



# IMMACULATE CONCEPTION AND OUR LADY OF PERPETUAL HELP SCHOOL FAMILY HANDBOOK 2021-2022

The mission of Immaculate Conception and Our Lady of Perpetual Help School is to provide **challenging academics**, nurture **strong leaders** through the Catholic faith and form well-rounded, **collaborative learners** in a **community that values diversity** as a foundation for success.

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## **Message from the principal**

Dear Parents and Students,

Welcome to Immaculate Conception and Our Lady of Perpetual Help School! In choosing Immaculate Conception and Our Lady of Perpetual Help School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Family Handbook reflects the policies of Immaculate Conception and Our Lady of Perpetual Help School for the 2021-2022 school year.

The ICOLPH School Family Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file annually. By signing this agreement form, you and your student(s) agree to abide by the policies of Immaculate Conception and Our Lady of Perpetual Help School during the 2021-2022 school year.

The faculty and staff of ICOLPH School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Kathy Wartelle  
Principal

## DIRECTORIES

### 2021-2022 SCHOOL FACULTY AND STAFF

Principal	Kathy Wartelle	kwartelle@ic-olph.org
Preschool	Cheryl Moon	cmoon@ic-olph.org
Preschool Aide/Extended Care	Lucy Gillett	lgillett@ic-olph.org
Kindergarten	Kristin Borseth	kborseth@ic-olph.org
Grade 1	Kelsey Ramos	kramos@ic-olph.org
Grade 2	Shannon Smith	ssmith@ic-olph.org
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Grade 6	Nicki Chouinard	nchouinard@ic-olph.org
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Grade 8	Jacob Millican	jmillican@ic-olph.org
Art Specialist	Aubree Kosmal	akosmal@ic-olph.org
Band/Choir/Music	Jessica Fletcher	jfletcher@ic-olph.org
P.E./Athletic Director	Carolyn Russell	crussell@ic-olph.org
Technology/Marketing	Renee Hewitt	hewitt@ic-olph.org
Learning Specialist	Annemarie Weber	weber@ic-olph.org
Administrative Assistant	Elisa Whitehouse	whitehouse@ic-olph.org
Bookkeeper	Shellie French	french@ic-olph.org
Maintenance	Eric Wilkins	eric@ic-olph.org
PAA	Jessica McCullough	jessica@ic-olph.org
Pastor	Father Joseph F. Altenhofen	parish@ic-olph.org

### SCHOOL COMMISSION MEMBERS

Elizabeth Badley  
Bill Doran  
Ashlee Gobin  
Luis Hernandez  
Lisa Klukas  
Adrienne Leslie  
Karine Raetzloff  
Mirran Rajcic, President  
Katin Richardson  
Sasha Smith

## ICOLPH INFORMATION

### SCHOOL LOCATION

Immaculate Conception and Our Lady of Perpetual Help School is a Preschool through eighth grade Catholic elementary school. It is located at 2508 Hoyt Avenue, Everett, Washington.

### SCHOOL PHILOSOPHY

Immaculate Conception and Our Lady of Perpetual Help School, as a ministry of the parishes and in partnership with the families, provides a strong academic education, deeply rooted in the Catholic faith.

## MISSION STATEMENTS

### ARCHDIOCESE OF SEATTLE

THE MINISTRIES OF THE ARCHDIOCESE OF SEATTLE CONTINUE THE WORK OF EVANGELIZATION TO ENCOUNTER CHRIST, WHO CALLS AND SENDS MISSIONARY DISCIPLES, AND WHO HIMSELF PROVIDES LIFELONG FORMATION AND NOURISHMENT IN THE CHURCH.

### OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### IMMACULATE CONCEPTION / OUR LADY OF PERPETUAL HELP PARISHES

A Catholic community striving to bring the Gospel of Jesus Christ to life in the lives of our members and those we serve.

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

The mission of Immaculate Conception and Our Lady of Perpetual Help School is to provide **challenging academics**, nurture **strong leaders** through the Catholic faith and form well-rounded, **collaborative learners** in a **community that values diversity** as a foundation for success.

## NOTICE OF NON-DISCRIMINATORY POLICY

Immaculate Conception and Our Lady of Perpetual Help School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

## ACCREDITATION

### WESTERN CATHOLIC EDUCATION ASSOCIATION

Immaculate Conception and Our Lady of Perpetual Help School was most recently accredited in 2019 by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.

