. Amy Petruska	Physical Education
Mr. Cesar Mendoza	Spanish
Mr. Stephen McGinnis	Learning Support
Mrs. Anne Webb	Learning Support
Mrs. Lucy Warmke	Art
Mr. Tom Havrilda	Principal

**Immacolata School Board Members 2022-2023**

Mrs. Lydia Bledsoe  
Mr. Michael Cherba  
Mr. Ryan Furniss  
Mr. Danny Henry  
Dr. Tyler Krummenacher  
Mr. Gregg Lepper  
Mrs. Julie McDonald  
Mrs. Cindy Sandoval  
Mr. Adam Stockberger

**Home and School Association --2022-2023 School Year**

**Committee Chairs**

President:	Bridget Unger
Secretary:	Katie Furniss
Treasurer:	Samantha Oster
Volunteer Coordinator:	Elizabeth Petty
Special Events:	Megan Corrigan
Fundraising/Trivia Nigh	Peggy Ward
Hospitality:	Amy Kretchmar & Julie McDonald
Outreach:	Kerrie Stude
Wellness:	Kelly Libbra & Seana DeLucia
Junior Achievement	Kelly Libbra

**Home and School Members At Large**

Katie Croghan  
Alison Mariechen  
Sarah Bernard

Pastor:	Msgr. Vernon Gardin
Principal:	Mr. Tom Havrilka

## **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.

## **ARCHDIOCESAN - VISION STATEMENT**

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 everchanging 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



## **PARENTAL WITNESS STATEMENT**

The following statement is an expression of the role and rights of Catholic parents in the education of their children at Immacolata School:

I am aware of the philosophy and goals of Immacolata School, I have enrolled my children and accept my privilege and responsibility as the primary religious educator of my children. I understand the Catholic school is a way in which the Church seeks to assist me in my vocation as a parent. I will take an active role in carrying out the teaching mission of the Church. I will help prepare my children to hear and live the Word of God. I understand my own example as essential to the religious development and growth of my children. Therefore, I promise:

- To support in word and deed the teachings of the Catholic faith
- To be a model of Christian living to my children
- To participate in the Sunday Eucharist
- To encourage my children to learn to the best of their abilities
- To teach my children to have respect for the needs of others
- To work collaboratively with school staff to best meet the needs of both my student and the school community as a whole
- To do my part to support Immacolata School in word, deed, and financially.

## **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.

## **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 age 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.

\*\*\*Students records will not be sent to other schools (grade school, middle schools or high schools) for 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.

## **ADMISSION**

(Archdiocesan Policy 4103) Immacolata Catholic School shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. Immacolata does not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.

A child entering Kindergarten must be five years of age on or before July 31 of a school year's start. Necessary requirements for registration are:

- 1) Approval by pastor.
- 2) Copy of baptismal certificate or other sacramental celebrations—if applicable
- 3) Current physical examination results, with record of complete immunization dates.
- 4) For entrance to grades 1-8 - the above criteria also applies. Transcript review as well as favorable student visit are also considered when determining acceptance.
- 5) Verification of the date of birth by a review of the birth certificate or baptismal certificate.
- 6) Verification of custody arrangements in cases in which the parents of the student are divorced. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.

## **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 costs and arrangements may be obtained by calling the school office 991-5700, ext. 302.

## **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. Students with specific nut allergies should sit next to students eating hot lunch.

Everyone—teachers and students—should be made aware of students with allergies and the importance of keeping them safe.

**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.**

**\*\*Class readers should NOT bring in treats. You as the parent reader are the special treat for your child!**

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.**

### **ARRIVAL/DISMISSAL OF STUDENTS**

Students may arrive at 7:45. Preschool students arriving between 7:45-8:15 will go directly to their classrooms, Kindergarten-3rd grade will go to the cafeteria and 4th-8th grade will go directly to their classrooms. Students in the cafeteria will be supervised by a teacher and will go to their classrooms at the 8:15 bell. No students may be in halls or outside of the building before 8:15. Students should be in their classrooms and ready to begin the day promptly at 8:30. Students arriving after the 8:30 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 8:40 to allow students to begin first class promptly at 8:30. Arriving 10-15 minutes before the 8:30 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 8:30 bell often begin their mornings flustered and rushed and tend to not be ready to begin learning in the right frame of mind.

The last class bell rings at 3:00. The final dismissal bell is at 3:10. 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.

### **ABSENCE (STUDENTS)**

(Archdiocesan Policy 4200, 4201, 4202 4203, 4204) Students are considered absent whenever they are away from school during school hours except for sponsored or school sanctioned cocurricular activities (e.g., field trips, enrichment, and remedial programs, annual Pro-Life March in Washington, DC, 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.

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 and school officials.

A student is tardy who arrives after 8:30 for the start of the school day.

If a child is absent, parents should inform the school office by 8:45 a.m. No student is permitted to leave school during the day without permission from the school office.

