



**IMMACULATE CONCEPTION &
OUR LADY OF PERPETUAL HELP SCHOOL**

Over a century of commitment to educating the whole child...

FAMILY HANDBOOK

**Immaculate Conception &
Our Lady of Perpetual Help
School**

2016 - 2017

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MISSION STATEMENT

*Challenging academics
Catholic faith tradition
Enrichment for the whole child*

PHILOSOPHY

Immaculate Conception and Our Lady of Perpetual Help School provides a strong academic education, deeply rooted in the Catholic faith.

Emphasis is placed on supporting the development of each student to his or her full potential, while nurturing a commitment to lifelong learning. School staff, families and our parish community work in partnership to foster the emotional, spiritual, intellectual, creative, and physical development of each child.

Through an engaging and challenging curriculum and instructional strategies geared to meet the needs of diverse learners, ICOLPH students develop intellectual curiosity, become confident and creative problem solvers, and achieve academic excellence.

A high value is placed on community building, respect, and living our faith in all aspects of life. Upon leaving ICOLPH School, students are prepared to lead lives of service and Christian leadership as contributing members of our local and global community.

CONTACT INFORMATION

Address:

Immaculate Conception
Our Lady of Perpetual Help School
2508 Hoyt Avenue
Everett, WA 98201

Telephone Numbers:

| | |
|---------------|----------------|
| School | (425) 349-7777 |
| Extended Care | (425) 770-9709 |
| School Fax | (425) 349-7048 |
| Parish Office | (425) 349-7014 |

E-Mail: school@ic-olph.org

Website: www.icolphschool.org

SCHOOL WIDE LEARNING EXPECTATIONS

An Immaculate Conception & Our Lady of Perpetual Help School Graduate is...

A Faith-Filled Person who:

- celebrates the liturgical seasons of the Church
- prays in a variety of ways
- applies Gospel values in everyday life
- demonstrates knowledge of Catholic faith, tradition, and doctrine
- exhibits the ability to make moral and ethical decisions based on Catholic values

An Effective Communicator who:

- communicates with clarity and precision
- delivers information articulately and in multiple formats
- purposefully utilizes technology to express ideas
- listens with understanding and empathy
- works cooperatively to accomplish tasks

A Lifelong Learner who:

- achieves academic excellence through mastering or exceeding grade level standards
- practices effective study skills and work habits
- reflects on and monitors progress toward goals
- develops strong critical thinking and problem solving skills
- participates in the fine arts

A Responsible Citizen who:

- demonstrates personal, social, and civic responsibility
- respects and values diversity
- acts as a steward of the earth
- reflectively engages in community service
- exhibits the skills necessary to be a positive role model and leader

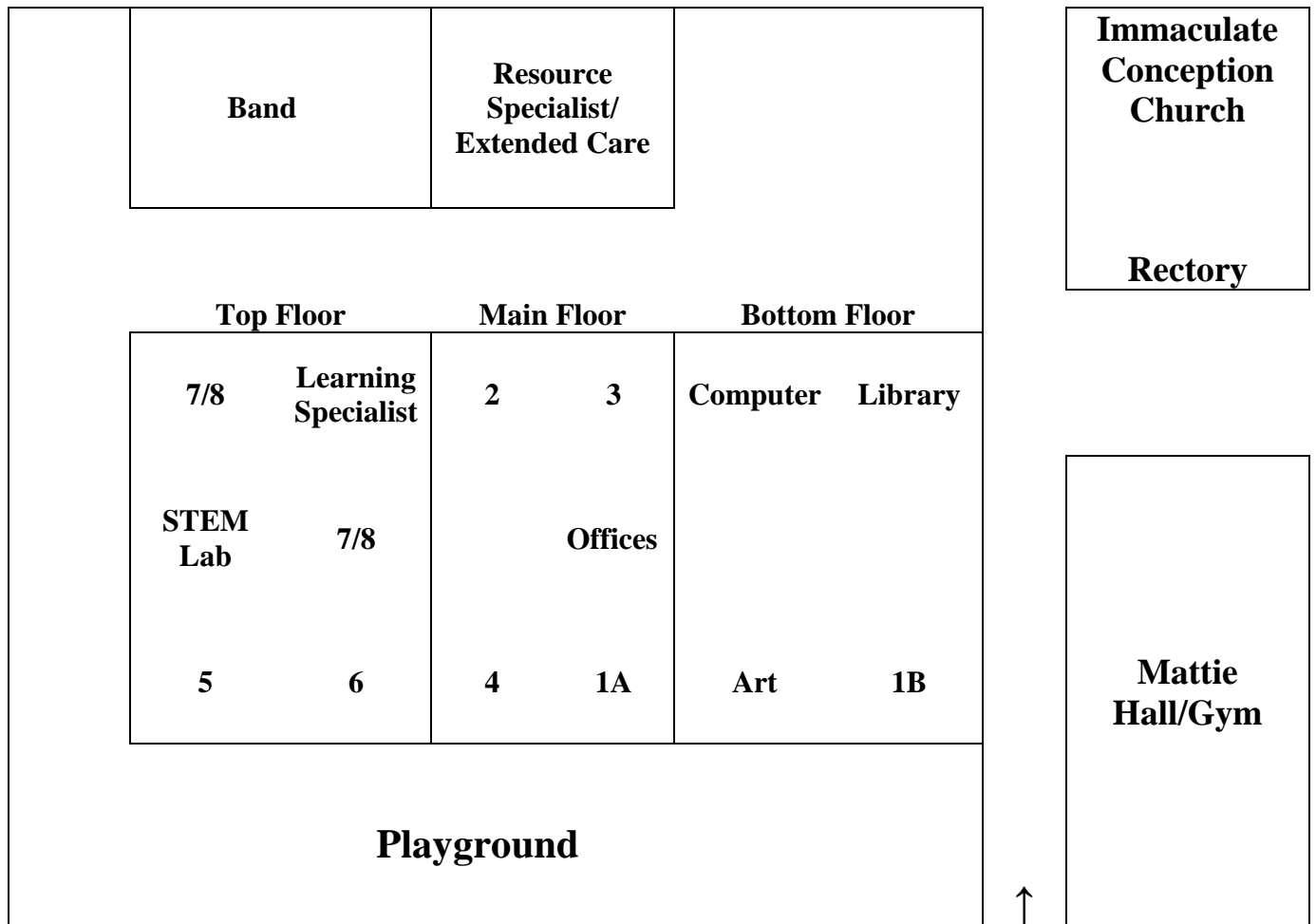
CAMPUS MAP

| | |
|--------------------------|-----------------------------|
| Music Room (upstairs) | Business Offices (upstairs) |
|--------------------------|-----------------------------|

Early Learning Center

| | | | |
|--------------|--|-----------|--------------|
| Kindergarten | | | Preschool |
| Kindergarten | | Preschool | Auction Room |

25th Street →



SCHOOL ORGANIZATION

Pastor

The pastor, **Father Bryan Hersey**, is the administrative head of Immaculate Conception and Our Lady of Perpetual Help parishes and all parish ministries, including the school.

Principal

The principal, **Mrs. Kathy Wartelle**, holds executive authority for the school. She administers, supervises, and coordinates all activities in cooperation with the Archdiocesan Superintendent and Father Bryan Hersey.

Staff

The educational team at Immaculate Conception & Our Lady of Perpetual Help School consists of a highly qualified, professional, dedicated staff that works together for the common educational good of the students. The teaching staff is actively engaged in ongoing professional development.

Staff List

| | |
|---------------------------------------|--------------------------|
| Principal | Mrs. Kathy Wartelle |
| Administrative Assistant | Mrs. Elisa Whitehouse |
| Preschool/Extended Care Director | Mrs. Danielle McKittrick |
| Pre-Kindergarten | Mrs. Jenny Hendry |
| Kindergarten | Mrs. Kristin Borseth |
| Kindergarten | Mrs. Nicki Hegg |
| Grade 1A | Mrs. Vicki Weatherbie |
| Grade 1B | Mrs. Kelsey Ramos |
| Grade 2 | Mrs. Lynn Barashkoff |
| Grade 3 | Mrs. Kathleen Vigil |
| Grade 4 | Mrs. Danielle White |
| Primary Learning Resource Specialist | Ms. Carmel Savoie |
| Grade 5/6 Humanities Block | Mr. Jacob Millican |
| Grade 5/6 Math/Science | Mr. Ben Blacker |
| Grade 7/8 Math/Science | Mr. Dan Moynihan |
| Grade 7/8 Humanities / | |
| Director of Curriculum & Instruction | Mrs. Annemarie Weber |
| Learning Specialist/7/8th Grade Math | Mrs. Karla Ferrians |
| Media/Marketing & Communication | Mrs. Renee Hewitt |
| Music/Liturgical Coordinator/Religion | Ms. Lindsey Hittmeier |
| Band | Mr. Michael White |
| P.E./Athletic Director | Mr. Will Woodworth |
| Art | Mrs. Aubree Clark |
| Pre KN Aide/Recess/Extended Care | Mrs. Arlene Nybo |
| Bookkeeper | Mrs. Shellie French |
| Parish Pastoral Administrator | Ms. Bridget Harris |
| Maintenance | Mr. Tom Armstrong |

School Commission

The School Commission is a consultative body, which supports and works with the principal and pastor in implementing the mission of the school. The School Commission has liaisons to all school committees and to the Pastoral Council and Parish Finance Council. The School Commission is not a grievance board and does not deal with personnel issues.