## COVENANTS

### COMMUNITY COVENANT

Immaculate Conception and Our Lady of Perpetual Help School community strives to be a covenant community. The teachers and staff at Immaculate Conception and Our Lady of Perpetual Help School are committed to work in partnership with all families to live out the parent/staff covenants to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent/staff covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

### CATHOLIC SCHOOL TEACHER'S COVENANT

Each staff member at Immaculate Conception and Our Lady of Perpetual Help Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each staff member further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, staff members at Immaculate Conception and Our Lady of Perpetual Help Catholic School agree to:

*I commit to you, my brothers and sisters of Immaculate Conception and Our Lady of Perpetual Help School Faculty and Staff, my support by respecting your ideas and promoting your programs and work.*

*With the Holy Spirit's guidance, and as an inclusive servant, I promise to model and advocate Christian behaviors by listening and responding with love, respect, empathy, patience and a forgiving heart.*

*To foster an environment of faith, I join you in celebrating our diverse God-given gifts and our community's accomplishments.*

*I commit myself to a standard of professional integrity while balancing open and collaborative relationships.*

*I will accept and support decisions and changes made by the faculty and staff after constructive conversation even if I disagree with them.*

*I agree to graciously address and resolve conflicts by reflecting on my commitment to this covenant while respectfully guiding others and accepting guidance myself.*

## **CATHOLIC SCHOOL STUDENT'S COVENANT**

As a student at Immaculate Conception and Our Lady of Perpetual Help Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their class work and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

## **CATHOLIC SCHOOL PARENT'S COVENANT**

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose Immaculate Conception and Our Lady of Perpetual Help Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Immaculate Conception and Our Lady of Perpetual Help Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

As my child's primary educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I choose Immaculate Conception and Our Lady of Perpetual Help Catholic School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who chooses to teach in a Catholic School. In order to work in partnership with my child's teacher and my church, I will show my cooperation, support and thankfulness...

- I will try to be a Christian role model by sharing my time, talent, and treasure with the school and parish community.
- As the primary educator of my child, I will challenge my child to do his/her best every day.
- I will do my best to make sure my child is ready to learn each day.
- I will make every effort to monitor my child's environment so he/she can be successful and safe.
- I will set a good example in my own speech and behavior and promote respectful behaviors in my child.
- I will show respect for the teacher and any other adult in authority and teach my child to do the same.
- I will practice honesty in all situations when dealing with any and all members of the parish school community.
- I will practice confidentiality. I will use direct lines of communication to try to solve differences in a peaceful manner when I have a conflict.
- In dealing with an incident in school, I will communicate with the teacher or adult in charge as well as with my own child to get a clear understanding of the situation.
- I will follow the ICOLPH Family Handbook and encourage my child to do the same, even when I might personally disagree.
- I will build a bridge of acceptance and understanding, among the different cultures represented at Immaculate Conception and Our Lady of Perpetual Help School.
- With the example of the Holy Family and the help of God our Father, I will do my best to live out this covenant while my child is enrolled in ICOLPH Catholic School.

### GENERAL INFORMATION

It is understood that Immaculate Conception and Our Lady of Perpetual Help School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Immaculate Conception and Our Lady of Perpetual Help School. Immaculate Conception and Our Lady of Perpetual Help School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
  - a. Current students presently enrolled at Immaculate Conception and Our Lady of Perpetual Help School.
  - b. Students of families who have children presently enrolled in the school.
  - c. Students of families who are registered, supporting and active in Immaculate Conception / Our Lady of Perpetual Help Parishes. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
  - d. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
  - e. Baptized Catholics who are not covered by the above qualifications.
  - f. Non-Catholic students.
  - g. When the applicants are equal, the following will be taken into consideration:
    - i. Longevity in the Immaculate Conception / Our Lady of Perpetual Help Parishes;
    - ii. Children/siblings of alumni of Immaculate Conception and Our Lady of Perpetual Help School;
    - iii. Grandchildren of long-time parishioners; and
    - iv. Results of any interviews deemed necessary by the Principal.



- h. As in all school policies, the final decision is made by the Principal and Pastoral leader of Immaculate Conception and Our Lady of Perpetual Help School.
2. Immaculate Conception and Our Lady of Perpetual Help School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
3. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance assessment results.
4. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
5. Final acceptance will be submitted in writing to all new families admitted for the following school year.
6. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31<sup>st</sup> immediately preceding the school year for which the student seeks to enroll.
7. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
8. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
9. Registration will begin each year during Catholic Schools' Week at the end of January.

### **INTERNATIONAL STUDENTS**

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Immaculate Conception and Our Lady of Perpetual Help School must have complete legal documentation required by the United States government in order to do so.

### **STUDENTS WITH LEARNING DIFFERENCES**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Immaculate Conception and Our Lady of Perpetual Help School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. Immaculate Conception and Our Lady of Perpetual Help School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Immaculate Conception and Our Lady of Perpetual Help School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Immaculate Conception and Our Lady of Perpetual Help School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Immaculate Conception and Our Lady of Perpetual Help School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Immaculate Conception and Our Lady of Perpetual Help School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school or through private, professional consultants.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**\*\*For the complete procedural plans for serving students with special needs, please contact the school office.**

## **ADMISSION FOR RE-REGISTRATION**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must return the Intent to Return form, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

## **WITHDRAWAL OF STUDENTS**

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Immaculate Conception and Our Lady of Perpetual Help School of the withdrawal via a letter to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

## **WITHDRAWAL REGARDING FINANCIAL MATTERS**

Immaculate Conception and Our Lady of Perpetual Help School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for Immaculate Conception and Our Lady of Perpetual Help School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full. There are no refunds for tuition or fees. Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

## **RIGHTS OF THE SCHOOL AND RELATIONSHIPS**

### **PRINCIPAL PRIVILEGE**

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

### **RESPECT OF SCHOOL PROPERTY**

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

### **SEARCH AND SEIZURE**

The Principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **USE OF STUDENT INFORMATION AND PICTURES**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the school office in writing prior to the beginning of the school year.

