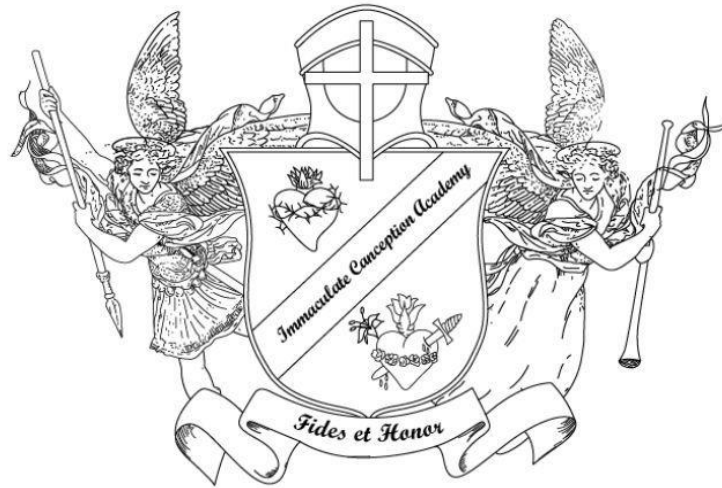


Immaculate Conception Academy



Academic Handbook

2015 - 2016

ACADEMY RULES AND REGULATIONS

Responsibilities

Student Responsibilities

The students learn to assume responsibility for their actions and to realize that they are accountable to God for their actions. Parents and teachers can guide them, but the ultimate responsibility rests with the student.

In all places and at all times students must be:

- **HONEST**, telling the truth, and by submitting only their own work
- **OBEDIENT**, doing what they are told without protest or argument
- **RESPECTFUL**, addressing elders with their proper titles, by showing courtesy and offering help where assistance is needed, and by attentiveness when elders are speaking
- **ORDERLY**, adhering to the rules of the Uniform Code, by keeping desks and lockers neat and clean, and by always having a neat and clean appearance, as well as good habits of personal hygiene
- **RESPONSIBLE**, demonstrating they can be trusted to follow instructions and carry out assigned tasks thoroughly and precisely
- **COOPERATIVE**, working in peaceful and productive collaboration with others
- **PROMPT**, arriving for the school day and individual classes on time, and submitting assigned work when it is due

Parental Responsibilities

Parents receive their responsibility for the discipline of their children directly from God. The parents of children attending the Academy delegate this authority to teachers and administrators during the school day and at Academy activities.

If parents have questions regarding specific disciplinary actions, it is their responsibility to discuss these questions with the teacher involved, and not to bring their grievances to other parents, faculty members, or students. If matters are not resolved with the teacher, the parents should then discuss the problem with the Principal, Assistant-Principal, or the Dean of Discipline ("**the administration**").

Communication

The Academy recognizes that effective communication with parents is essential for the successful education of its students. The Academy further recognizes that the delivery of information to the parents is a responsibility shared by Academy personnel and students. Therefore, email will be the first form of communication from the Academy. It is imperative that the parents provide the office with a current email address. If parents do not have access to email,

the students must deliver to their parents written notes, messages, deficiency reports, report cards, and other documents. **Academy personnel will make every effort to contact the parents/guardians if the moral, educational, or physical welfare of the student is at risk.** However, Academy personnel are not responsible for consequences that develop from a student's refusal to deliver messages from school to the home.

Attendance

Attendance Policy

If a student accrues more than twelve unexcused absences in the school year the student will be required to make up these days. Parents will be provided with a written notification if a student reaches eight unexcused absences. When a student is absent, the student must complete any missed work/assignments.

Students must attend all Academy liturgical functions including the ceremonies of Holy Week at Immaculate Conception Church, which include the ceremonies of Holy Thursday, Good Friday, and Holy Saturday.

Excused Absences

The Academy recognizes the following as excused absences:

- Illness and/or medical situation
- Death of a family member
- Weather or other environmental conditions preventing school attendance

A **parent's note** will be accepted for an excused absence (listed above) only three times each semester. **The parent's note must be turned in to the office on the day of the student's return to school, phone calls will not be accepted.** The student is responsible for turning in the parent's note. Any further excused absences require a doctor's note. A routine doctor's appointment is not an excused absence and these visits should be scheduled outside of the school day.

A student will not be counted absent for the following reasons:

- Any student assigned to in-school suspension
- Any student who is placed on bed-rest by the doctor
- Special circumstances that are approved by the Principal or Assistant-Principal

All missed assignments must be made up at the teacher's discretion.

Family Vacations

Family vacations during the school year will be counted as **unexcused** absences. Furthermore, if such a vacation does occur, a "Family Vacation Form" must be completed prior to the absence. This written form serves several purposes: (1) it notifies the school secretaries and teachers, in advance, of the dates of absence; and (2) it notifies the student in advance of the instructional material that will be missed and of any assignments that should be completed. The procedure for the Family Vacation Form is as follows:

- 1) Parents submit a signed and dated letter, explaining the proposed absence.

- 2) The student obtains the form from the Academy office and the parental letter is attached to the form.
- 3) The student brings the form to all teachers for their comments and signatures, at least one week in advance.
- 4) The student returns the completed form to the Academy office.

Family vacations during the academic year are strongly discouraged for all students. Teachers and the administration have discretion to allow make-up tests or missed work.