The ICOLPH School Commission is established by the pastor, in accord with Archdiocesan policy, to assist him and the principal in the governance of the parish school. When the Commission meets as pastor, principal, and members, and agrees on a policy matter, the decision is effective and binding on all.

The Commission is consultative in the following sense: the members act in collaboration with the pastor and principal and will only make decisions for the parish school with the approval of the pastor and principal. The Commission's responsibilities are in the following areas:

- A. Long Range Planning
- B. Policy Development
- C. Finance
- D. Marketing

Members of the School Commission consist of the pastor, principal, development director, Parents' Association president, and six to eight parents of children attending ICOLPH School or parishioners. The School Commission usually meets one evening each month from September through June. All monthly meetings are open to members of the parishes and parents of children attending ICOLPH School.

School Commission Members

Elected/ Appointed Members

| | |
|----------------|-----------------|
| President | Scott Bader |
| Vice President | Ray Riojas |
| Secretary | Becky McNamera |
| | Rusane Bombach |
| | Jeff Flohr |
| | Lewis Hendry |
| | Matt Henggeler |
| | Roberta Madow |
| | Courtney Maggio |
| | Eric Wilkins |

Ex-Officio Members

| | |
|------------------------|---------------------|
| Pastor | Father Bryan Hersey |
| Principal | Kathy Wartelle |
| School Finance | Shellie French |
| Pastoral Administrator | Bridget Harris |
| Past President | Sharon Lewis |

INTRODUCTION

This handbook is written in an attempt to provide all of the information that those in the school community will need to reference. Please read this carefully and see that your child(ren) understand each section that pertains to them. Students, parents, and staff are responsible for being informed about policies and procedures, as they are expected to be governed by them. Not all circumstances can be covered; therefore, the principal will determine the appropriate action that needs to be taken in a given situation.

CURRICULUM

The aim of our curriculum is the students' spiritual and intellectual formation. Catholic and non-Catholic students participate in religious instruction. Our students are involved in devotional practices such as Masses, prayer services, celebrating the Liturgical Seasons, Stations of the Cross, the Living Rosary, etc. It is our intention that the curriculum will provide a variety of learning experiences to develop the whole person. Since we draw our inspiration and strength from the Gospel, we strive to enhance our daily religion classes with regular opportunities for service in the community.

In accordance with the directives of the State Superintendent of Public Instruction, Immaculate Conception & Our Lady of Perpetual Help School offers curriculum in reading and language arts, mathematics, social studies, science, physical education, music, and art that is aligned with the common core standard. In addition, we offer technology education to all students in grades K-8 and elective options to students in grades 7 and 8. As a Catholic school, we place religion at the core of our curriculum.

Extra-curricular activities available to the students include: reading, serving, and singing in the choir at school Masses; taking part in an extracurricular speech team; participating in the talent show and school musical; involvement in intramural athletics in grades 5-8; serving on the school safety patrol; participating in CYO sports including cross country, basketball, volleyball and track; and participating in the Science Fair and Art Walk.

Academic Development

Academic development, through a firm grounding in basic skills and provisions for enrichment opportunities, is of great importance at Immaculate Conception & Our Lady of Perpetual Help School. As an elementary school, fully approved by the State of Washington and the Superintendent of Public Instruction, Immaculate Conception & Our Lady of Perpetual Help School follows all of the rules and regulations governing approval of private schools as required by Washington State Law.

ICOLPH School admits students of all races, color, and national and ethnic origins and grants them all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admission policies, scholarship and loan programs, athletic, and other administered programs.

GENERAL CLASS INFORMATION

Daily School Schedule (K-8)

| | |
|-------------|---|
| 7:50 | School Opens |
| 8:00 | Tardy Bell |
| 9:45-10:00 | Recess for Grades 5 & 6 |
| 10:00-10:15 | Recess for Grades K, 1 & 2 |
| 10:00-10:15 | Break for Grades 7 & 8 |
| 10:15-10:30 | Recess for Grades 3 & 4 |
| 11:30-12:00 | Recess for Grades K, 1 & 2 |
| 12:00-12:30 | Recess for Grades 3 & 4 |
| 12:30-1:00 | Intramurals/Recess for Grades 7 & 8 |
| 1:00-1:30 | Intramurals/Recess for Grades 5 & 6 |
| 2:50 | Dismissal Grades Preschool & Kindergarten |
| 3:00 | Dismissal for Grades 1-8 |

Dismissal will be at 2:00pm on Wednesdays for staff in-service time.

Half-day dismissal will be at 12:00p.m. for all students when designated on the school calendar.

The student waiting area for *before school* is on the *southwest side* of the school for grades K-7 and by the *main door*, away from the flow of traffic, for grade 8.

All students will be expected to attend Mass at 9:00 a.m. on Thursdays. Masses will begin the first week of school.

School Closures

School closures due to inclement weather or another emergency situation typically cannot be communicated ahead of time. If there is ANY chance of such a schedule change (either a delayed start or an actual school closure), please stay tuned to one of the following TV channels for reports: Channels 4, 5 and 7. **Please do not call the school.** You will receive a phone call from the School Messenger call system with our school closure information. We will *always* close when the Everett School District closes. However, since our students come from greater distances and do not have a bus service, we may have additional closures or delays. On snowy/icy days, we may start two hours late. If this is the case, please continue to stay tuned to your TV, because a sudden worsening of weather conditions could cause us to close school.

ICOLPH School has a telephone broadcast system that will enable personnel to notify all households and individuals by phone within minutes of an emergency or unplanned event. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by *SchoolReach*, a company specializing in effective communications. In this way, we can notify parents faster than through the media. If you do NOT want to be called early in the morning to be advised of a snow closure or delay, please let the school administrative assistant know.

We will also send an all-school email to parents to let them know of any closures or delays. The procedures for these closures and delays are the same in the event that the school needs to become closed after it has begun. Again, you can stay tuned to your television or check our website for updated information during the day.

Online/At-Home Assignments

Teachers will be sending out information about online learning that can be accessed from home on snow days or other unexpected missed days (power outage, water issue, etc.) so that we can continue the

learning process and count these days as school days. These will be a combination of written assignments and online work, appropriate for the grade level and for practicing essential skills and concepts. Provisions will be made for alternative work for students who are not able to access the internet for whatever reason.

TUITION AND FEES

Registration Fee

A 10% Tuition Advance is due, along with a completed Enrollment Contract, at the time of registration. This Advance is part of, not in addition to, the annual tuition. Registration for the upcoming school year will not be considered complete without a completed Enrollment Contract and Tuition Advance, and until all obligations from the current/previous school year are met.

Immaculate Conception and Our Lady of Perpetual Help parishioners are eligible for the Parishioner Agreement tuition rate only if they are registered and active in either Immaculate Conception Parish or Our Lady of Perpetual Help Parish, with both parent(s) and child(ren) regularly attending Mass in their parish. (A waiting period for parishioner agreement rate may be imposed for families newly registered in either parish.)

Tuition Payment

The following payment options are available through Smart Tuition for K-8 families:

Payment in 10 monthly installments: May 2016 through February 2017

Payment in 4 equal installments: May, August, and November 2016 and February 2017

Payment in full at the beginning of the school year: July 1, 2016 (may be made directly to ICOLPH School)

Tuition payments are due to Smart Tuition by the 1st, 10th, 15th or 25th of the month (as selected on your Smart Tuition agreement) and are considered past due after 10 days. A late fee will be added if payments are not received before that time. An additional fee for failed auto-debits will apply. In the event that your tuition becomes past due, please contact the business office immediately to make arrangements to make the account current. **If no satisfactory resolution is made after 10 days, the family will be asked to withdraw from the school. This decision is left to the discretion of principal and/or pastor.**

When families leave the school and owe back tuition and fees, a payment plan must be on file with the business office. Report cards and other school records will not be released if accounts are not up to date. Failure to make the account current or establish a payment plan within 30 days of the exit date may result in the account being turned over to our attorney. Any money received will go toward previous debt first, outstanding fees next, and then current tuition.

Please refer to the Enrollment Contract and Smart Tuition agreement for further details.