## **USE OF SCHOOL/PARISH GROUNDS**

Immaculate Conception and Our Lady of Perpetual Help School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the play area during active school hours.

## **SCHOOL/HOME RELATIONSHIPS**

Immaculate Conception and Our Lady of Perpetual Help School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Immaculate Conception and Our Lady of Perpetual Help may require parents to withdraw their children and sever their relationship with the school.

### TUITION

#### General Information

1. The principal and pastoral leader, in consultation with the School Commission, is responsible for setting the non-refundable tuition rates and fees.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

#### Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

#### ICOLPH Tuition Rates

1. In-Parish Tuition Rate
  - a. An Immaculate Conception and Our Lady of Perpetual Help In-Parish family is one who is registered in the parish prior to school registration.
    - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
    - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
  - b. An Immaculate Conception and Our Lady of Perpetual Help In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
  - c. An Immaculate Conception and Our Lady of Perpetual Help In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and volunteering with at least one parish ministry (non-school) on a consistent basis.
2. Monitoring of the Immaculate Conception and Our Lady of Perpetual Help In-Parish Tuition Rate Privilege
  - a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the Immaculate Conception & Our Lady of Perpetual Help School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to Immaculate Conception/Our Lady of Perpetual Help Parishes. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

- b. Each year, the principal and School Commission will establish the actual cost of educating a student at Immaculate Conception and Our Lady of Perpetual Help School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students.
  - c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.
  - d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving Immaculate Conception and Our Lady of Perpetual Help School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
  - e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Non-Parishioner” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
3. Non-Parishioner Tuition Rate
- a. Any student who is not a parishioner at Immaculate Conception Parish or Our Lady of Perpetual Help Parish is charged the Non-Parishioner Tuition Rate.

## **TUITION PAYMENT OPTIONS**

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- a. Tuition is due through FACTS Management on the agreed upon payment schedule, either monthly, quarterly or annually.
- b. Tuition payments are considered past due after 10 days. A late fee will be added in accordance with the FACTS enrollment contract.
- c. If no satisfactory resolution is made for late accounts, the family will be asked to withdraw from the school. The decision is left to the discretion of the principal and/or pastor.
- d. When families leave the school and owe 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 collections. See *Guidelines for Handling Delinquent Accounts Addendum* at the end of this handbook.
- e. Please refer to the ICOLPH Enrollment Contract and FACTS Agreement for further details.

Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. Additionally, families who have past due tuition are not eligible for tuition assistance.

## **TUITION CONTRACTS or COVENANTS**

1. Each family signs an Enrollment Contract/covenant, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Immaculate Conception & Our Lady of Perpetual Help School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the Enrollment Contract should be addressed to the principal.
2. The person who signs the Enrollment Contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the Enrollment Contract must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **TUITION ASSISTANCE**

### **Fulcrum Foundation Tuition Assistance**

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

### **Immaculate Conception & Our Lady of Perpetual Help School Financial Aid**

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the Immaculate Conception & Our Lady of Perpetual Help School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and ICOLPH financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. ICOLPH School families who belong to Immaculate Conception or Our Lady of Perpetual Help Parishes receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

### **Emergency Financial Aid**

Life status changes occur and ICOLPH School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## REGISTRATION AND FEES

A non-refundable 10% Tuition Advance is due, along with a completed Enrollment Contract, at the time of registration. The 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.

### Book/Supply/Technology Fee:

A non-refundable book/supply/technology/fieldtrip fee is required of each student in grades K-8, and may be paid in full prior to the first day of school or included in the FACTS tuition payments. There is a per-student supply fee for preschool students as well.

### Earthquake Supplies Fee:

A one-time only fee of \$15 per student is charged to pay for updating sufficient food, water and medical supplies to be used in the event of an earthquake or natural disaster.

## FUNDRAISING

In order to keep tuition affordable it is necessary to have a robust and successful fundraising program. ICOLPH fundraisers include: Annual Gift Campaign, Auction, Sausage Fest and Scrip Program. Each school family has a minimum Fundraising Obligation of \$700 (\$350 for Preschool) to be met through the Annual Gift Campaign, Auction and Scrip fundraisers. The Fundraising Obligation must be met by May 1<sup>st</sup> of the academic year. Families that do not meet their Fundraising Obligation will be billed for the difference.

