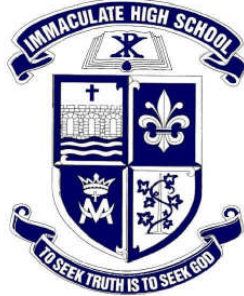


Student & Parent Handbook 2010 – 2011



IMMACULATE HIGH SCHOOL

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The administration of Immaculate High School retains the right to amend the Student Handbook at any time for any reason. Parents will be promptly notified via the emailed Wednesday Envelope and changes will be posted on the Immaculate website in the handbook section.



MISSION STATEMENT

MISSION

Immaculate High School's mission, in the Roman Catholic tradition, is to foster the development of the whole student. Immaculate High School nurtures spiritual, moral, intellectual, physical and social growth through an academically rigorous curriculum in the humanities, the sciences, mathematics and the fine arts, as well as a competitive athletic program and a comprehensive program of extracurricular activities.

PURPOSE

Immaculate High School, a college preparatory school of the Diocese of Bridgeport, serves the greater Danbury area. It provides a challenging academic education in a wholesome and disciplined environment. Because Immaculate High School values character formation, moral development and spiritual direction, religious education is an integral part of the curriculum. Immaculate High School welcomes students from all religious traditions.

OBJECTIVES

- To engender in students a love and respect for God, others and self, through formal instruction, spiritual activities, social awareness programs and the experience of a Christian community.
- To foster intellectual growth through a challenging curriculum, and to provide students with the opportunities necessary to develop their potential in the arts of effective personal and media communication, critical-analytical reasoning, and responsible decision-making.
- To teach our students habits of healthful living through our science curriculum, physical education program, intramural and interscholastic sports, and health service.
- To provide the opportunity for personal growth through exposure to a variety of cultural, technological, social and extracurricular experiences.
- To develop in our students a sense of Christian stewardship, civic responsibility and the importance of service to the community.
- To create a closely knit academic community and a sense of "family" with shared values and experiences that forge life-long relationships.

Respect † Responsibility † Reverence

“Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.”

Matthew 25:40

The Immaculate community is challenged, encouraged, and empowered to live their faith every day. Witnessing to our mutual trust, personal respect, honesty, and individual integrity we have chosen to live by the following standards.

Immaculate High School has a moral, ethical, and social responsibility to respect, love and promote the sanctity of life. It is within this service of love to one another that human life is always defended and promoted especially when an individual is weak, threatened, or marginalized.

We are in a relationship with fellow students, faculty, and parents that is based on mutual trust, personal respect, honesty, and individual integrity. In this relationship every effort will be made to foster a positive academic and school environment. We do not exploit fellow community members for personal advantage. Respect and care for each other, our campus, our town, and world are a vital part of who we are. We pledge to conduct ourselves, both in and out of school, in service to one another.

We are responsible for creating a community based on individual integrity, self-respect and a mature concern for one another. We are challenged to balance individual freedom with a sensitivity and respect for the rights of others. We recognize our responsibility for resolving differences among ourselves. A willingness to discuss, negotiate and compromise on the part of all of us as a community is essential. We will not waver on the standard of Truth. To seek Truth is to seek God.

IMMACULATE HIGH SCHOOL CAMPUS MINISTRY

We are all members of a faith community. Students, Faculty, and Parents of Immaculate High School are called to live and practice their faith in Jesus Christ. Campus Ministry develops and nourishes the unique gifts of each member of our school community to bear witness to the presence of God among us. Participation in Campus Ministry fosters an ever-deepening personal relationship with Jesus Christ and prepares its members to embrace a leadership role in the Church.

Each and every day the programs and activities of Immaculate High School are integrated with our call to live our faith. Whether we are in a classroom, on an athletic field, or celebrating the Liturgy in our chapel, we are all called to pray, serve and love one another as God loves us.

The faith community of Immaculate High School is given the opportunity to meet God face-to-face through formal and informal prayer. Prayer is the foundation of a vital and personal relationship with God. It is the means by which we strengthen ourselves and one another to live and walk the journey of our faith in Christ. Formal religious life activities (i.e. Masses, Sacraments, Eucharistic Adoration, Retreats, School-wide prayer, etc.) and informal personal prayer and reflections are woven throughout the school day and are an integral part of all school activities.

Students, faculty and parents are called to serve through a commitment to practice Spiritual and Corporal Works of Mercy. Spiritual and Corporal Works of Mercy are works of charity done out of compassion or concern for those in distress and suffering. The Corporal Works are feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, visiting the sick and imprisoned, ransoming the captive and burying the dead. The Spiritual Works are instructing the ignorant, correcting sinners, advising the doubtful, showing patience to sinners and those in error, forgiving others, comforting the afflicted, and praying for the living and dead. By practicing these works we are witnessing and living our faith.