In the event of an absence from school, please adhere to the following guidelines:

- 1) Communication to homeroom teacher and school office if child is to leave during school day, child is to be picked up at school office
- 2) Student is to report to school office upon arrival if tardy to sign in

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.

Parents should inform the school office and child's homeroom teacher if he/she will need to leave school early for an appointment or trip. Parents must sign students in and out of school in the school office.

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 special education or remedial reading and mathematics services.

### **CAFETERIA**

Food Service Consultants will offer two 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 to Immacolata School. Lunch accounts can be checked online through the Teacherease website (dropdown link under "miscellaneous"; click on fees.)

Lunch Tray option A or B is \$4.75

Daily Lunch option C is \$4.75

The Salad lunch option is \$4.75

The extra entrée for grades is \$1.75

Papa John's lunch tray is \$4.75. An extra slice of pizza is the price of the extra entrée. On Papa' John's Day.

All grades may order extra. Grades PreK-2 are limited to one extra slice. Thursdays are Papa John's day.

### **CELEBRATION OF MASS and DAILY MORNING PRAYER**

An all-school Mass is celebrated every Wednesday at 8:45 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 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.

### **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 bulletin boards regularly throughout the school year.

It is the student's responsibility to keep necessary books covered dependent upon needs of specific teachers/classroom and in his/her desk, 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. Chalkboards/Whiteboards should be erased and washed.

The 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.

### **COMMITTEES & EXTRACURRICULAR & VOLUNTEER ACTIVITIES**

As need arises, staff members and parents are asked to serve on committees and/or supervise extracurricular activities or school-wide activities. It is only through the devotion and commitment of the Immacolata parents and staff that our students have the opportunity to participate in various events. This, also, ensures that our school will continue to develop and flourish.

All parent volunteers must meet the Archdiocesan requirements for Protecting God's Children and Prevent and Protect. This includes attending a workshop, signing a witness statement, and having a background check run every two years.

### **COMMUNICATION**

Open lines of communication between home and school are essential. Students are responsible for bringing home any written communication from the school, primarily through the use of the weekly Wednesday envelope. It is the teacher's responsibility to make sure envelopes are sent home each Wednesday. If you would like anything sent home to school families or to appear in the weekly newsletter, it must be emailed or delivered to the school office by 9:00a.m. on Tuesday to be placed in the next day's envelope. Most information is, also, posted on the Digital Locker through the Teacherease website. The Digital Locker is a link on the Teacherease webpage in which copies of most written, school-wide communications are also posted. If your school organization or event would like information available on the Digital Locker, please, email a copy to Mr. Havrilka with your request. All information, flyers, etc. must be approved by the administration before it is placed in the Wednesday envelope. Copies of school roster information will be posted on the Immacolata School Webpage, [www.immacolataschool.org](http://www.immacolataschool.org), as soon as the information is ready for publication.

### **COMPUTER AND INTERNET USE--- Archdiocesan Policy and local school policy**

## **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 students and parents.**

Computer technology and Internet access are available to students of Immacolata School. The parent-teacher technology committee works 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 not:**

- Use a computer without teacher permission
- Use the school's technology equipment for activities that are not educational
- Give out personal information (name, address, etc.) while using the Internet
- Intentionally visit web sites that contain objectionable materials. (Students are expected to use good judgment before clicking any link on a web page.)
- Visit chat rooms or any social media sites, unless they are supervised by a teacher and are educational social media sites
- Create or participate in blogs unless part of classroom assignment and monitored by a teacher.
- Violate copyright laws
- Download music, software, videos, without express permission of the teacher
- Tamper with the hardware, software of the Network
- Intentionally misuse any of the school's technology equipment
- Trespass in another person's personal folder
- Access any setting on the computers, ChromeBooks, or Ipads

### **Internet and Electronic Communications Conduct**

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.

1. Parent/guardians shall be advised of the availability of School Technology, the parameters of this policy, shall have appropriate access to and shall be encouraged to visit these applications regularly.
2. Parents/guardians also shall be encouraged to report to the school principal any electronic communications from School Personnel that are in violation of this policy.
3. Violations of the school electronic and digital communication policy shall be subject to the full range of disciplinary consequences.
4. Examples of inappropriate electronic communications included, but are not limited to, communications which: (a) are in violation of State or Federal law or promote illegal activity; (b) promote or oppose a candidate for public office; (c) are intended for mass mailings, except through authorized list services provided and maintained by the school; (d) include home addresses, phone numbers, e-mail addresses or other personal information of students, parents or school personnel; (e) contain commercial or personal advertisements, solicitations or promotions; (f) contain photographs of students, parents or school personnel in violation of school policy; (g) are in violation of school harassment policy; (h) are determined by the principal to be Inappropriate Electronic Conduct as this term is defined in the school's Internet Acceptable Use Policy as per Archdiocesan Policy

Immacolata School abides by *Archdiocesan Policy # 4303.4* regarding the monitoring of Internet Activities: Communications or depictions through e-mail, text messages or website postings, whether they occur on the school computer network 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 school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in Serious Disciplinary Consequences.