### **Scrip**

1. The SCRIP program consists of purchasing gift cards through ICOLPH School and then a percentage goes back to the school as profit. This profit is credited to the family's fundraising obligation. For complete details and ideas to make SCRIP sales successful, please contact the SCRIP Coordinator at [scrip@ic-olph.org](mailto:scrip@ic-olph.org) or ask the school Administrative Assistant. **Statement of liability/ waiver:** The School assumes permission to send/receive financial statements and actual SCRIP directly home with the students. Parents who prefer not to participate in the pick-up and delivery process of SCRIP must communicate in writing to the SCRIP Coordinator so that an alternative plan may be established.
2. If a family reaches their fundraising obligation of \$700 **and** at least \$250 in Scrip profits, additional scrip profit beyond the \$250 is split 50/50 between ICOLPH School and the family.

### **Auction**

1. The auction is ICOLPH School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Auction Chair and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Families participate in the auction by procuring items for the live and silent auction. Families receive credit toward their fundraising obligation for the amount a procured item sells for, up to the value of the item. For more information on procurement and volunteering for the auction, please contact the Auction Chair at [auction@ic-olph.org](mailto:auction@ic-olph.org).



## **Annual Gift Campaign**

The Annual Gift Campaign helps ICOLPH achieve its mission by providing the means to update curriculum and academic assessments, enhance classroom technology, maintain competitive salaries, and expand scholarship opportunities for students who would otherwise be unable to afford a Catholic education. All monetary donations to the AGC go toward a family's Fundraising Obligation.

## **VOLUNTEER HOURS**

Volunteers are essential to Immaculate Conception and Our Lady of Perpetual Help School and create a supportive and welcoming environment within our school community. The cost of tuition does not cover the total cost of educating each student. Volunteer efforts help bridge that gap while sending a strong message to your child that you value their school and their education.

As positive role models, parent volunteers are viewed as contributing to better school attendance, improved grades and test scores, less misbehavior, and better social skills.

As part of the Enrollment Contract, each family is responsible for finding, recording in FACTS, and tracking their volunteer hours during the school year. The annual commitment hour requirement is 40 hours for a two-parent family, and 20 hours for a single-parent family, and 20 hours for preschool-only families. Volunteer hours must be fulfilled by May 1<sup>st</sup> of the academic year and families that do not meet their obligation will be billed for the difference at \$20/hour.

**How can I fulfill my service hour commitment?** There are many opportunities to volunteer at ICOLPH. 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. Please contact ICOLPH Parents Association or the school office for more information.

In keeping with ICOLPH traditions, sixth grade parents will be in charge of the 8<sup>th</sup> grade graduation reception. Seventh grade parents will be in charge of the 8<sup>th</sup> grade graduation breakfast.

## **REQUIREMENTS TO VOLUNTEER/FIELD TRIP CHAPERONE AT SCHOOL**

### **Safe Environment**

The Archdiocese of Seattle requires all Church and School Personnel and Volunteers to take part in our Safe Environment Program. There are two requirements:

1. Take a Safe Environment class (it is titled: Protecting God's Children for Adults) offered through the Seattle Archdiocese. After taking the initial class in person, you will be required to take an online refresher course once every three years to remain current. The online class takes about 20 minutes; you can take it at your home.
2. Fill out a Volunteer Background Check. This is also done on [Virtusonline.org](http://Virtusonline.org) The background checks are good for three years.

Volunteers and employees will not be eligible to work or volunteer in the school at any capacity until these requirements have been satisfied.

## ACADEMIC POLICIES

Immaculate Conception & Our Lady of Perpetual Help School exists to teach the message of Jesus Christ to its students. The curriculum taught at ICOLPH School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. ICOLPH School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. ICOLPH School is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available in the ICOLPH School office.

### CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

#### **Instruction**

The instructional program at ICOLPH School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

#### **Religion**

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, ICOLPH School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. School Mass or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

**Non-Catholic Students** are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.

2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

**Sacrament of Penance** - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

**Community Service** - Each student and class takes part in community service activities throughout the year.

**ACRE Test** - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

**Mass** - ICOLPH School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

## **Assessment**

ICOLPH School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Students in grades K through 8 take the Measure of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

## **FIELD TRIPS**

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of

the written form. Only students currently enrolled at ICOLPH School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for siblings.

If necessary, fees will be collected from school families to pay for the cost of the field trip. School uniforms are to be worn on field trips unless otherwise indicated by the teacher.

In accordance with Washington State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
  - children under age 2 must be properly secured in a rear-facing car seat,
  - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
  - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
  - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
  - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

## **HOMEWORK**

The ICOLPH School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

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 encouraged to write down their own homework in each class in an assignment planner. 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.

### Progress Reports, Report Cards and Grading

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 4 – 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-3 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 <sup>st</sup> Honors	3.8 minimum
2 <sup>nd</sup> Honors	3.6 minimum
3 <sup>rd</sup> 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 3<sup>rd</sup> Honors rather than rounded to 3.6 which is 2<sup>nd</sup> 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.

### **Make-Up Work**

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

### **ACADEMIC PROBATION GRADES 4-8**

It is the expectation of ICOLPH School that a student in grades 4-8 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 benefiting 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.