By learning and living the faith Campus Ministry prepares us to live a life of faith wherever we are and in whatever we do. As members of this faith community we will offer the world new signs of hope, work for justice and solidarity and fulfill the Gospel of Jesus Christ.

Opus Fidelium

“Work of the Faithful”

What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him? If a brother or sister has nothing to wear and has no food for the day, and one of you says to them, “Go in peace, keep warm, and eat well,” but you do not give them the necessities of the body, what good is it? So also faith of itself, if it does not have works, is dead.

James 2:14-17

Each academic year students at Immaculate High School are required to put their faith into action through *Opus Fidelium*. The student will spend twenty-five (25) hours in service to their fellow man. This Work of the Faithful is rooted in the Spiritual Works of Mercy and Corporal Works of Mercy.

Spiritual and Corporal Works of Mercy are works of charity done out of compassion or concern for those in distress and suffering. The Corporal Works are feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, visiting the sick and imprisoned, ransoming the captive and burying the dead. The Spiritual Works are instructing the ignorant, correcting sinners, advising the doubtful, showing patience to sinners and those in error, forgiving others, comforting the afflicted and praying for the living and dead.

It is the responsibility of each student to complete and document the twenty-five (25) hour minimum requirement of *Opus Fidelium* by April 5, 2011. A 2010-2011 IHS Community Service form must be completed and submitted to the Main Office for each individual activity as soon as the individual service activity has been completed. All forms must be submitted to the Main Office by April 8, 2011. Complete documentation will include: the date(s) of service, number of hours of service, place of service, a description of service activity, and the signature of the supervisor under which the student has served. Upon verification the student’s permanent record shall list the service as completed.

The following is a partial list of area organizations that students are encouraged to research as they select how and where they would like to complete their *Opus Fidelium* requirement:

- American Cancer Society
- American Red Cross
- Animal Rescue Programs
- Area Homeless Shelters
- Area Hospitals
- Area Nursing Homes
- Catholic Charities
- CT Special Olympics
- Dorothy Day Hospitality House
- English as a Second Language
- Food Drives
- Habitat for Humanity
- Hospice of Western CT
- Interfaith AIDS
- Knights of Columbus
- Literacy Programs
- Local Parishes
- Midnight Run
- Relay for Life
- United Way of Fairfield County
- Approved service to IHS and area schools

ACADEMIC POLICIES

Immaculate High School students are urged to follow as challenging an academic program as possible in order to develop their God-given talents to the fullest, to increase their opportunities for admission to the college of their choice, and to enhance their options and potential for success in college and in life. Usually students take seven subjects each year, plus physical education.

In order to graduate, a student must have earned 23 ½ credits, among which the following courses are required:

Religion	4 credits	World Language	2 credits
English	4 credits	Physical Education	1.5 credits
Science	3 credits	Fine or Performing Arts	1 credit
Social Studies	3 credits*	Community Service	25 hours per year
Mathematics	3 credits		

*Students are required to complete one-half credit in American Government in addition to the one credit in American History.

The academic year is divided into four quarters, with a midterm or final examination concluding each semester. Report cards are distributed four times per year. Progress reports are issued at the midpoint of each quarter. Teachers send electronic reports through Edline bi-weekly.

The final grade is calculated as follows: the four marking period grades count as four-fifths, and the average of the two examinations count as one-fifth.

Certain courses are designated as Honors or Advanced Placement courses because their requirements exceed the regular college preparatory curriculum. Students enrolled in AP courses are strongly encouraged to take the AP examination.

GRADE STANDARD

A+	=	95-100	=	4.5
A	=	90-94	=	4.0
B+	=	85-89	=	3.5
B	=	80-84	=	3.0
C+	=	75-79	=	2.5
C	=	70-74	=	2.0
D	=	65-69	=	1.0
F	=	Failure	=	0.0

HONORS

Distinguished Honors	4.3 minimum with no grade below "C" and no incompletes
High Honors	3.9 minimum with no incompletes
Honors	3.5 minimum with no incompletes

CLASS RANK

A quality point system is used to determine rank in class. In an Honors course, 0.3 is added to the grade point. In an Advanced Placement course, 0.7 is added to the grade point. Since the 2009-2010 school year Physical Education has been included in determining class rank.