Book/Supply/Technology Fee

A \$200.00 non-refundable book/supply/technology/field trip fee is required of each student, which may be paid in full on the first day of school in September of 2016 or included in Smart Tuition payments. The preschool supply fee is \$50 per student.

Earthquake Supplies Fee

A one-time only fee of \$15.00 per child is charged to pay for updating sufficient food, packaged water,

medical supplies, etc., to be used in the event of a severe earthquake.

Milk – Kindergarten through Eighth Grade

Milk may be purchased at the rate of \$24 for the school year (per child).

Financial Aid

Immaculate Conception & Our Lady of Perpetual Help School has a limited amount of financial aid available. Parents in need of financial aid for tuition must contact the principal prior to, or at the time of, registration. An application may be obtained from the school office or the bookkeeper. The Seattle Archdiocese also provides aid on a limited and verification-of-need basis, through the Fulcrum Foundation. Applications may be obtained from the school in January, for the following school year.

Families seeking tuition assistance MUST apply to the Fulcrum Foundation assistance first before being considered for local tuition assistance.

PARENTAL INVOLVEMENT AND RESPONSIBILITY

Research has shown a high correlation between parental involvement in a school and the degree of academic success the parents' children achieve in class. Many school programs depend upon the volunteer time and energy of school parents for their success.

Contact with School

It is essential that we be able to reach a parent, guardian, or designated emergency contact for each child during the school day. At all times, the school office should have on file your current contact information. In addition, if you are going to be out of town for a few days, please let the school office personnel know where the child(ren) will be staying, who will be taking care of them, and how they can be reached. A great deal of anxiety on the part of the child, the school staff, and the parent(s) can arise when we are unable to make urgent contacts.

Family Envelopes

Effective home-school communication is vital to the successful operation of the school. We make every effort to keep parents informed about what is taking place at school, generally through the bi-weekly newsletter that is posted on the school website and emailed to school families. Occasionally, other school information will be sent home in a "Family Communication Envelope." Please review these materials and promptly return items that have been requested. Family volunteer hours will be recorded on a form attached to the back of these envelopes. It is particularly helpful if you return your family envelope the day after it is sent or the next day your child is in school.

All letters and other materials going to the children and/or parents must be pre-approved by the school administration. Please send copies for review to both the principal and administrative assistant.

Please read the information that is sent home via Family Envelopes or email. This will save you, us, and your child(ren) frustration and distress if news about an important event is missed. The school will make every possible effort to limit emails and to identify the topic in the subject line.

Parent-Teacher Communication

Parents of school-age children are in a working partnership with the teachers and school staff. It is

therefore imperative that there be genuine unity of purpose and practice between parents and teachers. Parents are urged to bring their concerns regarding school-oriented incidents into proper focus by doing the following:

- LISTEN to what the student has to say, remembering that this is only one side of the story.
- DISCUSS the situation honestly and calmly with the teacher and child together.
- CONFER with the principal when the situation involves more extensive problem solving than that which can be done at the teacher–parent level. The principal will generally arrange a conference that includes the teacher.

Substantial research shows that a spirit of cooperation between the school and the home is vital if students are to reach their full potential. From the Archdiocese of Seattle Catholic Schools Policies and Procedures Manual:

Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish appropriate to their resources, and conscientiously develop a sense of Catholic community among the students, parents, faculty, and parish.

It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.

Parent Covenant

As part of completing your registration, we have extended a covenant to all of our school families. As you partner with us to educate your children, we are excited to offer you the opportunity to join us in our commitment to serve your children in accordance to the gospel values. We will use this promise that is signed in love, as guiding principles for how we role model for our children and each other, celebrate our success, and learn from our mistakes.

In Psalm 78:7 God commands His people to make His deeds known to all their descendants so that “they will place their confidence in God.” At Immaculate Conception and Our Lady of Perpetual Help Parish School, we believe a strong community of believers is an effective and necessary assistance to parents in their training of the next generation. This covenant agreement between our ICOLPH Parish School Parents to assist one another is biblical, rewarding, sometimes life-changing, and at times even difficult.

Conferences

Parent-teacher conferences are scheduled for all students at the end of the first trimester of each school year and again by request in the spring. If additional conferences are necessary, they may be scheduled between the teacher and the parent. Conferences with the principal may be scheduled before, during, or after school hours. Parents who wish to confer with either a teacher or the principal need to make appointments at least a day ahead of time. We wish to give our undivided attention to such conferences, and it is difficult to do so if we have conflicting obligations. It is not suitable to expect or request a conference immediately before or after school, since the teachers are expected to be attending to the children on parking lot duty at those times. *No conferences will be scheduled on Wednesday afternoon early dismissal, due to staff meetings following.*

Communication Guidelines

When parents have a question, concern, or problem in regard to their child, the following procedures are

to be followed:

- 1) *Talk with the teacher or staff member first.* Most problems can be solved through parent-teacher communication.
- 2) If, after speaking with the teacher or staff member, the parents are not satisfied that their concerns have been dealt with adequately, they should then speak with the principal and express those concerns.
- 3) The parents can expect that the principal will speak with the person involved about their concerns and will respond within a few days.
- 4) If a resolution has still not been reached, the principal will arrange a meeting involving the parents, the teacher(s), and the principal.
- 5) After this meeting, and *only after this meeting, the parents may contact the pastor* and, if necessary, he will arrange a meeting to include the parents, the principal, and himself.
- 6) It is in the best interest of the whole school community if all parties follow appropriate communication channels and refrain from discussing concerns with those not directly involved, whether in conversation or via email or social media sites.

State of the School Presentation

A State of the School Presentation will take place in March 2017. This presentation allows the administration to share ICOLPH's accomplishments and goals with the school community. At least one parent must attend a State of the School Presentation; this is a requirement for registration for the following school year. Three different presentation times will be scheduled to try to accommodate working parent's schedules.

Family Volunteer Agreement

Enrollment presumes that parents will contribute the required volunteer hours (40 hours per family/20 hours per single parent) or donate \$800.00 per family/\$400.00 per single parent. Unfulfilled hours will be billed at the rate of \$20.00 per hour through the business office. Volunteer service forms will be distributed at the beginning of the school year. The Family Volunteer Service and Scrip Commitment is effective May 1, 2016 through April 30th, 2017. Unfulfilled commitments will be billed in May 2017.

Volunteers

The Parent's Association was organized to build a strong community involvement and support the mission of the school. The Parent's Association oversees many opportunities for school service and fundraising. Parents are encouraged to become involved, take on leadership roles, and to form a partnership with the school by sharing time and talents in a host of school life activities. These might range from fundraising to classroom help, to serving on committees and chairing or assisting with organizing events.

Sixth grade room parents will be in charge of the **8th grade graduation reception.**

Seventh grade room parents will be in charge of the **8th grade graduation breakfast.**

Fundraising Activities 2016-2017

In order to keep tuition affordable it is necessary to have a robust and successful fund development program. The following fund-raisers have been scheduled for the 2016-2017 school year: Sausage Fest, Annual Gift Campaign, Auction and Scrip. These fundraisers will raise a significant portion of our total operating budget.

The school assumes that each family will share the financial responsibility of fundraising activities, which are essential to balancing the budget and maintaining affordable tuition rates. Additionally, the principal, pastor, and Development Committee are committed to reaching beyond school families in order to build a

wider network of support for Catholic education at ICOLPH School.

Carpool

Carpool Lanes

The drop-off and pick-up routines are the same.

- Cars need to approach the school from the north on Hoyt. Please stay close to the right-side curb, so that non-school traffic can pass. **Do not turn from 25th onto Hoyt, as it disrupts the flow of traffic.**
- All students need to be picked up and dropped off *on the playground*, using the carpool lanes, and not in front of the school or on the corner of 25th and Hoyt.
- **Students are not to be dropped off before 7:40 a.m. No supervision is available before this time.**

To help eliminate afternoon congestion:

- Please drive *slowly* in the carpool lanes on school grounds and approaching the school.
- Pull as far forward as you can, both in the morning and the afternoon, to allow other parents in to pick up their children.

Please remember: The safety of our children comes first! Please drive slowly and refrain from cell phone use during drop-off and pick-up. Follow the instructions of staff and student patrols.

Preschool Drop-Off and Pick-Up

Preschool students will be dropped off during regular morning carpool. Preschool parents may park briefly in front of the annex to walk students in and to pick them up after class.

STUDENT RESPONSIBILITY

Attendance

Regular attendance is necessary if high standards of achievement are to be met. State law requires that all students come to school punctually and regularly. Absences from school are excused for reasons of personal illness, a death in the family, a family emergency, or health-related appointments which cannot be scheduled outside of school hours. Every effort should be made to schedule dental work, doctor appointments, etc., during the summer time, on vacation days, or outside of school hours. If a student is absent during the school day, he/she will not be able to take part in school sponsored extracurricular activities for that evening.