### **CHROMEBOOK POLICY (GRADES 4-8)**

#### **Google Chromebook Rules, Regulations & Agreements (2022-23):**

Please read over the information below. In order to use the Google Chromebook 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 stolen or abused hardware or materials that are assigned to their student as well as if their child damages the Chromebook 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 should not leave the school and may not be taken home.
- Do not place books or other items on top of the device.
- Never leave your device unattended.
- Walk carefully with your Chromebook in order to avoid dropping it or hitting it on anything.

- Shutdown the device completely before charging the device for the next day. This should occur at the end of every school day; do not plug in the device to charge between classes or during class without teacher permission. Device should be stored in homeroom during lunch and recess.
- Students should not personalize their devices in any way. This includes decals, screen savers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher (devices will be periodically checked).
- Only use the device for school work.
- Follow the teacher's instructions about labeling documents prior to sharing or printing.
- **If you notice that something is wrong with the device, report to Mrs. Pardo immediately.**
- No food or drinks allowed around the devices.
- Follow all points of the Responsible Use Policy and school rules pertaining to the use of technology. See below.

#### **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, videotape and post images or videos of people to the Internet.
- 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.
  - Immacolata is not responsible for damages to personal technologies or electronic communication devices.
  - 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.
  - Use electronic communication devices for schoolwork only.
  - Immacolata school email should be used for schoolwork only.
  - Report threatening or offensive materials to a teacher or administrator.

#### **E-mail Usage**

- The primary purpose of the student electronic mail system 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 e-mail, just as they are in a classroom or a school hallway.
- Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals
- 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.
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.
- Email accounts are filtered and messages written containing inappropriate language or content will be flagged.



- Student email is provided by the school and is school property. Immacolata School reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the school's email system.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, Immacolata School may close the accounts at any time.

**\*\*If any Chromebook needs repair/replacement—repair or replacement cost is the responsibility of the student. Certain repairs/replacement are depreciated due to the age of the Chromebook.**

(referenced from St. Croix Catholic School & Richland District 2 Schools)

## CONFERENCES AND COMMUNICATION WITH TEACHERS

Parent-teacher conferences are scheduled at the end of the first and second quarters of the school year. Other appointments with a teacher during the school year may be scheduled by emailing, sending a note to the teacher, or by calling the school office and leaving a voicemail. Teachers are expected to return all phone calls and emails with 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 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.

## DISCIPLINE

(Archdiocesan Policy 4300) Students at Immacolata are expected to exhibit Christian behavior consistent with their age and maturity level. Students are expected to act in accordance with the mission and philosophy of Immacolata School to ensure our high standards of moral, intellectual, and spiritual formation of our 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. Immacolata School works with and infuses a virtue-based discipline and restorative justice approach into our discipline and classroom management system along with The Seven Habits of Highly Effective Kids. This will be done through an incremental approach with students, staff, and parents first coming to understand what the virtues are and how we can fully incorporate them into our lives. The description of how the full manifestation of this process works in a school system is as follows. It is adapted to meet the needs of our students at their various grade levels and maturity levels as well as taking into consideration other specialized needs of individual students.

### *Discipline Policies and Procedures in VBRD Schools (Archdiocesan Policy 4301.1 Appendix 7)*

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, "The goal of a virtuous life is to become like God." (CCC 1803)

The purpose of VBRD is twofold:

1. Increase faith practices
2. Reduce/prevent anti-social behavior

This school-wide Initiative includes these components

1. Staff, parent and student spiritual formation in practical application of virtue, defined with students as: Holy habits that imitate God.
2. Restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.

When harm occurs, Restorative Discipline seeks to do the following:

1. What happened: Establish the injustice, or harm that occurred
2. What needs to be done: Restore equity, repair harm to property and restore relationships  
Establish appropriate future intentions (How can we guarantee a better future?)
3. What can be expected: Establish appropriate future intentions

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**VBRD™ Guiding Principles**

1. **We will dedicate ourselves to living virtue.**
  - ❖ *Catholic virtues will be taught from Scripture and Catechism, and we will prayerfully discern which virtues to work on as a school community each year.*
2. **We will support others in living virtue.**
  - ❖ *We will share what we learn freely with others and offer encouragement by acknowledging the good.*
3. **We will commit to constructive thoughts, words and deeds.**
  - ❖ *We will refrain from gossip, rumors, criticizing and judgment, as these attempt to detract from the good name we are given by God.*
  - ❖ *We will train our thoughts to be kind, be prudent in our speech, and temperate in our actions so as to achieve personal holiness within the community.*
4. **When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.**
  - ❖ *As we prayerfully attend to conflict, we will uphold the human dignity assigned by God in dealing with one another. Virtues will be expressed and practiced in identifying the injustice, restoring equity, and working to reach common agreements that promote peace and restore harmony.*