PROMOTION REQUIREMENTS

For Sophomore standing	6 ½ credits	+ 25 hrs. community service
For Junior standing	13 credits	+ 50 hrs. community service
For Senior standing	19 ½ credits	+ 75 hrs. community service
For Graduation	23 ½ credits	+ 100 hrs. community service

PROGRAM REGULATIONS

1. All students are required to take Religion.
2. Students are required to complete their annual community service requirement (25 hours) for promotion to the next year or graduation.
3. The school reserves the right to determine the student's placement when more than one section of a course is taught. Under no circumstance will Immaculate High School honor a section change or course change request due to teacher preference.
4. A student may drop a course within the first two weeks of the course without penalty. Should a student drop a course after the first two weeks of the course the student transcript reflects a withdrawal (W). After four weeks a dropped course reflects a withdrawal failure (WF) and that failure is factored into the student's G.P.A. No student may drop a course after the first quarter under any circumstance.
5. If a student fails three or more courses in any year, he/she must repeat the *entire* year. No credit is given for any course passed when repeating the year. If a student wishes to remain at Immaculate High School, final approval for readmission must be given by the administration after consultation with the student, parent and counselor.
6. A student who fails *one* course need not make it up in summer school unless it is a required or prerequisite course, or unless the student has a failure not previously made up.
7. A student who fails *two* courses must make up one of these in summer school, unless both are required or prerequisite courses, or unless there is a failure that has not been previously made up. In these instances, *both* must be made up in summer school.
8. A student who fails a full year course and does not pass at least *two quarters*, or a student who fails a semester course and does not pass at least *one quarter*, may be required to repeat the course the following year at Immaculate High School.
9. Based on past performance, some students may be placed on academic probation for the next year. The general criteria for academic probation are a grade point average below 1.4 or failure of two courses in a semester or failure of a single course for a year. Academic probation jeopardizes extracurricular and athletic participation.
10. Students given any grade of "I", an incomplete, must meet all course requirements within two weeks of the quarter's closing or the "I" will be subject to the grade change of "F".
11. Transcripts and records are not released and midterm and final exams cannot be taken if tuition is delinquent.
12. Seniors will be exempt from final examinations in June if their cumulative average for the year is 90 or above.

COUNSELING PROGRAM

The purpose of the Counseling Program is to aid in the fullest development of the God-given talents of each student. Its resources include school counselors, a Spiritual Director and other support services. Students are encouraged to meet with their counselor as their schedule permits, and parents by appointment.

FRESHMAN YEAR

During the freshman year, counselors help students make a successful transition to high school both academically and socially. Students meet together with their counselor in small groups to discuss transition issues and study skills. They also meet individually to review their academic progress. An academic support program is available throughout the year that students can take advantage of during their study hall periods.

SOPHOMORE YEAR

The sophomore program continues to support the emotional and scholastic development of the student. Students continue to meet with their counselor in small groups and individually to monitor academic progress and further define longer term goals. All sophomores take the PLAN and PSAT/NMSQT in preparation for the ACT and SAT in their junior year.

JUNIOR YEAR

During this year students begin more immediate planning for their future. All juniors take the PSAT again in October and are encouraged to take the SAT in the spring. Immaculate is a test site for the May test administration of the SAT. Also juniors take the ACT in April. All juniors complete the Myer Briggs Type Indicator, a career instrument to assist with career and college planning and are introduced to NAVIANCE, a college search and application computer program. All Juniors and their parents are invited to a *College Planning Night* and each

student, along with his/her parents, meets individually with their counselor to discuss the college search process. Students are encouraged to visit potential college choices during the spring and summer of their junior year.

SENIOR YEAR

In a continued effort to help students clarify and realize their future goals, counselors continue to meet with students and parents individually as needed. Students and parents are also invited to attend *Senior Application Night* in September to review and discuss the college application process and *Financial Aid Night* in October. Throughout the year many colleges and universities visit Immaculate for group presentations. Students can sign up to participate in any of these presentations. The College Visitation Schedule is posted on our website.

Seniors are encouraged to take the SAT again in the Fall of their senior year. Also, students may be interested in taking SAT Subject Tests. Immaculate is a test site for the November SAT test administration. For any students taking AP courses, AP exams are administered at Immaculate in May.

Throughout the year the counseling staff assists families with the processing of all college applications. Scholarship Bulletins are continually updated as scholarship opportunities come into the Counseling Office. These bulletins are posted in senior homerooms and also appear on the school website.

ACADEMIC INTEGRITY

Students are expected to build and maintain an academic partnership with their teachers based upon honesty, integrity and optimum effort. Immaculate High School views grades as a reflection of the student's original work, and an indication of the student's mastery of a particular academic area. Students are expected to practice honesty and uphold integrity by submitting only their own original work on all class assignments.