Frequent absences and/or tardies greatly affect the student's learning. Accordingly, the school administration will send a letter of concern to the family if the combined number of a grade K-8 student's absent and/or tardy days in a trimester reaches 10. Should this number reach 15 in one trimester, the student will receive an incomplete grade on the report card for the subject(s) affected. In addition, a parent conference will be held with the teacher(s) and principal to determine how the student will be able to make up for missed learning and remove the incomplete grade.

Family trips should be planned during school vacation times. It is not within school policy to have teachers prepare "homework packets" for children going on vacations. Make-up work, for whatever reason, is the responsibility of the student and family.

Archdiocesan policy states, "No teacher or principal shall release any student to any person who calls at the school to pick him/her up unless the release is to the child's parent or delegate, and is verified in

writing.” To comply with this policy when picking up your child during the school day, please send a note to the teacher that morning. Parents are then required to **come into the building to pick child(ren) up and sign out in the office.** *Children should be instructed to meet their parents in the office.*

If your child will not be picked up and is leaving school on his or her own, we will need a signed note from the parent or guardian on file in the school office indicating permission and the child’s destination.

Attendance record-keeping is a serious matter, and the school staff is expected to keep accurate records and report situations of apparent truancy, should they arise. ICOLPH School must enforce the Washington State Truancy laws as outlined in RCW 28A.225.030. Please assist us in our record-keeping by promptly notifying the office whenever your child is absent. In order to verify that all students have arrived at school safely, a phone call will be placed to students’ homes if a child is not present when attendance is taken and the school has not already been contacted about an absence for the day.

Tardiness

The first bell for school rings daily at 7:50 a.m. and the tardy bell at 8:00 a.m. Students who enter the building after 8:00 a.m. are to report immediately to the attendance office for a tardy slip. On Mass days, students are to join their classes in church and get their tardy slips immediately after Mass.

Please keep in mind that frequent tardiness is a disruption to the learning process of the classroom and is often uncomfortable and awkward for the students who arrive late. In addition, an attendance record showing both absences and tardies is requested by high schools. Please do what you can to adjust your schedule to enable your students to arrive at school before the tardy bell. We understand that unusual circumstances and weather- and accident-related traffic delays sometimes occur; in those and all situations, of course, safety comes first.

School Uniform Regulations

Students are expected to be neat, clean, and well-groomed while they are at school. The following guidelines apply to both uniform and free dress days:

- All clothing needs to fit, not too tightly or loosely.
- There should be no holes, tears, or signs of excessive wear.
- Only a white T-shirt may be worn under the boys’ uniforms.
- No cargo pants or shorts are allowed.
- Students are to have no visible marks, drawings, or tattoos on their skin.
- All jewelry must be discreet and non-distracting. Jewelry policy remains the same on free dress days.
- Girls may wear one small stud earring per ear (no dangling earrings or hoops are allowed).
- No jewelry is to be worn during P.E. classes with the exception of stud earrings (if parental waiver is signed).
- Choker-type necklaces are not allowed.
- Hair must be a natural color, kept clean and neat. Boys’ hair must be above the collar. No unusual hairstyles such as spiked hair, feathers or other hair attachments, designs shaved into the hair, or Mohawk-style cuts are allowed. Hair must be kept out of the eyes at all times.
- Hats and caps may be worn to school and out on the playground. However, hats are not to be worn in the school buildings, in the church, or during P.E. classes. Hats may not cover the face.
- 8th grade girls may wear *very light, non-distracting* makeup. Again, this privilege is contingent upon their showing that they understand the limitations and can serve as models to the younger students of what is acceptable in 8th grade. Permission to wear makeup will remain in place for each girl unless it presents a problem. Students at other grade levels may not wear makeup.
- No nail polish (including clear polish or French manicures) is permitted at any grade level.

- Shirts and dresses need to be long enough to cover the midriff, with no low-cut necklines.
- Skirt/Jumper/Skort- School plaid skirts, jumpers, or skorts must be from the Dennis Uniform Store, Lands End, or the used uniform closet.
- Skirts, jumpers, or skorts must hang no shorter than three inches above the crease of the back of the knee. If there is a question of inappropriateness of skirt length, even given this guideline, the decision of the staff will prevail.
- Shoes and socks must be worn at school. Flip-flops, platform shoes, high heels (over 1”), or backless shoes are not acceptable.
- Camp Fire participants, Scouts, etc., may wear their group's uniform on the day of their meetings.
- Students are to be in complete uniform all day, including sweater, sweatshirt, or vest (except on free dress days). When the weather is warm, the teachers may give their students permission to go without their sweaters. **Mass days are always complete uniform days, with no shorts permitted.**

It is expected that all students wear the correct uniform to school each day. Uniform clothing purchased at stores other than the Dennis Uniform Store or Lands End *must comply in style, fabric, and exact color to the regulation garments*. If there is a reason for a student to be out of uniform, he or she must bring a note from a parent and present it to the school administrative assistant in the morning.

New uniforms may be purchased from:

The Uniform Store
 12608 Interurban Ave. South, Tukwila
 (206) 431-2000
 Website: www.dennisuniform.com. School Code: **XSI185**

Lands End
www.landsend.com School Code: **900172123**

Used uniforms are available through the “Uniform Exchange.”
 Contact Becky McNamera at beckymc11@yahoo.com for details.

We strongly encourage parents to see that students’ names are written on the back label.

Uniform Specifications

Grades K-4 Girls

- jumper (R & R Plaid with knife pleats) or uniform skort
- white uniform blouse - Peter Pan collar or
- white shirt with soft collar, long or short sleeves, knit, polo, mock turtleneck, or turtleneck (no decorations)
- navy blue twill pants or
- navy blue walking shorts
- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white, navy blue or black socks, tights or leggings

Grades K – 6 Boys

- navy blue twill pants

- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white shirt with soft collar, long or short sleeves, broadcloth, polo, mock turtleneck, or turtleneck (no decorations)
- navy blue walking shorts
- white, navy blue or black socks

Grades 5 and 6 Girls

- skirt (R & R Plaid with knife pleats) or uniform skirt
- white uniform blouse - Peter Pan collar or
- white shirt with soft collar, long or short sleeves, knit, polo, mock turtleneck, or turtleneck (no decorations)
- navy blue twill pants or
- navy blue walking shorts
- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white, navy blue or black socks, tights or leggings

Grades 7 and 8 Girls

- skirt (khaki twill-center box pleat) or
- skirt (khaki twill with tabs)
- white uniform blouse - Peter Pan collar or
- white shirts with soft collar, long or short sleeves, knit, polo, mock turtleneck, or turtleneck (no decorations)
- pants khaki twill or
- khaki walking shorts
- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white, navy blue or black socks, tights or leggings

Grades 7 and 8 Boys

- twill khaki pants or
- khaki walking shorts
- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white shirt with soft collar, long or short sleeves, broadcloth, polo, mock turtleneck, or turtleneck (no decorations)
- white, navy blue or black socks

Preschool Girls

- white shirts with soft collar, long or short sleeves, knit, polo, mock turtleneck, or turtleneck (no decorations)
- navy blue skirt, skirt, shorts, jumper, pants or leggings; ICOLPH school plaid jumpers or skirts are also acceptable; shorts must be worn under skirts or jumpers.
- Shoes and socks must be worn at school. Flip-flops, platform shoes, high heels (over 1”), or backless shoes are not acceptable. Tennis shoes are preferred.
- ICOLPH logo attire is optional.

Preschool Boys

- white shirts with soft collar, long or short sleeves, knit, polo, mock turtleneck (no decorations)
- navy blue pants, shorts or nice sweatpants
- Shoes and socks must be worn at school. Tennis shoes are preferred.
- ICOLPH logo attire is optional.

P.E. Shoes and Uniforms

Students must wear the proper P.E. uniform on P.E. days even if it is a free dress day at school. Grades K-3 need to wear safe *athletic shoes and the girls should also wear shorts under their jumpers. Grades 4-8 need to wear a plain, red athletic t-shirt or sweatshirt, navy blue shorts or sweat pants (not the school uniform shorts) and safe *athletic shoes. Shorts need to have an inseam of 6" or more. Spandex and yoga pants are not allowed. The only acceptable writing on the P.E. uniform is either the school logos or CYO logos. Socks must be plain white, navy blue or black and if there is a logo it must be no larger than 2" x 2". Jewelry is not allowed in P.E. class for safety reasons. If for some reason your child cannot be in full uniform please send Mr. Woodworth a note. For safety reasons, a child will not be allowed to participate in P.E. unless they have safe athletic shoes whether they bring a note or not.