## **PARENT-TEACHER-STUDENT CONFERENCES**

Parent-Teacher-Student conferences will be scheduled for each family at the end of the first trimester and again by request in the spring. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of school activities. Conferences in grades 3-8 are student-centered where each student is an active participant.

Additionally, conferences may be requested at any time by parents or teachers. 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 an appointment at least a day ahead of time. We wish to give our undivided attention to conferences and it is difficult to do so if there are conflicting obligations.

## **PROMOTION TO THE NEXT GRADE**

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Immaculate Conception & Our Lady of Perpetual Help School. In all cases, the final decision rests with the principal.

## **ACADEMIC PROMOTION**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal

## **ACADEMIC TRIAL PERIOD**

All students who are newly enrolled in grades Pre-Kindergarten through 8<sup>th</sup> at ICOLPH School are admitted on a probationary basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the probationary period, parents/guardians will be notified if an extension is necessary.

## **SCHOOL SUPPLIES**

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website.

## **TEXTBOOKS**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

## **TUTORING**

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

## DISCIPLINE AND BEHAVIORAL PROBLEMS

### 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.

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 and/or parents may appeal the decision by requesting a hearing before a board of review. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office. 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.***

### **CORPORAL PUNISHMENT**

The use of corporal punishment in any form is prohibited at Immaculate Conception & Our Lady of Perpetual Help School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

### **HARASSMENT/BULLYING**

Immaculate Conception & Our Lady of Perpetual Help School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Immaculate Conception & Our Lady of Perpetual Help School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Immaculate Conception & Our Lady of Perpetual Help School

will promptly respond to allegations of harassment and bullying and take each allegation seriously. Immaculate Conception & Our Lady of Perpetual Help School will review and investigate such matters in a professional and timely manner.

1. Immaculate Conception & Our Lady of Perpetual Help School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Immaculate Conception & Our Lady of Perpetual Help School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

## **Conflict**

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

## **Harassment**

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
  - (B) Has the effect of substantially interfering with a student's education;
  - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile or offensive school environment.

### **Descriptive Terms**

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
  - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
  - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

(C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

## **Bullying and Cyberbullying**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

## **Threats**

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

**Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.**

## **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

## **VIOLENT BEHAVIORS**

Immaculate Conception & Our Lady of Perpetual Help School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school. The following are examples of infractions requiring action:

### **Aggressive or Reckless Behavior**

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### **Alcohol and Drug Policy**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Immaculate Conception & Our Lady of Perpetual Help School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

## **Assault or Intentionally Causing Physical Injury**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will be sent home and may have other consequences following the outlined discipline policy.

## **Criminal or Gang-Like Activity**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

## **Cheating**

Immaculate Conception & Our Lady of Perpetual Help School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

## **Disturbances**

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

## **False Fire Alarms and Fire**

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

**Arson is a felony.** Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

## **Forgery**

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

## **Gambling**

Gambling on school/parish grounds is illegal and not allowed.

## **Hazing**

Hazing in any form or of any type is not allowed at Immaculate Conception & Our Lady of Perpetual Help School and can result in suspension or expulsion from school.

## **Insubordination**

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

## **Leaving School Grounds without Permission**

Any Immaculate Conception & Our Lady of Perpetual Help student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

## **Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of

something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

### **Profanity**

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

### **Respect of Property**

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

### **Smoking**

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

### **Theft**

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## **SEARCHING STUDENT'S BELONGINGS**

Immaculate Conception & Our Lady of Perpetual Help School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

## **WEAPONS**

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds



while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

### **Weapon Procedures**

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

## SCHOOL POLICIES

### DAILY SCHEDULE

School begins promptly at 8am each day and dismisses at 3pm on Mondays, Tuesdays, Thursdays and Fridays and 2pm on Wednesdays. Children should not come to school before 7:40 am since there is no supervision prior to that time. Children staying past 3:10pm and not participating in after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

### CALENDARS

The school year calendar is available on the school's website. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

### 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. Any illness that results in an absence of 4 or more consecutive days will require a note from a physician in order to excuse absences after the 3<sup>rd</sup> consecutive day missed. All absences not falling under the above criteria will be unexcused. 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. The classroom instruction and learning environment cannot be replicated simply with homework or supplemental materials. Accordingly, middle school students (grades 5-8) who have more than six absences in a trimester may have their overall trimester grade lowered by **one full letter grade**, reflecting lost instruction and participation in class. Should this number reach 15 in one trimester, the student may 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 absences, 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**

**School begins promptly 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.

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 student(s) 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 on time. We understand that unusual circumstances and weather- and accident-related traffic delays sometimes occur; in those and all situations, of course, safety comes first.

If a student has been tardy 5 times within a semester, a meeting may be scheduled with the principal to create a plan to address the tardiness and prevent any further tardiness.

## **SCHOOL CLOSURES**

School closures due to inclement weather or another emergency situation typically cannot be communicated ahead of time. If there is a schedule change (either a delayed start or an actual school closure), you will receive a phone call and email 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.

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. 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.