**SPECIAL CIRCUMSTANCES**

There may be times when harm to students, staff and the parent community is significant, and restoration is not immediately possible. Such cases require special attention, and solutions may require time away from the school community. In serious cases, e.g., drugs, alcohol, violence, threats, harassment, we will follow the Archdiocesan Handbook (Section 4303). The administration with the approval of the Pastor may determine specific reasons for administering serious disciplinary consequences for a student. The following may lead to serious disciplinary consequences (4302):

An individual infraction of a major school rule

Disrespect of authority

Repeated truancy

Repeated infractions of school rules

Disruption of the learning environment

Theft, vandalism, and/or destruction of school property or the personal property of students, staff or others

Harassment, threats, or physical acts against others

Out of school conduct which seriously detracts from the reputation of the school.

In the event of the above, the following may occur:

- A. The student may be sent home to prevent further harm. (4302.1)
- B. The police may be called.
- C. The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to other members of the school community before the child may reenter school.
- D. A satisfactory Formal Conference must be held with parents, administrators and students, outlining the harm done and mutual agreement on the specific actions that will be taken to repair the harm.
- E. A probationary period may be required before a child may return to school. (4302.2)
- F. Student (s) may be asked to withdraw for cause. (4302.3)

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 un-prescribed drugs, including narcotics, depressants, stimulants, marijuana and hallucinogenic drugs are illegal. (4303.2)

Therefore, the possession, use or transfer of un-prescribed or illegal drugs, or the possession or being under the influence of alcohol on school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and / or withdrawal for cause from school. In addition, civil authorities may become involved.

(4303.3) All Catholic schools shall provide a safe learning environments 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.

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**All teachers use individual systems of student accountability and documentation that is dependent upon grade level and student needs. This is used in conjunction with virtue-based restorative discipline for current school year.**

Grades 6-8: In an effort to develop a culture which meets the social, emotional, and academic needs of every student, the upper grades utilize an approach designed to cultivate the “whole” student . This combines the philosophy of virtue-based restorative discipline, The Seven Habits of Happy Kids , and approaches utilized by area high schools that our students will attend. The intent is to maximize instructional time, help students become strong, Christian leaders, enhance the content of their character and prepare them for the rigorous demands of high school.

Most student behavior issues are categorized into 3 areas:

- 1) Academics – If a student’s class work, project or assignment is missing or incomplete, the matter will be noted on Teacherease. Subject teachers will contact parents in regard to difficulty in completing work.
- 2) Minor misbehavior – Minor misbehavior occurs when a student does not meet expected behavior requirements within the school community. Parents will be contacted as needed.
- 3) – Incident of serious disrespect: Disrespect to an adult or fellow student, academic dishonesty, inappropriate language, etc. will be dealt with individually. A response to harm meeting will take place with all necessary individuals. This may include: principal, student, parents, teachers, pastor, etc.

If respect, academic or behavior issues continue through the year, a conference will be held involving parents, teachers and principal, the outcome of which will be to determine whether Immacolata School is the proper school for that student. If the child remains at Immacolata, any further misbehavior or academic negligence may warrant expulsion.

### **Suspension**

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. A student will serve a one-day/multi day in-school or out-of-school suspension, for the following unacceptable behaviors:

- Fighting anywhere on parish property
- Smoking, or possession of cigarettes
- Leaving school premises without permission
- Stealing
- Threatening violence

### **Expulsion**

Any serious infraction exceeding the bounds of these guidelines, such as possession or use of alcohol or drugs or a violent act, may warrant expulsion from school. It will be at the discretion of administration to make the decision in the best interest of the school community.

### **Search and Seizure**

(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**

(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. Harassment is defined as any unwanted and unwelcome behavior that interferes with at student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

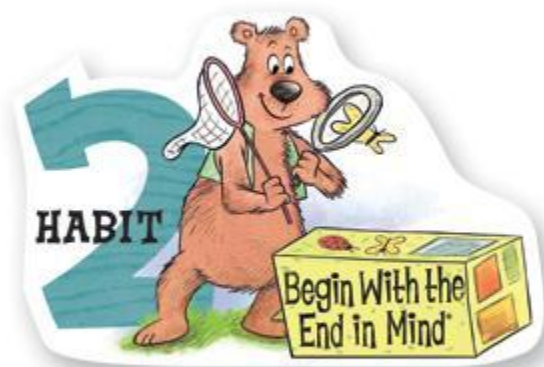
## The Seven Habits of Happy Kids



### Habit 1 — Be Proactive

You're in Charge  
I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame

others for my wrong actions. I do the right thing without being asked, even when no one is looking.



### Habit 2 — Begin with the End in Mind

Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.