***Athletic Shoes.** When purchasing athletic shoes for P.E. class please make sure the shoes stay securely on your child's feet and they have enough support for running and moving around comfortably. "Athletic" type shoes are preferred because they offer more support and comfort than low support shoes like "Keds." Shoes must have laces that tie securely and tighten snugly all the way up the shoe or Velcro straps. Please no slip-ons, thick soles, or thick tongued shoes (Sketchers). Foot must be entirely enclosed.

Bags of some sort are highly recommended to keep clothes in. PLEASE put your child's name on all pieces of clothing!

Spirit Wear

Spirit Wear may be purchased by ordering through the school office (a group order will be placed each trimester). Spirit wear hoodies and sweatshirts may be worn ***with the student's school uniform pants or skirt*** on Fridays, unless there is a special event that requires the students be in full uniform. Spirit wear red t-shirts may be worn for P.E.

Free Dress

Non-uniform dress will be allowed on days designated as "free dress" on the school calendar or explained in a letter home from the teacher or principal. **P.E. uniforms are still required on "free dress" days.** Students are expected to wear appropriate dress on these days. If the free dress day has a theme, the student must dress according to the theme or choose to wear their uniform.

The code for "free dress" is as follows:

1. Clothing must be clean and neat without tears, holes or patches.
2. Jeans (in good condition), slacks, cargo pants or cords (NOT baggy or sagging) are acceptable. Athletic wear or sweats are allowed if they are in good condition and are appropriately fitting.
3. Nice *walking* or cargo shorts for boys and girls *which fit them* (NOT baggy or sagging) are permitted. Athletic or basketball shorts are allowed if they fit appropriately.
4. No tank tops, crop tops or tops with spaghetti straps are allowed. Blouses that are tight or low cut may not be worn and the abdomen and back must be covered. Shirts with spaghetti straps or tank tops must be covered by an appropriate shirt or sweater.
5. No crude remarks, negative advertisements, obscene, offensive, or suggestive language on clothing is permitted.
6. Skirts may not be excessively short or tight.
7. Leggings may only be worn with a long shirt or sweater covering to at least the top thigh.

The principal and staff retain the right to define any additional clothing as unacceptable.

Students may wear free dress on their birthday, or on the nearest school day, when a student's birthday falls on a non-school day. Students with summer birthdays may wear free dress on their half-birthday. Free dress code guidelines apply. NO FREE DRESS IS ALLOWED ON THURSDAYS AS IT IS MASS DAY, OR ANY DAY THERE IS A SCHOOL MASS.

Eighth Grade Free Dress

The eighth grade class has an extra free dress day of their own. This takes place once a month on the first Monday unless otherwise noted. The dress expectations are the same as on the general school's free dress days. This privilege may be taken away for if a student has been out of uniform, or for conduct violations.

HOMEWORK AND GRADES

Homework

The purpose of homework in grades 1-8 is to enrich the various school subjects through independent study, to master basic skills through practice and exercises, to retain class work through review, and to provide a link between home and school. Homework is assigned on a regular basis in grades 1-8 (including elective classes for grades 5-8) in relation to the age, maturity, and needs of the students. Individual classes' homework policies will be sent home at the beginning of the year.

Reading every night may be required by the teacher, and should be strongly encouraged by parents. If a child has all assigned work completed before he or she gets home, then "homework time" at home should be spent in some worthwhile educational endeavor such as enjoyable, but challenging reading. If a parent is concerned about the amount of time that their student consistently spends on homework, such as not completing homework in a reasonable amount of time, or consistently not having homework, the teacher should be notified promptly.

In grades 4-8, students are required to write down their own homework in each class in an assignment planner provided by the school. In most cases, parents are asked to be a "consultant" for their children in regards to homework, not a "participant." Parents should look at what their child is expected to do for homework each night, be available to clarify questions, and check homework when completed, noting incorrect work one time only for the child to attempt to correct. Parents are encouraged to provide for children an environment free from distraction and conducive to forming a habit of study. Daily or weekly parent or teacher signatures in the student's planner may sometimes be required.

Progress Reports and Report Cards

All students in grades 5-8 will receive a progress report in the middle of each trimester. Students in grades 1-4 will only receive a progress report if there is a serious concern. At the end of each trimester, report cards are given to all students in grades K-8. If a child appears to not be working to capacity, his or her parents will be notified in an effort to help strengthen the child's study habits. Students will not be promoted to the next grade if they have failed to meet minimum standards for promotion or when, in the opinion of the parents and the teacher, it seems in their best interests not to proceed. If a student is in danger of non-promotion by the end of the first trimester, concerns about that child's progress will be communicated to the parent. If this is the case by the end of the second trimester, a conference with the parent(s), teacher, and principal will be scheduled. Report cards envelopes are to be signed promptly by a parent or guardian and returned to the teacher after all but the final trimester of each year.

Grading Scale (Grades 5 – 8)

A = 93 – 100%

C = 73 – 76%

| | | | | | |
|----|---|----------|----|---|-----------|
| A- | = | 90 – 92% | C- | = | 70 – 72% |
| B+ | = | 87 – 89% | D+ | = | 67 – 69% |
| B | = | 83 – 86% | D | = | 63 – 66% |
| B- | = | 80 – 82% | D- | = | 60 – 62% |
| C+ | = | 77 – 79% | F | = | Below 60% |

Grading Scale (K-4 and Specialists)

Grades in these classes will be standards-based, measuring how well a student is meeting state-wide curriculum standards in each subject area. Academic progress will be measured and reported according to the following scale:

| | | |
|---|---|-------------------------------------|
| 4 | = | Exceeding standard |
| 3 | = | Meeting standard |
| 2 | = | Approaching standard |
| 1 | = | Working below standard at this time |

A “3 – Meeting standard” grade indicates that a student is showing strong and successful performance, demonstrating mastery of the skill or concept on which he or she is being assessed. On occasion a “4 – Exceeding standard” grade will be earned by a student who is demonstrating consistent performance that significantly exceeds standard. Often this involves showing initiative to pursue a topic or assignment in depth, beyond the given assignment with high-quality, student-driven work, or demonstrating a high level of competency, above and beyond what is typically seen at his or her grade level.

Academic Honors

Our ICOLPH Academic Honors system will be in place for grades 6, 7 & 8. Our students’ academic achievement is something to be proud of. Students who earn an academic award will be acknowledged at the end of each trimester.

Academic Honors Awards will be based on academic success in the “core” daily subjects of religion, math, science, reading, social studies, and English, as well as the specialist and elective classes. There are four levels of honors:

| | |
|------------------------|-------------|
| Principal’s List | 4.0 |
| 1 st Honors | 3.8 minimum |
| 2 nd Honors | 3.6 minimum |
| 3 rd Honors | 3.3 minimum |

The listed minimum GPA values at each level are firm boundaries meaning that the GPA in those core academic classes must be at least that much and not rounded. For example, a 3.59 would be 3rd Honors rather than rounded to 3.6 which is 2nd Honors. Likewise, a 3.29 is not quite 3.3 and would not receive an Academic Honors Award. Also, in order for a student’s GPA to be considered for one of these awards, they must be passing all classes with a minimum of C-. A student with a grade below C- at the end of the trimester in any of their classes is not eligible for any of the awards. A student with a grade of “2” or “1” at the end of the trimester in a specialist or elective class will not be eligible for honors award. Also, any student with three or more unexcused absences will not be eligible for honors award. We look forward to continuing to encourage our students to work to their academic potential and are excited about the opportunity to acknowledge their hard work and commitment to learning.

Academic Probation Grades 5-8

It is the expectation of ICOLPH School that a student in grades 5-8 maintains a passing grade of 63% or above in the following subjects: language arts, math, religion, science, and social studies. If a student, after being placed on academic probation and receiving support from the school and parents, continues to fail subjects, he or she is no longer benefitting from attending ICOLPH and will be dismissed. ICOLPH School cannot meet the needs of every student. Hopefully, the student would be successful in another

academic setting. The principal is the final recourse in all probation situations. If a student does not maintain these requirements, the following steps will be taken:

- A student who earns 62% or below in two subjects or has an overall average of 62% or below in two subjects at the end of the first, second, or third trimester will be put on academic probation. A student on academic probation is required to follow a homework plan and is monitored closely by the school and parents.
- A student who begins a trimester on academic probation and then continues to have an overall average of 62% or below in two subjects at the end of the next trimester will be dismissed from school.
- A student who has an overall average of 62% or below in two subjects at the end of the third trimester will be dismissed from school, will not be allowed to participate in graduation ceremonies if an eighth grader, and will not be promoted to the next grade level.

RenWeb

ICOLPH School uses the RenWeb online grading system. Parents with students in grades 5-8 can access their student's assignment grades and overall grades, and check for any missing assignments. Parents are strongly encouraged to utilize RenWeb regularly to keep informed of their student's work. Instructions on how to access the Parent Portal to RenWeb is given at the beginning of the school year.