Tardiness

The school day begins with the 8:00 a.m. bell, and the day concludes with the bell at 3:05 p.m. Students must arrive at school on time and be in their homerooms, at their desks, when the 8:00 a.m. bell rings. Travel distance from home to school is not an excuse for consistent tardiness to school. During the day students must be in all their classes on time and be at their desks ready to pray when the bell rings.

Penalties for Unexcused Absences & Tardiness

An unexcused tardy will subject a student to an “X” mark in their planner. Chronic tardiness may result in a Saturday detention. If a student skips a class (misses a class without permission from the teacher and administration), it will result in an automatic Saturday detention. A student who skips a school day is guilty of a Level One Offense.

Late Arrival/ Early Departure

A student who is absent for part of a school day must be present for four full class periods in order to be credited with attendance for a full school day. When a student must leave a class early it is the responsibility of the student to notify the school office and the teacher beforehand by means of a written parental note. High school students must schedule their working hours so that they do not have to leave school before the final bell rings.

Withdrawals

When a family chooses to withdraw any student(s), there will be an exit interview with the Academy administration. The purpose of this interview is to ascertain the reason for withdrawal, and to make it clear that parents who withdraw their student(s) from the Academy are responsible to pay the full tuition for that academic year. Requests for waiving this policy may be submitted for consideration to the Academy Administration.

Academy Uniform Policy

The Academy requires that all students wear the prescribed uniform. Students are to be neat, modest, well-groomed, and in complete uniform while at Academy functions. Students must always be dressed modestly while on Academy grounds. The administration will make the final decision as to the appropriateness of a student's attire, in accordance with the following guidelines. Unless otherwise specified by the administration, the students must be in complete uniform to participate in school functions (science fair, etc.).

Uniform Code

1. Students must wear the complete school uniform on the Academy premises during the school day and at Academy functions.
2. Since the uniform is representative of the Academy and its good name, students who act in an unbecoming manner in public while in school uniform shall be subject to disciplinary action by the Academy.
3. Students must maintain their uniforms and shoes in neat, clean, and good condition.
4. Torn or frayed garments are to be mended or replaced promptly.
5. Students may not wear jewelry, with the exceptions of watches and the school ring. Unauthorized wearing of jewelry will result in the jewelry being confiscated. The jewelry will be kept by the Assistant-Principal and will be given back only to a parent.
6. Students may not wear make-up and/or nail polish during the school day.
7. As a general rule, a note from a parent does not dispense a student from wearing the uniform. However, for a sufficient reason, the administration may honor such a note as a temporary dispensation.
8. For students in grades 1-6, after the third uniform violation, all violations will result in a lunch-time detention.
9. For students in grades 7-12, any single uniform violation will automatically be punished by a lunch-time detention.

Boys' Uniform

1st-8th

1. **Navy blue slacks.**
2. **Light blue shirt.** Shirts must be of oxford cloth and have a button-down collar. Short or long sleeves are permitted. Shirts must be tucked in and buttons should be fastened. The top button may be unfastened during lunch or recess.
3. **Navy blue spirit wear.**
4. **Navy blue or black socks.**
5. **Navy blue long tie.**
6. **Black belt.**
7. **Plain, entirely black tie shoes.***
8. **Uniform gym shirt:** Plain navy blue tee-shirts (with no writing or logos), St. Thomas Aquinas Summer Camp tee-shirts, or spirit wear tee-shirts may be worn. (Gym shirts are available through the school office.)**
9. **Uniform Parka.**

9th-12th

1. **Dark grey slacks.**
2. **White shirt.** Short or long sleeves are permitted. However, if long sleeves are worn, the sleeves may not be rolled up. Shirts must be tucked in and buttons should be fastened. The top button may be unfastened during lunch or recess.
3. **Navy blue blazer.** The blazer must be worn in the Chapel.
4. **Navy blue, black, or grey socks.**
5. **Navy blue long tie.**
6. **Black belt.** A belt is to be worn at all times.
7. **Plain, entirely black tie shoes.***
8. **Uniform gym shirt.** Plain navy blue tee-shirts (with no writing or logos), St. Thomas Aquinas Summer Camp tee-shirts, or spirit wear tee-shirts may be worn. (Gym shirts are available through the school office.)**
9. **Navy blue spirit wear and/or pea coat.**

*If a student is unable to wear the proper uniform shoes on any given day, the student should bring in a note from the parent 1) explaining why it was not possible to wear proper uniform shoes, and 2) include a date when proper shoes will be worn by the student.

** Students must be in proper gym uniforms for gym class or they will be required to wear the regular school uniform to gym class.