## **UNIFORMS**

### **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 uniforms.
- No cargo pants or shorts, skinny pants, joggers or jeggings are allowed.
- Students are to have no visible marks, drawings, henna 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 non-distracting and safe earrings.
- No jewelry is to be worn during P.E. classes with the exception of stud earrings (if parental waiver is signed).
- Hair must be a natural color and kept clean, neat and non-distracting. Boys must have hair pulled back into a ponytail if it falls below the collar. No distracting hairstyles such as spiked hair, 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.
- 6<sup>th</sup>-8<sup>th</sup> grade girls may wear *very light, non-distracting* makeup. 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.
- Nails should be kept short and clean. If wearing nail polish, it should be kept neat and non-distracting. Fake nails are not allowed.
- Shirts and dresses need to be long enough to cover the midriff, with no low-cut necklines.
- Skirt/Jumper/Skort- School skirts, jumpers, or skorts must be from the Dennis Uniform Store, Lands End, Norski Promotions 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, sandals, 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 must come to school in complete uniform each 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.
- Spirit wear hoodies and sweatshirts may be worn *with the student's school uniform pants or skirt* all days, except Mass days, unless there is a special event that requires the students to be in full uniform.

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, Lands End, or Norski Promotions *must comply in style, fabric, and exact color to the regulation garments.*

Dennis Uniform

Website: [www.dennisuniform.com](http://www.dennisuniform.com). School Code: XSI185

Lands End

[www.landsend.com](http://www.landsend.com) School Code: 900172123

Norski Promotions (Owned and operated by Sara Norris, school parent)

www.icolphschool.logoshop.com  
(425) 512-0990

Used uniforms are available through the “Uniform Exchange.”  
Contact the school office for details.

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

## **Uniform Specifications**

### *Grades K-6 Girls*

- uniform (R & R plaid) jumper, skirt or skort
- white, light blue or red shirt with soft collar, long or short sleeves, mock turtleneck, or turtleneck (no decorations)
- navy blue twill pants or navy blue walking shorts (non-mass days)
- navy blue cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white, navy blue or black socks, tights or leggings (full-length, no Capri)
- spirit wear hoodie (non-mass days)

### *Grades K – 6 Boys*

- navy blue twill pants or navy blue walking shorts (non-mass days)
- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white, light blue or red shirt with soft collar, long or short sleeves, mock turtleneck, or turtleneck (no decorations)
- white, navy blue or black socks
- spirit wear hoodie (non-mass days)

### *Grades 7 and 8 Girls*

- skirt (navy blue twill-center box pleat) or skort (navy blue twill with tabs)
- white, light blue or red shirts with soft collar, long or short sleeves, mock turtleneck, or turtleneck (no decorations)
- pants navy blue twill or navy blue walking shorts (non-mass days)
- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white, navy blue or black socks, tights or leggings (full-length, no Capri)
- spirit wear hoodie (non-mass days)

### *Grades 7 and 8 Boys*

- twill navy blue pants or navy blue walking shorts (non-mass days)
- navy blue V-neck cardigan, vest, pullover, fleece, or sweatshirt (all with school logo)
- white, light blue or red shirt with soft collar, long or short sleeves, mock turtleneck, or turtleneck (no decorations)
- white, navy blue or black socks
- spirit wear hoodie (non-mass days)

### *Preschool Girls*

- white, light blue or red shirts with soft collar, long or short sleeves, mock turtleneck, or turtleneck (no decorations)
- navy blue skirt, skort, shorts, jumper, pants or leggings (full-length, no Capri); ICOLPH school plaid jumpers or skorts are also acceptable; shorts must be worn under skirts or jumpers.

- Shoes and socks must be worn at school. Tennis shoes are preferred.
- ICOLPH logo attire is optional.

#### *Preschool Boys*

- white, light blue or red shirts with soft collar, long or short sleeves, 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 or black shorts or sweatpants (not the school uniform shorts) and safe \*athletic shoes. 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 the teacher 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. Foot must be entirely enclosed.

P.E. Uniforms are an important aspect of participating in P.E. It allows students more mobility, promotes responsibility, and is one-third of a student's grade. If a student fails to bring their uniform 3+ times in a trimester the student will lose their free dress for that trimester.

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 Norski Promotions. Spirit wear hoodies and sweatshirts may be worn *with the student's school uniform pants or skirt* all days, except Mass days, unless there is a special event that requires the students to 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 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.

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.

## **Lost and Found**

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

## **EDUCATIONAL RECORDS**

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

## **Transfer of Student Records**

If a parent is registering a child in another school, Immaculate Conception & Our Lady of Perpetual Help School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

## **Types of Records**

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Immaculate Conception & Our Lady of Perpetual Help School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Immaculate Conception & Our Lady of Perpetual Help School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing



procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Immaculate Conception & Our Lady of Perpetual Help School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Immaculate Conception & Our Lady of Perpetual Help School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Immaculate Conception & Our Lady of Perpetual Help School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

## **PARENTS AND GUARDIANS**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced or Separated Parents**

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **PHONES AND ELECTRONIC DEVICES**

### **Cell Phones**

Students are discouraged from bringing cell phones to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the cell phone will be sent to the office in a Ziploc bag, kept secure for the day, and returned to the classroom at the end of the day. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### **Office Phone Use**

The School Office is open from 7:30am-3:30pm. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### **Electronic Devices**

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

## COMMUNICATION

### 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 weekly newsletter that is posted on the school website and emailed to school families. Information that needs to be completed and returned to school 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 online in FACTS. 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.