### Habit 3 — Put First Things First

#### Work First, Then Play

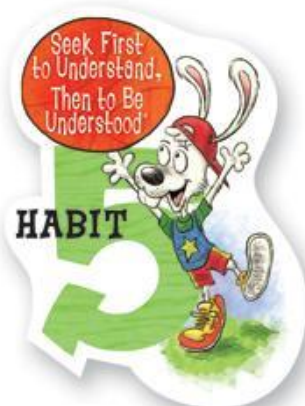
I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.



### Habit 4 — Think Win-Win

#### Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.



### Habit 5 — Seek First to Understand, Then to Be Understood

#### Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.



## Habit 6 — Synergize

### Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.



## Habit 7 — Sharpen The Saw

### Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

From:

<https://www.theleaderinme.org/the-7-habits-for-kids>

## **DISMISSAL PROCEDURE**

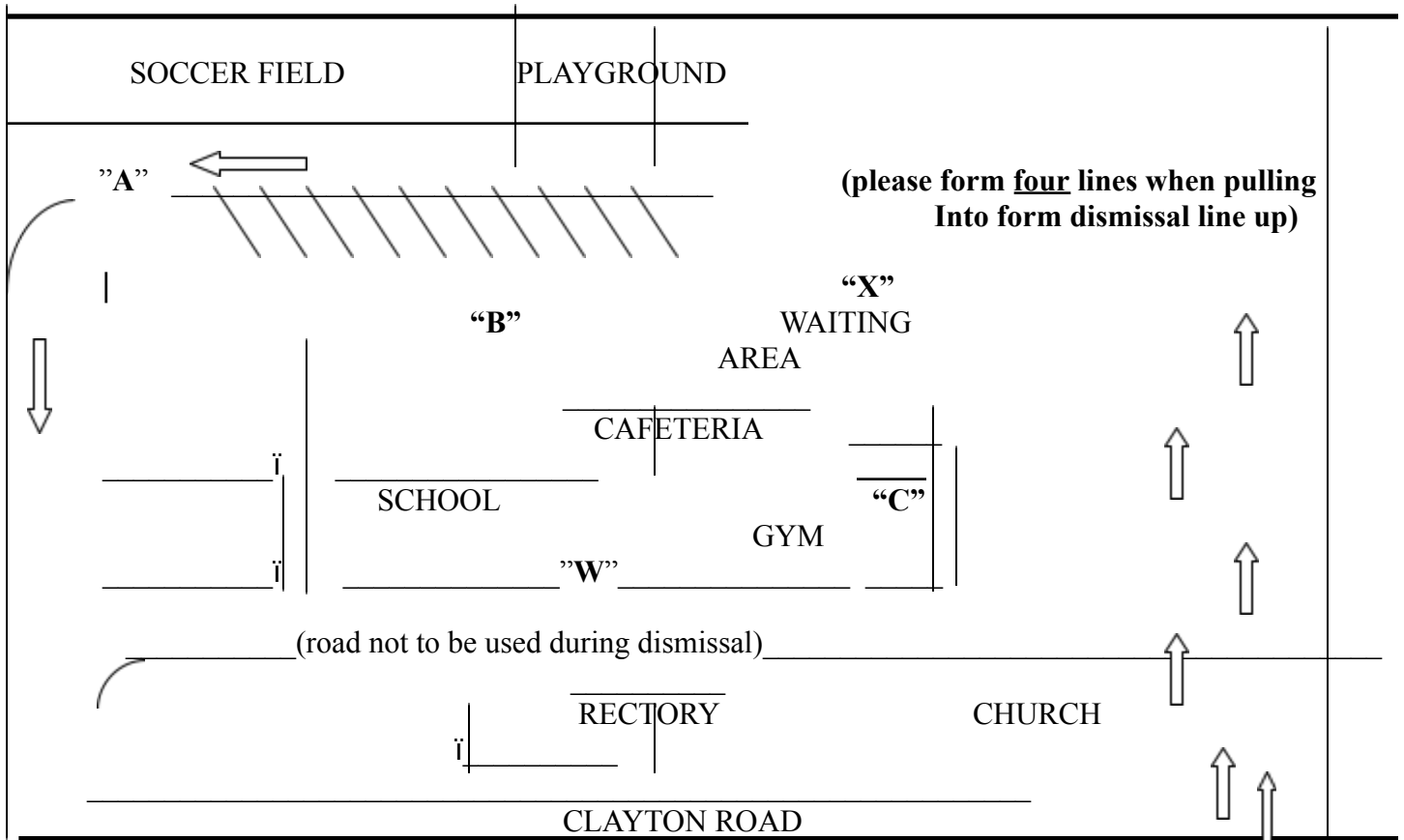
- At 3:10 p.m. all walkers will gather at the front entrance to the school, area "W." Once gathered, all walkers proceed to the west end of Immacolata property. Before 3:10 p.m. all cars enter from Clayton Road, go to the bottom of the hill to line up. The first few cars will form a double line along the edge of the field facing east. The rest of the cars form a triple line around the perimeter of the property. At the 3:10 dismissal bell all students, except walkers, will exit from the back of 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 3:10 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, alternating from the lanes of the triple line. No cars may exit from the top of the hill. No cars, except early arrivals who park near the soccer field, may exit until the final 3:15 p.m. bell is rung.
- Preschool students will begin exiting the building at 3:00 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 the line has begun moving and your child is not yet in your car, please, follow through the line. Students will be kept near the garage. After you go through the line, pull over to the United States Map and a teacher will bring your child to you. Any children remaining after the dismissal line has finished will be brought to the school office to contact parents.
- 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.