Girls' Uniform

1st-4th

1. **Uniform plaid jumper.** The jumper's hem should touch the floor while the student is kneeling and should reach two inches below the knee.
2. **White blouse with a round collar.** Short or long sleeves are permitted. Blouses must be tucked in and buttons should be fastened at all times. The top button may be unfastened during lunch or recess.
3. **Navy blue spirit wear.**
4. **Navy blue knee socks.** Socks must be kept up at all times. Students may wear navy blue thermals or leggings with their socks.
5. **Red or blue cross tie.**
6. **Blue beanie.** These are available through the school office.
7. **Plain, entirely black shoes.*** Shoes may not be open-toed.
8. **Uniform gym shirt and navy blue culottes or skort.** Plain gray tee-shirts (with no writing or logos), St. Thomas Aquinas Summer Camp tee-shirts, or spirit wear tee-shirts may be worn. The culottes and/or skort should reach two inches below the knee. (Gym shirts and culottes are available through the school office.)**

9. **Uniform Parka.**

5th-8th

1. **Uniform plaid skirt.** The hem of the skirt must touch the floor while the student is kneeling and should reach two inches below the knee.
2. **White or blue blouse, of oxford cloth.** Short or long sleeves are permitted. Blouses must be tucked in and buttons should be fastened at all times. The top button may be unfastened during lunch or recess.
3. **Navy blue vest sweater.** The vest must be worn with the white blouse, but it is not required when the blue blouse is worn.
4. **Navy blue spirit wear.**
5. **Navy blue cross tie.**
6. **Long chapel veil.**
7. **Plain, entirely black shoes.*** Shoes may not be open-toed.
8. **Navy blue knee socks.** Socks must be kept up at all times. Students may wear navy blue thermals or leggings with their socks.
9. **Uniform gym shirt and navy blue culottes or skort.** Plain gray tee-shirts (with no writing or logos), St. Thomas Aquinas Summer Camp tee-shirts, or spirit wear tee-shirts may be worn. The culottes and/or skort should reach two inches below the knee. (Gym shirts and culottes are available through the school office.)**

10. **Uniform Parka.**

9th-12th

1. **Uniform gray skirt.** The hem of the skirt must touch the floor while the student is kneeling and should reach two inches below the knee.
2. **White blouse or blue blouse, of oxford cloth.** Short or long sleeves are permitted. Blouses must be tucked in and buttons should be fastened at all times. The top button may be unfastened during lunch or recess.
3. **Navy blue vest sweater.** The vest must be worn with the white blouse, but it is not required when the blue blouse is worn.
4. **Navy blue spirit wear.**
5. **Navy blue cross tie.**
6. **Long chapel veil.**
7. **Plain, entirely black shoes.*** Shoes may not be open-toed.
8. **Navy blue knee socks.** Socks must be kept up at all times. Students may wear navy blue thermals or leggings with their socks.
9. **Uniform gym shirt and navy blue culottes or skort.** Plain gray tee-shirts (with no writing or logos), St. Thomas Aquinas Summer Camp tee-shirts, or spirit wear tee-shirts may be worn. The culottes and/or skort should reach two inches below the knee. (Gym shirts and culottes are available through the school office.)**
10. **Navy blue pea coat.**

*If a student is unable to wear the proper uniform shoes on any given day, the student should bring in a note from the parent 1) explaining why it was not possible to wear proper uniform shoes, and 2) include a date when proper shoes will be worn by the student.

** Students must be in proper gym uniforms for gym class or they will be required to wear the regular school uniform to gym class.

Hair

Boys' hair must be cut above the eyebrows, ears, and collar. Hair may be tapered, but there must be no line and no shaved sections. Two-layered hair, bald heads, shag cuts, and Mohawks are unacceptable. High school boys must have sideburns shaved above mid-ear. In addition, students must always be clean-shaven, with no facial hair or stubble. If a student is in violation of these rules, he may be given a haircut at the discretion of the administration.

Girls' hair must be kept out of their eyes. No shaved heads, in whole or in part, are allowed.

Academy Code of Discipline

Discipline

In matters of discipline, Immaculate Conception Academy holds as its ideal the “preventive method of education,” as employed with such admirable results by Saint John Bosco. The three pillars of this system are REASON, RELIGION and KINDNESS.

- **REASON** is just, fair and consistent – not arbitrary or subject to outbursts of passion.
- **RELIGION** fosters the filial fear of God, which arises from the love and respect for Divine authority as the foundation of all authority.
- **KINDNESS** includes gentleness without weakness, as well as patience and a readiness to overlook personal slights, impositions, ingratitude and disappointment, without responding with bitterness or sarcasm.

The “preventive method” presumes good will on the part of students, and encourages them to do always and everywhere what is right by appealing to all that is good in them. It sees the primary goal of education to be the formation of a right conscience and the sanctification of one’s soul. This method demands constant supervision until the conscience is fully mature and the will is confirmed in goodness.

While this system is able to bring out the best in a student, it is particularly necessary in our own day when children are often exposed to the most corrupting, embittering and cynical influences at an early age. The simple and inescapable fact remains that to bring out the best in our youth, the method employed must always be based upon the three pillars of REASON, RELIGION and KINDNESS.

Disciplinary Process

The standard disciplinary process at the Academy follows a definite pattern and begins with the classroom teacher who has the initial authority to handle disciplinary issues. However, the Academy administration maintains final responsibility for all disciplinary decisions. The disciplinary process for **serious and/or chronic** disciplinary problems is as follows:

Step 1: The teacher will meet with the student and send a disciplinary referral home to the parents.

Step 2: Appropriate disciplinary measures will be taken by the teacher who will also contact the parents.

Step 3: Appropriate disciplinary measures will be taken by the teacher and the administration will contact the parents.