### 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.

### **With Principal**

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

### **With Faculty**

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### **Electronic**

Whether occurring within or outside of Immaculate Conception & Our Lady of Perpetual Help School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

### **Directory**

The Immaculate Conception & Our Lady of Perpetual Help school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the second week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in September and sent to families electronically. The Immaculate Conception & Our Lady of Perpetual Help school directory is intended solely for the use of Immaculate Conception & Our Lady of Perpetual Help school families and employees to strengthen their mutual support and the education of Immaculate

Conception & Our Lady of Perpetual Help school students, and any other use of the information in this directory is strictly forbidden.

## **Emails**

Immaculate Conception & Our Lady of Perpetual Help School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use email except for school purposes.

## **Social Media**

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Immaculate Conception & Our Lady of Perpetual Help School students and their parents must adhere to and sign the Immaculate Conception & Our Lady of Perpetual Help School Student Technology Acceptable Use Agreement.

Be observant and courteous to other students and families when posting photographs and statements 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(s) and information posted publicly.

## **HEALTH CARE**

### **Medication**

Immaculate Conception & Our Lady of Perpetual Help School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Immaculate Conception & Our Lady of Perpetual Help School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at Immaculate Conception & Our Lady of Perpetual Help School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an Epipen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an

Epipen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.

2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## **REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT**

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

## **Immunizations**

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician's license number.

## **EMERGENCIES AND CRISIS PROCEDURES**

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Immaculate Conception & Our Lady of Perpetual Help School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via phone call, text, email, and the Immaculate Conception & Our Lady of Perpetual Help School website. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and



successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

### Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

### General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever **MUST** remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.  
\*\*Please see the 2021-2022 COVID Safety Plan for information regarding COVID-related illness\*\*
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

## Safety Drills

Earthquake, Fire and Lockdown drills are held throughout the school year. Ordinarily, these are unannounced and occur at different times within the schedule. All teachers review current safety procedures with their classes. Each class has an emergency backpack and first aid kit that should travel with them during times of drills. In the event of a severe safety event, students will be kept at school, or at our Safe Haven location at Everett High School, until dismissed to the care of a parent or guardian.

## SAFETY AT SCHOOL

Immaculate Conception & Our Lady of Perpetual Help School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Immaculate Conception & Our Lady of Perpetual Help School.

## Carpool Safety

### Carpool

#### *Carpool Lanes*

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

- Cars need to approach the school from the north on Hoyt Ave. Please stay close to the right-side curb, so that non-school traffic can pass. **Do not turn from 25<sup>th</sup> onto Hoyt, as it disrupts the flow of traffic and is considered "cutting" in line.**
- 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 25<sup>th</sup> 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 vehicles/parents into the lot to pick up their children.

**Please remember: The safety of our children comes first! Please drive slowly and pay attention. Cell phone use during drop-off and pick-up is prohibited and against Washington State law. 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.

## Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.



## **Pedestrian Safety**

All students leaving the school campus unaccompanied by an adult must have a “Release of Liability Form” on file in the school office. Students walking home are required to check out with their teacher before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

## **Touching Safety**

*Protecting God’s Children*™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*™, available from the classroom teacher.

## **Financial Safety**

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

## **EXTENDED CARE**

Immaculate Conception & Our Lady of Perpetual Help School offers an after school program, referred to as Immaculate Conception & Our Lady of Perpetual Help Extended Care. This program is located in the west portable.

The primary focus of Immaculate Conception & Our Lady of Perpetual Help Extended Day is to provide onsite quality supervised care for Immaculate Conception & Our Lady of Perpetual Help School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Immaculate Conception & Our Lady of Perpetual Help’s Extended Care Director who is an employee of Immaculate Conception & Our Lady of Perpetual Help School. Immaculate Conception & Our Lady of Perpetual Help Extended Care Director has CPR and First Aid training, Safe Environment training and adheres to yearly updates, and has passed background checks. Day-to-day management of the Immaculate Conception & Our Lady of Perpetual Help Extended Care is the responsibility of the ICOLPH Extended Care Director, who reports to the principal.

There is a separate charge for students attending the Immaculate Conception & Our Lady of Perpetual Help Extended Care program. Applications and information on fees for Immaculate Conception & Our Lady of Perpetual Help Extended Care program are available in the school office.

## **Policies and Procedures**

Extended Care is open in the morning from 6:30am-7:40am Monday through Friday. Parents must walk their student to the door and sign in. Afternoon Extended Care is open from 3-5:30pm Mondays, Tuesdays, Thursdays and Fridays and from 2-5:30pm on Wednesdays. The Extended Care Director will sign in students. Parents must sign out their child when picking up. Please park and come to the Extended Care door. Students who are picked up after closing will be assessed a late fee. Please see the Extended Care registration forms for information on fees and payment.