**\*\*\*\*\*Due to preschool students exiting early—the FAST LANE has been eliminated. If you need to pick up your child prior to 3:00—please come into the office to sign him/her out.**

- **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.**



**EARLY DISMISSAL**

Early dismissal days are regularly scheduled throughout the year in order to allow for faculty professional development time. Dismissal on these days is at 12:00p.m. There is no after care on early dismissal days.

**EMERGENCY DRILLS**

Fire drills are held throughout the year. Drills are held more frequently during the first month 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/BUDDIES / THE SEVEN HABITS(LEADER IN ME)**

In our school-wide efforts to build our Catholic faith and build community within the school, we are taking the themes and ideas behind a buddy-system, field day teams, virtues, Saints, and Leader in Me Concepts to create Immacolata Faith Families. Each teacher is responsible for a faith family. This faith team is led by an assigned staff member in conjunction with an 8<sup>th</sup> grade team leader. The staff member serves as a mentor person for the members of your faith family and a leadership mentor for the 8<sup>th</sup> grade student.

Each month, the faith family will meet as per the assigned schedule and team. This will be a short faith and team building opportunity and should last about 20-25 minutes. Each month, the faith family will focus on a specific virtue as well as a Saint that lives that virtue. This time will include opportunities for faith development, team building development, and personal development.

Teachers create the activities/prayers/crafts/songs, etc for a particular month. They will share the information and supplies with each teacher the week before the faith family day and time. The 8<sup>th</sup> grade homeroom teacher will, also, share the activity directions with 8<sup>th</sup> grade faith family leaders in advance as they will be leading their faith family along with the assigned teacher.

Throughout the year, further opportunities will arise for faith families to work together. These may include: school/parish cleaning times; service opportunities; sitting together from time to time at Mass; Catholic Schools Week activities, etc.

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 & 6<sup>th</sup> grade and keep that buddy through 2<sup>nd</sup> 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, fieldtrips, STEM opportunities, etc. The buddy set-up is Kindergarten & 6<sup>th</sup> grade; 1<sup>st</sup> grade & 7<sup>th</sup> grade; 2<sup>nd</sup> grade & 8<sup>th</sup> grade.

## **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 bus or by car. 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.

## **GRADING & HONOR ROLL**

Primary teachers send students' papers home periodically so that parents may keep track of progress. Teachers in grades 4-8 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 weekly through our online grade system, Teacherease.

An honor roll is compiled at the end of every quarter for Grades 5- 6-7-8. Students with all A's will be placed on the Principal's List. Students with all A's and only two B's will be on High Honors. Students with any combination of A's and B's will be placed on the Honors List. An instance of severe disrespect (signifying a serious behavior infraction) or an NI (needs improvement) in classes with that grading scale will keep a student from the honor roll for a given quarter.

### Grades 3-8

Letter Grade	%	Notes	Passing
A+	97	EXCELLENT	YES
A	93	EXCELLENT	YES
B+	89	VERY GOOD	YES
B	85	VERY GOOD	YES
C+	82	AVERAGE	YES
C	77	AVERAGE	YES
D+	74	BELOW AVERAGE	YES
D	70	BELOW AVERAGE	YES
F	0	FAILURE	NO

### STANDARDS ACHIEVEMENT (Grades K-2)

Letter Grade	Points	Notes	
S	3	SECURE	YES
D	2	DEVELOPING	YES
B	1	BEGINNING	YES
N	0	NOT ASSESSED (THIS QUARTER)	NO

### SPECIALS' CLASSES

Letter Grade	Points	Notes
E	4	EXCELLENT
VG	3	VERY GOOD
S	2	SATISFACTORY
NI	1	NEEDS IMPROVEMENT
N-	0	NO CREDIT

### TAUGHT-NOT GRADED (T) 1 POINT

### GUM & CANDY

Gum & candy are not allowed during the school day unless specifically given by a teacher or as part of a holiday party.

## HEALTH

Immacolata has some health supplies on hand. Without a school nurse, the school staff handles minor injuries and illnesses that may occur. We require accurate emergency information from all parents at the start of the year in the event of serious injury or illness.

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 3<sup>rd</sup>, 6<sup>th</sup> grades, and 8<sup>th</sup> grades.

Per Archdiocesan guidelines, medication (including Tylenol) may not be dispensed to students by school personnel. Only parents may give medication to their children. **If special medication is required during the school day, a note from your doctor must be sent specifying the dosage and time period of medication.**

**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**

**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 is 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

(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.