For those students who disobey or show contempt for the rules or standards of the Academy, further disciplinary measures may be applied with the approval of the Principal, Assistant-Principal, or Dean of Discipline. These measures may include, but are not limited to, written punishments, detentions, and suspensions. The Principal alone may expel students. **More severe disciplinary measures will be assigned to repeat offenders.**

Disciplinary Measures

DISCIPLINARY REFERRAL: Disciplinary referrals are issued to students who violate classroom or Academy rules and policies. These referrals state the misconduct involved, the method of correction employed, and any further comments on this breach of discipline. A copy of this referral is put into the student's file and another is sent home to the parents.

DETENTION: The Academy employs three types of detentions as follows:

Lunch-time Detention: During a lunch-time detention, students are placed under teacher supervision, eat lunch in silence in the detention room (7th/8th homeroom), are excluded from recess and are required to do written work quietly.

After-school Detention: Students and the parents will be notified in advance of the day of an after-school detention. Detentions will be held on school days from 3:15 - 4:15 p.m. and will be under teacher supervision. Students must be on time for detentions. Detentions may be rescheduled only with permission from the Dean of Discipline (for 7-12th grade students) or the Assistant-Principal.

Saturday Detention: For some offenses a Saturday detention may be assigned. This will be a supervised work detail that will last three hours, from 10:00 a.m. to 1:00 p.m., unless the student is otherwise notified.

SUSPENSION FROM CLASS: During an in-school suspension students are isolated from the student body and work is completed by the students under supervision. During the period of suspension, students are responsible for all assignments, homework, or other assigned work. Extra work may also be given to students during this time of suspension. The purpose of suspension from class is to encourage students to reflect upon the seriousness of past actions and to take the necessary steps to correct this behavior.

SUSPENSION FROM SCHOOL: Any students who have been suspended from school may not be on school property on school days or at school functions during the suspension, unless specific permission to do so has been given by the Principal or Assistant-Principal. During the period of suspension students are required to do all the assigned class work.

Academy Code of Conduct

The Academy always expects its students to behave as Catholic ladies and gentlemen. The Code of Conduct applies to all students while they are on school grounds or at school functions.

The students' behavior at other times or places is under parental authority and is not the responsibility of the Academy. However, any behavioral offenses that may occur outside the limits established in this policy will be considered as to their severity and impact on the reputation of the Academy and may be punished accordingly.

Levels of Offenses

There are three levels of student offenses at the Academy with Level One Offenses being the most serious.

LEVEL ONE OFFENSES:

- Possession, use, being under the influence, or the sale or distribution of illegal substances on school property or at a school function; possession of drug paraphernalia.

- Sale or distribution of alcoholic beverages on school property or at a school function; possession, use, or being under the influence of alcohol on school property or at a school function.
- Sale or distribution of tobacco on school property or at a school function; possession or use of tobacco on school property or at a school function.
- Reporting or causing a false distress signal (pulling a fire alarm, initiating threats, or performing any other actions which cause or could cause panic or fear).
- Gross disrespect toward Academy faculty, staff, or employees including: vulgar, offensive, or profane language.
- The use of obscene and impure words or gestures, or the production or possession of obscene or impure drawings, pictures, or photographs.
- Malicious acts of physical violence directed toward teachers or other Academy employees.
- Forgery: the action of falsely making or producing a copy of a document, signature, or other work in order to deceive.
- Skipping a school day: missing a school day without permission of parents and the Administration.
- Disrespectful conduct toward persons attending school-related functions.
- Acts of physical violence committed against other students.

Any student found guilty of committing a Level One Offense is subject to expulsion, suspension, or Saturday detentions.

LEVEL TWO OFFENSES:

- Use of profane, offensive, or vulgar words or gestures.
- Inappropriate public displays of affection between students.
- Refusal to attend detention or complete any punitive requirements assigned by the faculty or administration.
- Harassing other students, including fighting, pushing, shoving, kicking, bullying, threatening, hazing, or endangering the well-being of self and/or others through malicious jokes, pranks, tricks, games, etc.
- Leaving campus without permission from the administration. In addition, if a student transports another student away from campus without the administration's permission during school hours, all driving privileges, on school property, for the student may be revoked for the remainder of the year.

- Wanton acts of vandalism, such as: marking, damaging, defacing, or destroying faculty, student, or Academy property before, during, or after regular school hours. Restitution will be required.

Any student found guilty of committing a Level Two Offense is subject to detention or suspension.

LEVEL THREE OFFENSES:

- Verbal abuse or disrespectful conduct toward other students.
- Failure to attend detention or complete any punitive requirements assigned by the teachers.
- Disobeying school or class rules. This includes, but is not limited to, the following: failure to obey directives, instructions, class procedures or policy; horseplay and rough-housing; making fun of others in a malicious manner; lying, littering; throwing food or being consistently noisy in the halls or lunchroom; mistreating the belongings of others; possession of items described as “contraband” in the student handbook; refusal to follow lunchroom procedures; shooting spit wads or rubber bands; tossing rocks; making improper noises; writing on desks; leaving class without permission or being out of one’s seat without permission; chewing gum; or other non-violent misbehaviors.
- Actions on the part of students that intentionally disturb the teacher or other students in the classroom to the extent that learning is disrupted.
- Unauthorized absence from class or required activity.

Any student found guilty of committing a Level Three Offense is subject to detention.