CONDUCT AND DISCIPLINE

Christian Behavior

One of the most significant components of a Christian community is the charitable spirit in which people interact with one another. We expect all interaction in Immaculate Conception & Our Lady of Perpetual Help School's community to be characterized by Christian values and respect. To this end, we make every effort to encourage open acceptance of all people and the use of understanding, patience, warmth, and kindness in all of our dealings.

Conduct and Discipline Philosophy

Certain types of conduct are conducive to both academic and social growth, whereas others are counterproductive. It is important that the children know what is expected of them and what results will follow if they choose to engage in unacceptable behavior.

We feel strongly that every teacher in Immaculate Conception & Our Lady of Perpetual Help School has a right to teach, and likewise each student has the right to learn, and that no one should be allowed to interfere with these rights. The school staff is responsible for creating and maintaining an environment that is conducive to learning for all. Students are expected to be respectful to teachers and classmates, diligent in study, neat and clean in person and attire, and to follow the regulations and conduct guidelines of the school. They are accountable to the school staff for their behavior while they are in school, at school-sponsored functions, or while wearing school uniforms, including P.E. uniforms, or representing the school in any way. School staff will also communicate, and collaborate, with Everett Public Library staff in enforcing their expectations, when our students are at the library after school. (*Cf.* EPL rules at the end of this handbook.)

Our school and classroom management plans keep in sight the sacredness of the human person and the importance of each child as a person of integrity and infinite worth. Immaculate Conception & Our Lady of Perpetual Help School follows a management plan based on mutual rights and responsibilities, reinforcement of positive behavior, and sanctions for inappropriate actions that are clearly understood by the children and consistently enforced by the teachers and/or principal. The discipline plan, as it applies

to each particular grade, is explained to the parents of the children in that grade at the beginning of every school year. Parental support is absolutely essential to the effectiveness of the plan, as is clear communication between parents and teachers when problems arise.

Conduct Guidelines

Students in all grades at Immaculate Conception & Our Lady of Perpetual Help are instructed in meeting conduct guidelines. The school's goal is to support and challenge our students in growing in respect for others, themselves, and the learning environment; responsibility for their own learning, behavior, and educational materials; and reverence as people of faith. ICOLPH students are encouraged to develop as leaders and Christian role models for others. ICOLPH's Positive Behavioral Intervention System is the acronym ROCK:

Respect, Own Your Choices, Cooperate, Keep Safe

We work with the students throughout the school year on these life skills. We love helping our students become ROCK stars!

Discipline Policy

In the event that students have difficulty following the ICOLPH School Conduct Guidelines, the following progressive consequences will be implemented:

Level 1

Level 1 offenses are handled immediately by the teacher or staff member working with the student. These behaviors include, but are not limited to:

- being off task
- interfering with others' right to learn
- not following the school's conduct guidelines

Consequences for Level 1 offenses may include: verbal warning, verbal plan by student/teacher, time-out, written plan by student/Time-out Think Sheet, problem solving, staying in at recess. Reoccurring Level 1 offenses will result in a Conduct Referral and progressive consequences.

Level 2

Level 2 offenses are behaviors such as:

- being disrespectful to adults or peers
- using inappropriate language and/or gestures
- bullying behaviors
- threats (verbal or other)
- touching others without their permission
- inappropriate physical contact
- taking or disrespecting others' or school property
- unwillingness to respectfully cooperate with adult staff members and volunteers
- lack of honesty and integrity in academic work or interactions with staff members
- behavior in the school or community, which is detrimental to the best interest and reputation of ICOLPH School
- truancy or leaving school without permission

Consequences for committing Level 2 offenses include the following steps:

Step 1: Upon committing a first Level 2 offense, the student is sent to the principal's office and given a Conduct Referral slip. The student spends time filling out the slip in the office. A parent must sign the slip and return it to school the next day.

Step 2: Upon committing a second Level 2 offense, the student will repeat Step 1. The parent will also be contacted by the principal or school counselor to discuss the situation.

Step 3: Upon committing a third Level 2 offense, the student will repeat Step 1 and 2. In addition, the student in grades 3-8 will spend one school day in In-School Suspension (ISS). Grades PK-2 students spend only 1 hour in ISS for a third offense. ISS involves the student sitting at the school office or in an assigned classroom (not their classroom) completing all class work and homework and reflecting about their misbehavior that warranted the ISS. All class work and homework will be brought to the student's teacher the following day. Furthermore, the student's parent(s) will be contacted that day by the principal or school counselor and informed of the ISS. A conference time will be planned for the student, parent(s), school counselor, and principal to draw up a behavior contract which will focus on the student's behavior goals and will list consequences if these goals are or are not met. Some contracts may request counseling for the student and parents.

Step 4: Upon committing a fourth Level 2 offense, the student in grades 3-8 must spend one day in Out-of-School Suspension (OSS). OSS involves the student spending one school day at home doing class work and homework and being under a parent's restriction. All class work and homework will be brought to the student's teacher the following day. Grades PK-2 students spend one and a half hours in ISS for a fourth offense. The consequences of the behavior contract are initiated. The contract may then need to be revised.

Step 5: Upon committing five or more Level 2 offenses the student must spend a minimum of one day in OSS and the student is placed on probation. A student on probation must show improvement in behavior and must show, by his/her efforts, a willingness to follow ICOLPH's school rules and a desire to remain at ICOLPH. If, after being on probation, a student does not show improvement or earns more Conduct Referrals, he/she may be expelled from ICOLPH School or not allowed to return to ICOLPH the following school year.

Level 3

Level 3 offenses are extreme behaviors such as:

- behavior that is dangerous to self or others
- participating in a fight or injuring another person
- possession of a dangerous item (weapons, items that are used as weapons, drugs, alcohol, controlled substances, incendiary devices, cigarettes) or protection of person(s) known to have such items
- harassment (physical, emotional, electronic, and/or sexual)
- open defiance
- serious threats of violence

At the discretion of the principal, a single Level 3 offense may result in an intervention suspension or immediate expulsion. If the student is placed on an intervention suspension, the student must see a mental health professional who is a psychiatrist/psychologist. An evaluation/risk report with recommendations must be provided before the student is admitted back into the school. Upon returning, the student may be readmitted on probation with a behavior contract. In cases that result in expulsion, the student may appeal the decision by requesting a hearing before a board of review.

When a student graduates and/or transfers to another school, the next school typically requests a record of suspension or expulsion. ICOLPH accommodates these requests from other schools.

The principal is the final authority in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

Controlled Substances Policy

Bringing controlled substances (including alcohol and cigarettes) to school - or being in possession of same - may result in ***immediate expulsion***. Protection of students out of compliance will also result in severe disciplinary action.

Weapons

It is a violation of ICOLPH School policy and Washington State Law for any person to carry a firearm or dangerous weapon on school premises or other areas being used for school activities. “Dangerous weapons” include, but are not limited to: slingshots, brass knuckles, switchblade-type knives, throwing stars, air pistols, and air rifles. A student shall not possess any object that can reasonably be expected to endanger the student or others. (Additional information under *Discipline Policy* section).

Any acts which could constitute a violation of state law will be promptly reported to the appropriate law enforcement authorities.

Enforcement Procedures

In signing the handbook student/parent signature form, students and parents acknowledge that they are aware of and understand these policies.

Personal Items

Should there be sufficient cause, a staff member may need to search a student’s desk, book bag, locker, etc. Personal technology devices which include, but are not limited to, iPods, cell phones, Blackberries, etc., are prohibited from use by students while on school grounds and must be turned off and enclosed in a backpack at all times. Any such devices that are seen or heard on school grounds will be confiscated and will be returned only to the student’s parent or guardian.

Anti-Bullying Policy

As a matter of both school policy and reflecting Gospel values, it is recognized that bullying behavior is not tolerated at Immaculate Conception & Our Lady of Perpetual Help School. Our school strives to provide an environment of learning, compassion, and safety by educating parents, teachers, staff and students concerning respect. All members of the ICOLPH community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors. Bystanders who allow bullying to happen will be held accountable as well.

Bullying is when someone (or a group) repeatedly does or says things to exert power over another person. Bullying includes, but is not limited to:

- Physical: hitting, kicking, taking belongings of others
- Verbal: name-calling, insulting, racist remarks
- Indirect/emotional: spreading rumors, excluding from groups
- Cyber-bullying: emailing or texting inappropriate remarks or insults, posting or sending offensive photos of another student

Bullying behavior is an immediate cause for intervention consistent with the disciplinary policy outlined in the school handbook.

Reporting Incidents of Bullying

ICOLPH School takes all reports of bullying very seriously. If a student is being bullied, or knows someone who is being bullied, we ask that the student immediately tell a classroom teacher, the school counselor or the principal. The situation will be investigated and handled in a manner consistent with the disciplinary policy outlined above. In a situation where the student tells his/her parent, but is reluctant to tell a school staff person, we ask that the parent contact the school counselor and/or the principal as soon as possible with the concerns.