(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.

## 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. 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.**

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.

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 is assigned in our primary grades in a limited amount. Homework and study in Intermediate grades 3-4-5 should average 60-75 minutes per night, once the school year is under way. Homework in grades 6-7-8 should average 100-110 minutes per night, once the transition to a new school year is under way.

If a child is ill, or unable to complete assignments or study, a note of explanation is to be sent to the teacher(s) excusing the student. Excused homework is expected to be completed at the agreed upon extension. Homework should not be given over the Christmas holiday or Spring Break.

In the case of a one-day or other prolonged absences due to illness, the student will have as many days to complete missed work equal to the days absent. The student should speak to their teacher(s) to verify work missed and work out the appropriate timetable of when work will be completed. Teachers in grade 5–8 should work cooperatively in assigning homework to avoid overloading students every night.

### **INCLEMENT WEATHER**

In the event of snow closing or a snow schedule, the information will be carried by channels 2, 4, and 5.

Teachers and Parents will be notified via Emergency Broadcast Telephone Service and email unless the inclement weather has made this impossible.

### **LOCKERS**

Lockers are provided on middle-floor hall. Book bags are to be kept in lockers after morning arrival. Students in grades 5-8 will be allowed to get books and supplies from their lockers before 8:30 but must be in their homeroom and ready to start the day by 8:30. They should take their books for their first two period classes. They will have time to go to their lockers again between third and fourth period, after fourth period, after lunch, and after the last period of the day. In order to keep this privilege, students are expected to maintain an orderly and clean locker area.

## **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 end of every quarter. It is necessary for parents to check the Lost and Found area periodically throughout the year.

## **LUNCH/RECESS**

Supervision during this time is a shared responsibility of the staff and parents.

Lunch and Recess:

1. Teachers are responsible for bringing their classes to the cafeteria or playground and making sure they are properly supervised before leaving.
2. Recess supervision is provided by staff members and parent volunteers when available. Other teachers may be asked to fill-in on an as needed basis to ensure that at least two adults are on duty during each recess period.
2. Lunch/Cafeteria is supervised by teachers/parents on a rotating basis.

## **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 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.

## **REQUESTING TEACHERS AND CLASS PLACEMENT**

Immacolata staff does their very 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. Current teachers’ analysis of a student’s learning, emotional, social, and behavioral needs is the primary tool for classroom assignment. Previous family experience with teachers, sibling relationships, etc are also considered. Through a child’s academic career it is extremely important to expose him/her to a variety of teaching and classroom management styles to ensure he/she continues to develop all of the necessary life skills that will aid him/her in future endeavors. The administration does not accept requests to be placed with specific teacher 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.

### **SACRAMENT PREPARATION AND FAITH DEVELOPMENT**

Each school year, the Second Grade prepares for the reception of First Penance and First Holy Communion and the Eighth Grade prepares for the Sacrament of Confirmation. All students will take part in a faith development morning. 2nd and 8<sup>th</sup> grades' faith development morning will be tied to their sacraments. All other grades will be developed among groups of teachers, with specials and teachers not teaching religion working with various grade levels. This faith development day should be approximately 2-2.5 hours long and can be scheduled at any time during the year.

### **SAFETY**

- 1) 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 during dismissal.
- 2) Bicycles must be walked on school property at all times. Violators will be asked to keep their bicycles at home.
- 3) Skateboards, roller blades, and other play objects that may be considered dangerous are not permitted on the playground. Playing football, rugby, etc., or baseball with a hard ball is not allowed.
- 4) Parents are not to drive through or park near playground areas during the school day when students are present.

### **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 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 YouTube or similar applications

### **SECURITY**

For safety purposes, all school doors are locked at 8:30 a.m. after each day's morning arrival. Parents and visitors who come to school during the day must use the east entrance at the front of the building and report to the office. Students arriving after 8:30 must check in at the office.



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, or they will be notified to come to the office to pick them up.

Students needing to leave during the day for appointments must be signed in and out by their parents in the school office.

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on school premises is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

### **TEACHEREASE SYSTEM**

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](http://www.teacherease.com) --parents use their email address and password to log in. Parents may have both mother and father's email addresses entered. At 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. Using the Digital Locker button, you can frequently find copies of materials sent home in the Wednesday communication envelope if you need additional copies along with the weekly school newsletter, calendar, class lists, etc.

### **TESTING PROGRAM**

Achievement and ability tests are administered annually to students in grades 3-8 during the third week in September. During this week, students in those grades will not have homework or subject area tests. 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.

### **TELEPHONE**

***Students may ask to use the office phone only in the event of illness or emergency, or for a safety issue, such as clarifying after-school transportation—not to have homework, books, and sports equipment brought to school.*** Learning self-management and independence skills are vital for student success. Students who forget homework or supplies will receive appropriate reminders and consequences as determined at each grade level. ***Student use of cell phones is not allowed during the school day. If a student must bring a cell phone for after-school use, the phone should remain off and in the student's backpack.***

### **TEXTBOOKS**

Hardbound textbooks are the property of the school and are on loan to students for the school year. All hardbound textbooks are to be covered and maintained properly during the school year. All texts must be returned in useable condition. The school is to be reimbursed for any books that are lost, damaged or defaced.