Cheating

Every act of cheating is a form of lying. It also has the character of stealing if it involves taking advantage of another student’s work without that student’s knowledge and consent. The damage extends to an entire class when the cheater’s bogus score skews a class average or when the teacher grades “on a curve.” Cheating gives **scandal** when the cheater enlists others to contribute to the fraud by willingly taking part.

CHEATING WILL NOT BE TOLERATED AT IMMACULATE CONCEPTION ACADEMY.

The following are forms of cheating:

- Knowingly possessing/using ANY unauthorized information during a test.
- Plagiarism (literary theft, i.e. passing off as one’s own the words or ideas of others).
- Theft of test questions for oneself or to provide others with questions or answers for the purpose of cheating.
- Copying the homework of others or presenting the work of others as one’s own.
- Giving information concerning a test or quiz by a student who has taken the test or quiz and the same form of the test or quiz is to be given later.

- Receiving information about a test or quiz from another student who has already taken the test or quiz.
- Communicating with other students during a test.
- The copying of other students' work or answers.
- Allowing other students to copy answers or work.
- Concealing or assisting in the cheating by others.

Any student found guilty of willful and wanton cheating is subject to any or all of the following disciplinary measures:

First offense: Automatic “zero” for the test or assignment, detention, parent consultation, Saturday work detail. Also, if the student is a member of a sports team, the student will be excluded from play for the following three games.

Second offense: Automatic “zero” for the test or assignment, suspension from class, parent consultation and meeting, three Saturday work details. Also, the student will not be allowed to represent the school as a member of a sports team or in any other extra curricular activity.

Third offense: Automatic “zero” for the test or assignment, week-long suspension, parent consultation and meeting. The student may be subject to expulsion at the discretion of the Principal.

Campus

Building Maintenance and Care

Students are responsible for taking proper care of the school campus, buildings, and property. Students are responsible for disposing of waste paper and other refuse in the proper manner.

Personal Property

Students should bring to school only personal items necessary for participation in class and/or extracurricular activities.

The Principal and Assistant-Principal reserve the right to search desks, lockers, bags, etc. of the students, at any time. Items deemed unacceptable by the Academy will be confiscated. The Academy is **not responsible** for any valuables that are lost or stolen.

Cellular Phones

Students must give their cell phones to their homeroom teacher before the school day begins.

The use of cell phones by students on school property during school hours is strictly prohibited. Any unauthorized cell phone use will result in the phone being confiscated, and the violating student will be subject to disciplinary action. The Assistant-Principal will hold confiscated cell phones until the end of the school year. Parents will be notified if their child is in violation of the cellular phone policy.

Electronic Devices

Students are not allowed to bring unauthorized electronic devices onto the Academy grounds, unless instructed to do so by a faculty member. If a student brings any unauthorized electronic device onto the Academy grounds, he/she will be subject to punishment by detention, and the parents will be notified. Such items will be sent to the Assistant Principal, and may be returned to the student or parent. The Academy is **not** responsible for any item lost or damaged.

Playthings

Students should not bring personal playthings, such as toys, to school.

Lunchroom Procedure

After Mass, the students will silently proceed to the cafeteria for prayers before meals. Students are not permitted to leave the cafeteria unless they have explicit permission from a teacher or administrator. Academy students will eat in designated cafeteria dining areas.

While in the cafeteria, students must also:

- Remain seated at the proper table unless performing an assigned lunch job
- Raise their hand, and direct all questions to the lunch monitor

After lunch and recess, students must tuck in their shirts, put on their ties, and fasten all buttons before entering the school building.

Internet Use

The Internet is a powerful educational tool that can be very dangerous. Therefore, it is extremely important that the students' use of the Internet be closely supervised.

Internet Use at the Academy:

- Students must have "Internet Permission" forms on file BEFORE gaining access to the Internet at the Academy
- All Academy computers are electronically monitored and have Internet filtering software
- An Academy faculty member must be present or the student must check in with the Academy office in order to gain access to the Internet
- Any unauthorized Internet use will be dealt with severely

Internet Use at Home:

It is the moral responsibility of the parents and the parish priests to protect children from the dangers present on the Internet. If a student brings any immoral Internet materials to school or discusses anything immoral in nature that was viewed on the Internet, it becomes the concern of the Academy administration as well, just as if it had been viewed on school grounds. If students are permitted to use the Internet at home, it is of the utmost importance that the parents take the following safety measures:

- The student's use of the Internet must be monitored, and all computers that the student has access to use should be placed in public places in the home.
- All computers available to the student must: 1) be protected by a password; 2) have accountability software installed; 3) have filtering software installed.
- Parents should know all their children's passwords and should monitor the sites that the children view.

NOTE: All of the above rules apply to television, movies, and music as well. Academy students must not watch immoral movies/television, or listen to immoral music. If a student does watch or listen to immoral entertainment, and then discusses it with fellow students, it then becomes the concern of the Academy administration, and will be dealt with severely.