Social Media

Please be courteous to other students and families when posting photographs from school events on social media. If the photograph includes students other than your own children, please consider whether those families would want the picture posted publicly. While ICOLPH School has no control over these postings, we would like to remind parents to be respectful to everyone's privacy.

HEALTH AND SAFETY

The health of our students is a matter of serious concern to everyone involved. Staff members are advised to report immediately to the school office if a child is in need of help. **Children are instructed never to leave their desks if a teacher must go out of the room for an emergency.**

Health & Wellness Policy

Immaculate Conception & Our Lady of Perpetual Help School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn, by supporting healthy eating habits and physical activity.

- Community involvement and input from parents, students, the School Commission, school administrator, and teachers, is encouraged in the development of a school climate that encourages wellness.
- ICOLPH School's students will participate in twice-weekly physical education class and one or two daily recesses, depending on the grade. The P. E. teacher, Mr. Woodworth, in conjunction with classroom teachers, shall present lessons on the importance of good nutrition and physical activity. To promote physical activity, playground equipment including but not limited to balls, jump ropes, and a playground structure will be provided.
- Students will be encouraged to participate in a variety of extracurricular athletic programs.
- Food vending machines are not available at ICOLPH School. A water vending machine is available. Students are encouraged to bring nutritious snacks and lunch, including healthy beverages or water.
- The Special Milk Program is offered to the students at ICOLPH School for those families that meet the income requirements of the Department of Social and Health Services.
- Milk is available daily to all students.

Accident Procedure

When a student is involved in an accident on school or parish property or on a street adjacent to parish property, the following procedures are to be observed:

- 1) Immediately notify the principal. If the principal is not on the premises or immediately available, notify the administrative assistant. Staff members have been trained in accident response procedures.
- 2) If the accident is potentially serious, 911 will be called immediately to ensure that emergency personnel are dispatched at once.

- 3) The school will notify the parent of the child involved, following the notification procedure indicated on the child's emergency form. Please make sure that your child's emergency contact information is current and accurate.
- 4) If the child needs to be taken to a hospital, the school is bound by law to support the directions of the emergency team.

Allergies

ICOLPH School is committed to student safety, and has created classroom protocols to reduce the risk that children with allergies will have an allergic reaction. While these measures reduce the risk of an allergic reaction, they do not guarantee that a student will never experience an allergy-related event at school.

Parents of students with life-threatening or serious allergies must notify the school immediately. The parents must sign an "Authorization to Administer Medication" form and provide the student's allergy medication to be kept in the school office. If the severity of the allergy requires that medication be kept in the classroom, accommodations will be made. Information pertaining to the student's allergies will be shared with the staff members who have contact with the student. The teachers and staff will develop classroom guidelines in order to create a safer classroom environment for the student. All parents of students in the classroom are partners in providing a safer environment.

Bicycles

A bicycle rack is provided for students' bikes. Each bike should be locked to the bike rack. Students are to walk bicycles onto the school grounds.

Earthquake/Fire/Lockdown Drills

Earthquake, fire and lockdown drills are held throughout the school year. All teachers review current safety procedures with their classes. In the event of a severe earthquake, students will be kept at school until dismissed to the care of a parent or guardian.

In addition to keeping the FEMA-recommended reserves of food, water, blankets, medical and other emergency supplies, we have specific procedures sent home each year.

Medication Procedures

Any medication to be taken during school hours must be administered through the school office and will be given only if it is:

- 1) In the original bottle (prescription and/or over-the-counter medication) and
- 2) Accompanied by a written note from the parent giving the times and dates the medication is to be administered.
- 3) If the medication is to be administered for several days or longer, an "Authorization to Administer Medication" must be on file.

All prescription and non-prescription medications must be kept in the school office with written instructions from the parent of the student. No medicine, with the exception of inhalers, is to be kept by the students in the classroom.

At the beginning of each year, parents are required to complete an emergency form giving the school all the information we would need in the event of an emergency.

Illness

Children who are ill must be kept home until they have recovered sufficiently to return to the regular

routine of school. Children who have run a fever should be kept home for 24 hours after the fever has broken. It is in the best interest to your child, and to the other students and teachers in the classroom that children do not come to school sick.

When a child becomes ill or is injured at school, the parent will be notified by the administrative assistant or another staff member. If a parent cannot be reached, the emergency numbers will be called. We do not have the facilities to care for sick children.

Immunizations

State law requires immunization forms before we can admit a student to our school. All immunization information requires the month, day, and year, plus the signature of the parent or guardian. The State Immunization Form must be correct, completed, and on file in the school office for the child to remain in school on the first day. Complete list of immunization requirements can be found on the Washington State Department of Health website at: <http://www.doh.wa.gov>.

Tdap Requirement: Proof of Tdap (tetanus, diphtheria, acellular pertussis) vaccination is required of children who are 11 years old and attending 6- 8 grades, if it has been five years since receiving a DTap, DT or Td vaccine.

Varicella Requirement:

Preschool: Students needs one dose of varicella vaccine or health care provider verification or documentation of immunity.

Kindergarten: Students entering kindergarten need two doses of varicella vaccine or health care provider verification/documentation of immunity.

Hep B requirement for ALL Grades: Three doses of Hepatitis B vaccine, administered properly by age and interval, are required for all students attending kindergarten through 8th grade.

Pneumococcal conjugate vaccine (PCV): All children, 3 months old up to their 5th birthday, attending child care or preschool programs must have three doses

EXEMPTION LAW: 201 Washington State Legislature passed a law that says that if a parent or guardian wants to exempt their child from school or child care immunization requirements, they must first get information about the benefits and risks of vaccinations from a licensed health care provider. The provider will sign the Certificate of Exemption form that parents have to turn in to the school or child care to exempt their child. Instead of signing the form, providers may choose to write and sign a letter verifying the same information.

Safety Guidelines

The safety of the children is always a concern to both parents and school staff. We ask parents to take the following precautions to avert possible tragedy.

- 1) Be sure your child(ren) always know how to get home.
- 2) Call the school if you are going to be more than 10 minutes late picking up your child(ren).
- 3) Advise child(ren), **never** to start walking home if a ride is expected. There is always a staff member at the school after hours if a student needs to use the telephone to contact a parent.
- 4) Avoid child(ren) wearing coats, jackets, etc., with his/her name on the outside as this gives strangers more information than they need and leads child(ren) to believe that the

- strangers know them.
- 5) If your child is going to be absent, please call the administrative assistant in the morning before 8:00 a.m. or earlier (even during the night) and leave a message on the recorder. Otherwise, she will attempt to call you to verify the child's location.
 - 6) If your child walks home, train your child(ren) to always follow the same route home. Encourage your student to walk with a buddy and to go straight home.
 - 7) Emphasize with child(ren) to try to get the license number of any car driven by someone who behaves in a suspicious manner.
 - 8) Any suspicious circumstances you or your children encounter should be immediately reported to the school, whether it is on the way to or from school, in the neighborhoods, or on school grounds.
 - 9) All students leaving the school campus unaccompanied by an adult must have a "Release of Liability Form" on file in the school office.
 - 10) Children are NEVER to go onto the school roof adjacent to the playground or on to the gym roof.
 - 11) Skateboards and rollerblades are not allowed on school or church grounds.
 - 12) Instruct your child(ren) that they are NEVER to go to a friend's house without your prior permission.

Visitors

All visitors to the school, including school parents, are required to stop in the office and obtain a "Guest Pass" if they are going beyond the front entry area of the school. For their safety, the students are all trained to report any people they see on school property without passes.

Visits to the classrooms must be arranged through the school office at least one day in advance.

Safety Patrol Program

The school patrol program is supervised by staff under the direction of the principal and in conjunction with the Everett Police Department. Patrol crossings are maintained on Hoyt at the crosswalk by the gym, and in the school parking lot. Patrols are on duty from 7:40 - 8:00 a.m. and 2:50 - 3:10 p.m. (and 1:50 - 2:10 p.m. on Wednesdays). Crossing guards operate with authority given them by the Everett Police Department and are not to be disregarded by either parents or children. To facilitate the safe and smooth flow of traffic onto the playground before and after school, parents, staff, and student patrols are authorized to direct cars. They are authorized by the parish and school administration to provide this service and their directions are to be followed in a timely and courteous manner. Again, please refrain from cell phone use, in order to be attentive to students and traffic flow directions.

MISCELLANEOUS

Charitable Contributions

Immaculate Conception & Our Lady of Perpetual Help School is a nonprofit 501(c) (3) organization. As such, donations made to our school are tax exempt. Likewise, we qualify for donations through the United Way, Boeing Employees Matching Gifts, and many other organizations employees' giving programs. Our tax identification number is #91-052-1962.