## TRANSFER OF RECORDS

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 age 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.

## 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 should not tutor for a fee any students that he/she is currently teaching. There is too much of a conflict of interest in such a scenario in which the school is charging a tuition and paying a teacher and then the parent is also paying the same teacher an additional fee for tutoring. The additional conflict of grades in such a situation can also present a problem. Additional support can be offered for your current students on an as needed basis by you, but the teacher should not be additionally compensated for this tutoring.

## UNIFORM 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 promote drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

## GIRLS

- Girls may wear rounded or pointed-collar solid white blouses (no designs or logos except for Immacolata logo), knit shirts, oxford shirts or turtlenecks. Students may, also, wear the gray polo-style shirt with the Immacolata logo (purchased through Just Me Apparel). All shirts and blouses are to be tucked in at all times, except during PE.
- Only plain white t-shirts may be worn under shirt or blouse. Long-sleeved shirts may not be worn underneath short-sleeved shirts.
- Girls may wear Immacolata sweatshirts, solid-colored navy blue sweatshirts or sweaters (without designs or logos, nor hooded), or Immacolata athletics and approved spirit wear items. Sweatshirts are not to be tied around the waist or shoulders, nor worn inside out. Eighth-graders may wear sweatshirts of their future high school only during the two weeks following acceptance. An Immacolata fleece provided by Just Me Apparel is also allowed.
- Girls in grades K-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.
- Girls wear buckle or tie shoes with rubber soles or gym shoes (not open-toe or without heel shoes, nor sandals). They are not allowed to wear boots of any kind throughout the school day. Fashion boots (Uggs) may be worn on free dress days. Snow boots may be worn to and from school, only. **Primary grades strongly encourage tie tennis shoes only.**
- Girls wear solid-colored navy-blue/white/gray/black socks or Immac Elite socks.
- Gym shoes are required for PE classes. Shorts may be worn for PE classes.
- Girls may wear navy blue twill slacks during cold weather (not jeans, sweatpants or cargo slacks). Girls may also wear navy blue or black leggings or tights under their uniforms during cold weather.
- No make-up is to be worn other than clear lip-gloss or clear, or lightly-colored neutral tone fingernail polish.

- 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 are to wear either solid white knit shirts with a collar or turtlenecks (no designs or logos except for Immacolata logo). . Students may, also, wear the gray polo-style shirt with the Immacolata logo (purchased through Just Me Apparel). Shirts are to be tucked in at all times, except during PE classes and recess.
- Only plain white t-shirts may be worn under shirt. Long-sleeved shirts may not be worn underneath short-sleeved shirts.
- Boys may wear Immacolata sweatshirts, or solid-colored navy blue sweatshirts or sweaters (without designs or logos, nor hooded) or Immacolata athletics and approved spirit wear items. Sweatshirts are not to be tied around the waist or shoulders, nor worn inside out. Eighth-graders may wear sweatshirts of their future high school only during the two weeks following acceptance. An Immacolata fleece provided by Just-Me Apparel is also allowed.
- Boys may wear navy blue pants (not blue jeans, sweatpants or cargo pants.) Belts are to be worn.
- Boys wear school shoes or gym shoes
- Boys wear solid-colored navy-blue/white/black/gray socks or Immac Elite socks.
- Boys are not to wear excessive jewelry. A religious medal and one ring are allowed, but necklaces are not to be worn.
- Gym shoes are required for PE classes. Shorts may be worn for PE classes.

### **FREE DRESS DAYS AND SPIRIT 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 recess. Even on free dress days, students should maintain appropriate dress for a Catholic elementary school. Though it is a free dress day, it is still a school day. 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 to school, or to take the student home for the day.

### **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-blue twill walking shorts, or plaid walking shorts provided by Just-Me Apparel, with a uniform blouse or shirt. Shorts may not be shorter than 2" above knee.

### **TEACHER WEBPAGE**

All class webpages, typically, include:

1. A brief bio about the teacher
2. Upcoming homework
3. Upcoming quizzes, tests, projects
4. Directions for projects, review guides, class notes (if applicable), etc are also often found on the webpage.
5. Learning goals or unit/topic study
6. Classroom rules/classroom expectations

**WELLNESS POLICY**  
*Archdiocesan Policy #4401*

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and become all that God intended them to be. Immacolata School recognizes this and through the school Wellness Program works to provide nutritious food, health and nutrition education, and physical activity for its children.

All students and families are expected to follow the food allergies guidelines as stated in previous pages of this handbook.

**I have read the 2022-2023 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 2020-2021 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 MONDAY, AUGUST 29th.**