Academy Records/ Materials/ Textbooks

Academy records will be released only upon receiving written parental request, and only when all materials and textbooks have been returned to the Academy, and all fines, fees and tuition have been paid in full. Textbooks are the property of the Academy. The students are responsible for all textbooks issued to them. If books are lost or damaged, students are required to pay for the replacement cost of the books. Additional textbooks will not be issued until students have paid outstanding book fees. **A hold will be placed on the student's records until all materials are returned and all fees paid.**

Parking Regulations

Faculty parking is marked accordingly, and students should not park in those designated spots. All drivers must be licensed and adequately insured. The Academy is not responsible for vehicles or their contents. No speeding or reckless driving is permitted on school grounds. Student vehicles are subject to search if there is reason to believe that drugs, alcohol, stolen property, or other contraband may be in the vehicle.

The parking area is not a playground and play is prohibited when parking areas are in use. Students who drive to school must not loiter in the parking lot. Students should not sit or stand on vehicles.

Hallway Conduct

In the hallways, students must behave themselves as ladies and gentlemen. Students should greet guests, faculty, and clergy; must walk and not run; refrain from congregating and interfering with other students; gather their necessary materials and quickly move on to their next class or function. Students are responsible for being at their desks in their classroom with all of their required materials before the bell rings or they will be marked tardy.

Chewing Gum, Food and Drink

Chewing gum is strictly prohibited to students on Academy grounds. Food and drinks are not permitted in any carpeted areas of the school building.

Library

The library is to be used only for research, reading, and study. Students must respect the rights of others who are using the library by working in silence. No library materials are to be taken from the library unless checked out at the checkout desk. Students are not permitted in the library during normal class hours unless they have received a library pass from a teacher. During normal class time, students using the library must:

1. Follow the sign in/out procedures of the library staff.
2. Remain in the library for the entire class period unless the library pass from a teacher clearly specifies otherwise.

Closed Campus

The Academy has a closed campus. Students must stay on the school grounds from the time they arrive until the time for dismissal. Any student leaving the school grounds must report to and get permission to check out with the office.

Field Trips

Field trips are an extension of the regular school curriculum. Specific information regarding the date and activity will be provided prior to each field trip. Parents must sign the written permission forms for all Academy field trips at the beginning of the school year.

Fundraising

Students and their families must participate in the fundraising activities of the Academy. The Academy office will notify families of upcoming fundraisers so that each family will participate.

Safety & Medical

Safety Measures

All instructions should be followed during the time of drills and during adverse weather conditions. Students are to file out of the building, in complete silence, to the designated area, where roll call will be taken of each class.

Fire Drills: Periodic fire drills will be held during school hours. When the alarm rings, students should evacuate the building according to the Academy's Fire Safety Plan.

Tornado Drills: Periodic tornado drills will be held during school hours. When the alarm sounds, students will be escorted in silence to designated areas in the building according to the Academy's Tornado Drill Plan.

Security Drills: Periodic security drills will be held during school hours. When the notification is given, students will follow the procedure outlined in the Academy's Security Plan.

Emergency Care and Illness

If a student is ill or injured, the parent will be contacted. If necessary, emergency personnel will be called. If the Academy is unable to contact the parents, the Principal and/or Assistant-Principal are authorized to make the necessary medical decisions.

If a student feels ill during the course of the school day, he/she must report to the Academy office. No student is permitted in the infirmary without permission from the Assistant Principal.

Medical Conditions

If a student has a medical condition that requires medication or might require immediate emergency measures, parents should provide the Academy with the following:

1. Written explanation of the medical condition with emergency care instructions, preferably from the attending physician
2. Signed Medical Authorization Form
3. List of all medications used by the student
4. List of allergies
5. List of emergency contacts and phone numbers
6. Name of the hospital and doctor to contact in the event of an emergency.

Medications: Controlled medications must be in the original prescription container. They must be left in care of the Academy secretary.

Communicable Diseases: Parents should **immediately** report the health status of their child to the Academy Principal or Assistant-Principal, if a physician diagnoses a communicable disease.

Academic Policies

Classroom Procedure

In the classroom, students must:

- Maintain silence during the class period, whether the teacher is present or not, unless called upon to speak by the teacher;
- Remain seated at their desks unless excused by a teacher;
- Be attentive to the teacher;
- Stand beside their desks when a teacher or another adult enters or leaves the room, and when called upon to speak;
- Raise their hands to be acknowledged;
- Not tamper with another person's belongings;
- Not touch classroom equipment, AC units, or the teacher's desk (including anything in it or upon it) without the permission of the teacher.

Honor Roll

The Honor Roll will be determined by academic performance in core subjects alone and will be published at the end of each grading period. Core subjects are as follows:

- | | | |
|------------------|-------------|---------------------|
| 1. Language Arts | 3. History | 5. Science |
| 2. Math | 4. Religion | 6. Foreign Language |

Elementary

First Honor Roll: Cumulative average of 93% or above, with no mark lower than an 86%

Second Honor Roll: Cumulative average of 85% or above, with no mark lower than a 78%

High School

First Honor Roll: GPA of 3.5 or higher

Second Honor Roll: GPA of 3.25 or higher

Advanced Placement Courses

Advanced Placement (AP) Courses are offered at the Academy. These are courses that provide the students with an opportunity to earn college credit by examination. A college or university awards credit to the students, based upon their exam score. In addition, any students who score 70 percent or higher in an AP class will receive an additional two points in their cumulative Grade Point Average (GPA).