Students are expected to treat each other and all Extended Care staff with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The Extended Care director will notify parents of any concerns.

A copy of the student's emergency form is kept on file at Extended Care. If you are sending someone new to pick up your student, please notify us in writing that morning.

## **PLAYGROUND BEHAVIOR**

### **Rules and Behavior**

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students may not bring their own toys out to recess. This includes all electronic devices. If a student brings a personal ball, they do so at their own risk of potential loss.

### **Playground Equipment**

Recess equipment is available for all students and should be shared with all those who wish to use it. Students are not allowed to climb or hang on the fences. All posted signs need to be honored.

## **RELEASE OF STUDENTS**

### **Release of Students To Another Adult**

If anyone other than a parent or guardian is sent to pick up students, Immaculate Conception & Our Lady of Perpetual Help School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be

released to anyone they do not recognize nor to anyone not on the emergency form. Immaculate Conception & Our Lady of Perpetual Help School will check identification of anyone who is not the child's parent and who is picking up a child from school.

### **Release of Students To Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

### **PARENTAL INVOLVEMENT**

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Immaculate Conception & Our Lady of Perpetual Help School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school policies, actively participating in school community events, attending parent/teacher/student conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?

**How** can I help reinforce my child's positive attitudes toward school and staff?

7. How can I show an interest in my child's progress in school without making him/her feel pressured?
8. How can I help my child gain more self-reliance, self-confidence, and self-respect?

### **Visitors**

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are required to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building. Visitors must adhere to all safety protocols including policies on facial coverings and vaccination status.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

## Room Parents

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Ensuring the completion of a class project for the auction.
- Emailing parents regarding participation in community events.

## Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Birthday treats are typically served at lunch time under the guidance of teacher. Adhere to any and all allergy concerns in the class.

**Party invitations are not to be handed out at school or at carpool.** Please send your invitations by mail or email. Please consult the parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only Immaculate Conception & Our Lady of Perpetual Help School students are allowed at classroom parties.

## PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken of the eighth grade graduates in the spring. 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.

## ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to Immaculate Conception & Our Lady of Perpetual Help School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

## **DANCE POLICY**

Immaculate Conception & Our Lady of Perpetual Help School does not host middle school dances outside of school hours. Immaculate Conception & Our Lady of Perpetual Help School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by Immaculate Conception & Our Lady of Perpetual Help School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of Immaculate Conception & Our Lady of Perpetual Help School.

## **HOMESCHOOLING**

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse home schooling programs.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities sponsored by the school or parish such as after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

## **ADDITIONAL MISCELLANEOUS POLICIES**

### **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.

### **CLASSROOM PLACEMENT**

For grade levels where there is more than one class per grade, the students' placements will be determined solely by the teaching and administrative staff. The priority will be to create successful groupings in which every student can thrive academically, spiritually and socially. Parent requests for placement will not be accepted.

### **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.

## 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 appropriate church participation and behavior and hold the children accountable for these behaviors as well.

## LUNCHES / SNACKS/ WATER BOTTLES

Students are expected to bring healthy snacks and lunches and a water bottle 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. **Please** respect any classroom rules your student's teacher may have in place due to allergies and classroom philosophy.

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.

## EVERETT 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.

Children under the age of twelve are not allowed at the library unless accompanied by an adult (an older sibling under age 18 does not count as an adult). Our families must respect this policy by the library. The library staff is not responsible for supervising children. With the growing transient population utilizing the library, the safety of our students using the library is an increasing concern. ICOLPH School has an excellent Extended Care program for students K-8. Please contact the office for alternative after-school options, other than the public library.

## 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 - 2:10p.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.

## **STANDARDIZED TESTING**

The Measure of Academic Progress (MAP) is the standardized test that ICOLPH School administers in grades K-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.

## **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.

# **CYO POLICIES AND INFORMATION**

## **CATHOLIC YOUTH ORGANIZATION (CYO)**

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. Immaculate Conception & Our Lady of Perpetual Help School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the

implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

Parent volunteers are needed to effectively run the CYO program. Parents who volunteer (coaches and other volunteer positions) can earn up to 20 hours toward their required volunteer hours per season.

## EVERETT PUBLIC LIBRARY RULES & REGULATIONS

### EVERETT PUBLIC LIBRARY UNATTENDED CHILD POLICY

#### Parental Responsibility

1. A Parent or caregiver should accompany any child under twelve to the library and supervise them during their visit.
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.
3. Parents are responsible for the behavior of their children in the library, even if the parent is not present.

#### Disruptive Child

1. Children in the library are expected to observe the posted “Code of Conduct.”
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.

#### Unattended Child

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

#### Closing Time



1. An unattended child may use the library's phone to call home for a ride.
2. If a child is not picked up by closing time, police may be notified.