Field Trips

Students must return a completed and signed Archdiocesan Field Trip permission slip in order to attend a field trip. Chaperones are asked to accompany the class on field trips not only to drive, but also to supervise students. Younger siblings are not allowed to participate in field trips, as they take the adult's

attention away from the class. Chaperones are expected to assist the teacher and field trip site docents in managing and monitoring the class.

Driver's insurance information must be submitted to make sure chaperones have the minimum required insurance by the Archdiocese of Seattle. A background check is required before a parent/guardian may chaperone children on a field trip, as well as a Certificate of Completion for a Safe Environment class.

As of June 1, 2007, Washington State Law specifies minimum requirements that children must use booster seats until they are 8 years old or stand at least 4'9" tall. *Booster seats must be provided by parents for field trips.*

If a student does not have an approved field trip form at the time of departure, he or she will remain at school. There are no exceptions!

High School Visits

We certainly allow our students the opportunity of visiting high schools during 7th or 8th grade, but we ask that such visits be made *while we are not in session*, if at all possible. If this is not possible, please try to check with the teachers for less disruptive days to miss. Students are responsible for making up all work in the time frame set forth by the teacher.

Parties

A limited number of parties will be arranged in each classroom to celebrate special events. Invitations to home birthday parties are not to be passed out at school *unless the student is inviting every boy or every girl in the class*. By remembering this policy you can help create an environment in which all of the students feel that they are a valued part of the group. If parents want to send birthday treats to school, they are asked to consult with the individual teachers *at least a day ahead of time*. Please inquire about food allergies in the classroom and ingredients to be avoided.

Middle School Dances

ICOLPH School students are expected to remember that their conduct at parish youth group dances and at special events at other parishes and schools should reflect positively on our school community.

Liturgies

Preparation for liturgies and liturgical seasons is essential. Liturgy is a communal celebration of our faith and an attitude of prayerful participation is to be encouraged and expected.

Classes in grades K-8 attend liturgies (Masses, prayer services, reconciliation services) as a school community weekly. The Pre-K class may attend a liturgy or two during the school year. Parents and parishioners are welcome to attend and sit with the students. Each K-8 homeroom is responsible for planning one or more of these liturgies, and students of the participating class take active roles, such as readers and gift bearers. Students will sit with their school families for most Masses.

There are customary guidelines all teachers teach the students for proper behavior and participation during school liturgies. Teachers and parents attending school liturgies are asked to model the guidelines below and hold the children accountable for fulfilling these guidelines.

- A. When entering the pews, students should bow or genuflect to the altar.
- B. Students should kneel for a personal time with God before Mass begins. Each student should be seated when finished with their personal time.
- C. Students are expected to actively participate in the liturgy, which means responding and singing strongly, as modeled by their teachers.

- D. After the opening song, we always remain standing. Students should put away the song books quietly.
- E. Following the singing of the “Holy, Holy, Holy,” we will all kneel throughout the entire Eucharistic Prayer. After singing the “Great Amen,” we will all stand.
- F. When coming forward to receive communion or a blessing, all should walk in a reverent and respectful manner with hands folded in front or across their chest. Students should then bow their heads prior to receiving communion, as a sign of reverence for the Eucharist. Students are to keep their hands folded and walk in a respectful manner as they proceed back to their seats.
- G. Throughout communion, all are to remain standing until the presider indicates that the congregation may sit down.

The entire congregation genuflects with the presider at the end of Mass prior to dismissal.

Lost and Found

Each student is encouraged to have all personal belongings marked with his or her name. This is especially helpful with regard to uniform sweaters and coats. Items that are turned in are placed on a table or on hangers in the basement hallway across from the kitchen. Articles of special value (watches, jewelry, etc.) are kept in the school office. **PLEASE HAVE YOUR STUDENT LOOK IN LOST AND FOUND IF THEY ARE MISSING ANY ITEMS.** We regularly have many unclaimed items that we then donate to St. Vincent de Paul.

Lunches

Students are expected to bring healthy snacks and lunches to school each day. Parents may opt to participate in hot lunch offerings. Parents, faculty and staff will encourage healthy eating habits and limit low nutritive foods and drinks.

If parents bring lunches to school, they are asked to leave them in their classroom teacher's mailbox, with the student's name and grade clearly marked on them. Students should check with the office at lunch time if they have forgotten their lunch.

Money

Money sent to school for any purchase whatsoever should be enclosed in an envelope plainly marked with the student's name, grade, and the purpose of the money. Students are advised not to bring their own money to school unless they are planning to buy something specific with it the day it is brought. If it is a sizable amount, the administrative assistant will secure it in the office for safekeeping. It is not wise to leave valuables in desks, on the playground, in the gym, etc. *These items are brought to school at the student's risk, and the school will not be take responsibility for their loss.*

Student Photo Release

ICOLPH parents and guardians will be asked to notify the school whether or not your child's photo may be used for in-school and publicity purposes. There is a place to indicate your preference directly on the Enrollment Contract.

Public Library

Children from ICOLPH who use the Everett Public Library after school are easily recognized as students of Immaculate Conception & Our Lady of Perpetual Help School. Thus, their decorum reflects well (or poorly) on the school. **Please read carefully the rules and regulations of the Everett Public Library in the last section of this handbook.** If students choose to disregard these, they may not be allowed to use the library. A “Release of Liability” form must be on file in the school office in order for school staff to release students to walk on their own to the Everett Library.

Records and Transfers

All educational records kept on students are available for parents to view. These records will only be released to others upon written permission of parent/guardian. Records of eighth grade graduates and other transferring students are automatically forwarded to the receiving schools, unless a family's financial obligations and/or volunteer hours are not met. This includes return of textbooks and library books, payment of fines, etc.

School Property

Everyone shares the responsibility for keeping school property in good condition. Each fall parents are asked to go through the re-usable textbooks to check for any damages for which they do not want to be held accountable in the spring. Students are also to take stock of the condition of their chairs and desks and report any damages immediately. During the year, unless damages are reported immediately, it will be assumed that the student occupying the damaged desk or chair is responsible for those damages. Books, including library materials, which are lost will be considered the individual's responsibility, and the student will be required to pay the replacement or repair cost. Vandalism in the school will be heavily fined and student(s) will be required to pay for, and/or repair, all damages.

Standardized Testing

The Measure of Academic Progress (MAP) is the standardized test that ICOLPH School will begin administering in the 2016-17 school year in grades 2-8. These tests will be administered in the September, January and May and are crucial for maintaining a record of students' educational progress. For these reasons, we ask that students not be taken out of school during testing times unless they are sick, in which case, every effort will be made to allow the student to make up missed tests within the authorized testing time window. Testing results will be sent home to parents and kept on file in the school office. Teachers will use this data to guide their instruction and assist them in working with individual students.

Technology Acceptable Use Agreement

An Acceptable Use Agreement for technology will be sent home during the first week of school. Please review it with your student(s) and sign and return the form to school. Guidelines for acceptable technology use will be reviewed in the classroom and will be posted on the school website. The privilege of using school technology will be contingent upon returning a signed agreement and following the acceptable use guidelines.

Telephone

The school telephone is primarily for business purposes. Students may use the school office phone with the permission of classroom teachers and office staff for emergencies only.

Administrative Right to Amend

The administration of Immaculate Conception & Our Lady of Perpetual Help School reserves the right to amend the contents of this Family Handbook at any time.

EVERETT PUBLIC LIBRARY UNATTENDED CHILD POLICY (Revised November 2008)

1.0 PARENTAL RESPONSIBILITY

1.1 A Parent or caregiver should accompany any child under twelve to the library and supervise them during their visit.

1.2 The Library provides staff to help children and their caregivers use the library and its materials, but not to watch, supervise or entertain individuals or groups.

1.3 Parents are responsible for the behavior of their children in the library, even if the parent is not present.

2.0 DISRUPTIVE CHILDREN

2.1 Children in the library are expected to observe the posted "Code of Conduct."

2.2 If a child is not following these rules or their behavior is inappropriate or is disruptive to other library customers or staff, staff will attempt to locate the parent or caregiver, inform them of the child's behavior and expect them to supervise the child for the remainder of their visit or remove the child from the library.

3.0 UNATTENDED CHILD

3.1 A child at the library who is not with a parent or caregiver or whose parent or caregiver cannot be readily located in the library is an "unattended child."

3.2 Staff will try to locate the parent or caregiver if an unattended child's behavior is inappropriate or disruptive, or if the child's safety is at risk.

3.3 If the parent or caregiver cannot be located, library staff may call the police for assistance.

4.0 CLOSING TIME

4.1 An unattended child may use the library's phone to call home for a ride.

4.2 If a child is not picked up by closing time, police may be notified.