Academic Probation

An Academy student who consistently turns in unsatisfactory work or does not make a sufficient effort, will be placed on academic probation until satisfying the necessary requirements. Any student receiving a percentage grade below 65% in any subject during an academic quarter period will automatically be placed on probation. A student will also be placed on probation if he receives a “D” or below in effort in any two subjects, or if his/her quarterly GPA is below 2.0.

When students are placed on academic probation, their academic progress will be more closely monitored by their teachers, the guidance counselor and the administration. In addition, students will have monthly meetings with the guidance counselor. If there is not a marked improvement by the next grading period, the parents will be required to meet with the Principal or Assistant-Principal to make an action plan for addressing the problem.

A student on academic probation is ineligible for all extracurricular school activities for the duration of the following grading period, unless this restriction is waived by the Assistant-Principal.

Independent Study

Some students may choose to pursue studies on an independent basis in a chosen field. The Academy will always encourage such desires for academic excellence, provided the students are sufficiently competent and responsible. The program of independent study is restricted to students in the eleventh and twelfth grades.

Working under the supervision of a qualified faculty member, and with the approval of the administration, a student may gain full academic credit for advanced courses not presently offered in the Academy curriculum. To qualify for such study, the student must:

1. display responsibility and competency in past academic performance.
2. obtain the sponsorship of a faculty member qualified in the proposed field of study.
3. submit a final proposal to the Assistant- Principal, endorsed by the faculty sponsor.
4. report regularly to the faculty sponsor at stipulated times.
5. show competency in a final form, by means of examination or written essay.

Final Examinations

Students must be present for final examinations. Exams will be re-scheduled only in **cases of documented emergencies**. In addition, exams may not be given early without prior **written** approval from the Principal or Assistant-Principal.

Final Examination Exemption Policy

A high school senior **may** be exempted from the final exam in a class, at the teacher's discretion, if the student maintains an "A" average in the class for the year. However, a student may not be exempt from a final exam if he/she has served in-school suspension or been suspended during the senior year of school.

Homework

Homework is assigned to provide adequate training in independent study and to practice the skills covered in the classroom. When students struggle with the completion of homework assignments, either 1) the parents should schedule a conference with the appropriate teacher to discuss suitable courses of action, or 2) if the teacher notices the problem, the teacher should discuss the issue with the parents. In either case, the teacher will provide a report of the recommended solution to the Administration. If the difficulty persists, the Academy administration will schedule a meeting with the parents and teacher, in order to resolve the matter.

There is a maximum amount of time to be devoted to homework. The parents must enforce these homework time limits for both the students' and the teachers' benefit. It is to the students' benefit because it assures that they will receive adequate playtime and family time for prayer and rest. It is to the teachers' benefit because it informs the teachers about the amount of time each student requires to complete a given amount of work.

The maximum amount of total time to be devoted to homework for the various grade levels is as follows:

Grades 1-4:	60 minutes
Grades 5-6:	75 minutes
Grades 7-8:	90 minutes
Grades 9-12:	120 minutes (AP students: 150 minutes)

Students should devote their time evenly between the subjects for which they have homework in any given night. If students spend the allotted amount of time on an assignment but are not able to complete it, the parent should submit a note of explanation on the homework assignment pad. Students who devote the specified amount of time to their assignments will not be penalized for incomplete work.

Late Work

When a student is absent, the student must complete any missed work/assignments. Students are responsible for finding out what material and assignments that they missed. Any work that the student was assigned *before* being absent is due on the day the student returns to school. Work assigned while the student was absent must be turned in the day after the student returns to class.

If a student is in fifth grade or above and turns in work after its due date without a legitimate excuse, then the penalty for the late work is as follows:

- If the work is turned in by the end of the week in which it is due, the maximum grade the student may receive on the work is 70%.

- If an assignment is turned more than a week after its due date but before the final day of end of the quarter in which it is due, then the maximum grade the student may receive on the work is 50%.

Eligibility for Participation in Extracurricular Activities

In order to participate in any extracurricular activity (practices, rehearsals, games, and performances) a student must maintain a minimum 2.0 GPA and not be failing any classes. If a student does not have a passing average in a course, that student will not be permitted to participate in extracurricular activities until the teacher determines that he/she will maintain a passing average in that course. The Principal may waive this restriction for good cause.

Teachers will directly inform the Assistant Principal in writing of any student who is failing their course. The student, parents, and any coaches or staff who may be affected will be notified within 24 hours of the penalty/action that will be taken.

A student can not be absent and compete in Academy sporting events on that same day. In order to participate in extracurricular activities on a given school day, a student must:

- 1) attend a minimum of three (3) complete classes, and
- 2) have an excused absence for the classes missed on that school day.

Physical Education

One hundred and twenty hours of physical education are required of all high school students. Students may be excused from participation in the physical education program only by reason of legitimate medical or parental excuses. In addition, students must wear the approved physical education uniforms during this time.

Graduation Policies

Selection of Valedictorian and Salutatorian

Any student who has attended the Academy for at least two years is eligible for selection as class Valedictorian or Salutatorian. The student with the highest GPA will ordinarily represent the senior class as Valedictorian; the Salutatorian will be the student with the second highest GPA. (Students who are guilty of Level 1 offenses during their Junior or Senior year may disqualify themselves.) These two students are expected to give speeches at the Academy commencement exercises. The Valedictorian's and Salutatorian's speeches must be approved by the Assistant Principal. Otherwise, the students may lose the status of their respective titles.

Community Service

Students at Immaculate Conception Academy are encouraged to participate in community service programs, either as individuals or on a group basis. Those students who accumulate a minimum of 180 documented hours of community service during their high school careers, will receive a Community Service honor cord to wear at graduation exercises. Students should turn in a completed community service form with the appropriate documentation to the guidance counselor to receive credit for the hours.

Graduation Requirements

In order to graduate from Immaculate Conception Academy, a student must complete the work for eight (8) semesters of high school, earning a minimum of 23 credit hours of work. Furthermore, all seniors must fulfill the English course requirement for completion of an assigned research paper, as well as the senior capstone project.

<u>Standard Required Courses</u>	<u>Credit</u>
Religion:	4.0
English:	4.0
Social Studies:	4.0
Mathematics:	4.0
Science:	3.0
Latin:	2.0
Health:	0.5
Physical Fitness:	0.5
Electives:	<u>1.0</u>
	23.0

Diplomas

Honors Diploma

- 26 credit hours, in which four are Honors Courses with a minimum of two AP courses
- Four Latin Credits
- Cumulative GPA of at least 3.50

Academic Diploma

- 23 credits
- Cumulative GPA of at least 2.00

Grading Policies

Grading System

Students' grades will be posted on the Academy website and updated on a bi-weekly basis. Parents will have a username and password to enable them to view their children's grades. Progress reports are issued in the middle of each academic quarter, and report cards are issued at the end of each academic quarter. At the end of the school year, all fines, fees, and tuition must be paid and all textbooks must be returned before the student may receive his/her final report card. Incomplete grades must be made up within ten calendar days after the conclusion of any quarter.

Academic Track System

In order to provide for the wide range of abilities among students, the Academy has a track system of studies:

Track One: The *Honors Track* corresponds to exceptional/superior achievement.

Track Two: The *Academic Track* corresponds to competent/average achievement.

Although students assigned to the various Tracks generally take the same courses and attend the same classes, the different Tracks require varying levels of quality and quantity of work, as well as different assignments and projects and different credit requirements for graduation. Track One requires the greatest quantity of effort and the highest

quality of work. Also, in grades 7-12 the grade point average (GPA) is calculated differently for the different Tracks. The value of the grades recorded is distinguished on the report cards, permanent records and transcripts by a notation of the Track each student is following, with an explanation of the requirements for each Track. Parents who are concerned about the placement of their children should contact the Academy Administration.

Assignment to a Particular Track

Initially, all students are considered to be in Track One. The Academy makes recommendations regarding Tracks according to a student’s past academic performance, the school’s assessment of the student’s abilities, and in consultation with the student’s teachers. The Tracks to which students are assigned are clearly designated on their school records, both overall and with regard to any particular course of study which is assigned to a different Track. If a student is placed in Track Two, the student could gain up to an additional ten points to their grade.

Once assigned to a Track, a student may be changed in another course of study to a different Track according to performance. Also, students assigned to one Track may be assigned to another Track in particular subjects. For example, a student who excels in language skills but who struggles in mathematics might be assigned to Track One for English Literature but assigned to Track Two for Geometry.

The reason that the Academy employs this Track system is that it is the most practical solution to the dilemma faced by the teacher: how to teach at the highest level while having classes comprised of various levels of student proficiency. The objective criteria for assigning students to their respective Tracks are not just the letter grades that they receive on assignments. Students are distinguished based on their grades, **relative to their respective effort**. For example, a student with a “D” average but an “A” in effort would be someone who would be eligible for assignment to Track Two. However, a student with a “D” average and a “D” in effort would not be assigned to Track Two, due to the lack of effort. This is the reason that teacher consultation is an important element in making the Track system work; since the teacher is best qualified to give a realistic assessment of the student’s effort.

1st – 6th Grading Scale

<u>Grade</u>	<u>Percentage</u>	<u>Grade</u>	<u>Percentage</u>
A+	99-100	C+	83-84
A	95-98	C	80-82
A-	93-94	C-	78-79
B+	91-92	D+	76-77
B	87-90	D	72-75
B-	85-86	D-	70-71
		F	69 or below

7-12th Grading Scale (Track I)

7-12th Grading Scale (Track II)

Grade %	Grade	GPA	Grade %	Grade	GPA
96-100	A+	4.0	96-100	A+	4.0

90-95	A	4.0	90-95	A	3.5
85-89	B+	3.5	85-89	B+	3.0
80-84	B	3.0	80-84	B	2.5
75-79	C+	2.5	75-79	C+	2.0
70-74	C	2.0	70-74	C	1.5
65-69	D	1.0	65-69	D	1.0
64 or Below	F	0.0	64 or Below	F	0.0

Closing Statement

The Academy’s goal is to provide a high-quality, Catholic education. We hope that each student benefits from a program marked by academic excellence, respect for the individual, personal service, and a vibrant zeal for the glory of God. We treasure the opportunity to serve our parents and their children.

“ARDENS PIETATIS STUDIUM ET PRAESTANS RERUM SCIENTIA”

“AN ARDENT PURSUIT OF PIETY AND AN EMINENT DEGREE OF LEARNING”