Cheating, plagiarism and other forms of personal dishonesty are serious violations of Immaculate High School's academic and disciplinary codes, and will result in serious academic and disciplinary consequences. Additionally, the offense will be reported to the student's parents/guardians, guidance counselor, and the administration. Immaculate High School students are neither to obtain nor give assistance in any form to other students taking quizzes or examinations.

Examples of behaviors that violate the integrity Immaculate High School expects of its students include, but are not limited to:

- Cheating, e.g., copying or looking at another student's test or quiz answers or crib notes.
- Copying another student's homework.
- Allowing another student to look at or copy one's answers.
- Taking papers from other students, publications or the Internet.
- Use of handheld electronic device
- Collusion, i.e., working with another person or persons when independent work is prescribed.
- Inappropriate use of notes.
- Falsification or fabrication of an assigned project, data, results, or sources.
- Giving, receiving, offering, or soliciting information in examinations.
- Utilization of previously prepared materials while taking examinations, tests, or quizzes.
- The multiple submission of the same paper or report for assignments in more than one course without prior written permission of each instructor.
- Plagiarism - the appropriation of information, ideas, or the language of other persons or writers and submission of them as one's own to satisfy the requirements of a course. Plagiarism includes copying not only another student's work, but also reference materials from any media source.

Academic sanctions may include failure to no credit for the assignment, redoing the assignment, or a lower overall grade. Additional disciplinary sanctions may include detention, suspension or expulsion.

COMPUTER USE POLICY

Immaculate High School provides students a state-of-the-art computer network for educational use. Every effort has been made to ensure the availability of this system to all the students of Immaculate High School. Security programs have been installed and protocols instituted to maintain the integrity of the system. All students are

required to sign the Computer Use Policy and adhere to it. No personal laptops may be brought to school for use during the regular school day.

1. The computer system is to be used for educational purposes.
2. The student will follow all instructions and procedures that have been established by the instructor and the school.
3. The student shall **NOT**:
 - A. Deliberately attempt to alter or bypass the security procedures established by the school.
 - B. Deliberately attempt to alter or destroy any program loaded on the system.
 - C. Load or attempt to load any programs from sources outside of school.
 - D. Load or attempt to load any known viruses.
 - E. Deliberately attempt to alter or destroy the work of any other user of the system.
 - F. Use computers to insult or denigrate another member of the Immaculate High School community whether on the school network or on any webpage, e-mail, accessed outside of the network.
 - G. Text message, e-mail via the school network, or use wireless access reserved for teachers' use.
 - H. Utilize another's password to gain access to any account or give one's own password to another.
4. The student shall use the Internet and any programs designed to work with the Internet in the manner as prescribed by the instructor or the procedures given as part of the course material.
5. The Internet shall be used for educational research only. All other use of the Internet is inappropriate.
6. Computers are to be used to review only material that is appropriate for use in a Catholic high school. Viewing or downloading inappropriate materials is a violation of this policy. The Dean of Students will determine what material is appropriate.
7. Failure to adhere to the Computer Use Policy will result in suspension and/or removal of privileges and appropriate disciplinary action.

SCHOOL DISCIPLINE

School discipline is a learning experience that fosters student growth and maturity. Students are expected to observe all rules as a matter of embracing the mission of Immaculate High School, the standards of conduct, and the teachings of the Catholic Church.

Conduct that endangers persons (i.e. alcohol or drug abuse, bullying, harassment, physical violence, reckless disregard of the health and safety of others, sexual misconduct) or damages property (i.e. graffiti, theft, vandalism) or disrupts the educational process, or is a serious moral affront to the teachings of the Catholic Church is subject to disciplinary action.

Students attending Immaculate High School are expected to uphold the standard of conduct at all times both in and out of school. A student whose behavior, whether in school or out, brings disfavor to the reputation of Immaculate High School is subject to disciplinary action.

Disciplinary action may include detention, suspension, removal from athletics and extracurricular activities, contractual probation or expulsion, even if the behavior in question did not occur on campus. Parents will be informed of any disciplinary action taken in regards to their child and a conference arranged with the Dean of Students to address violations.

Determination of conduct and subsequent disciplinary action rests with the Dean of Students. If a student is suspended for any reason, the parents of that student will be given a written copy of the disciplinary review procedures that outline due process and further action. Parents are expected to work in partnership with the Dean in an atmosphere of mutual trust and respect in order to teach the life-long lessons disciplinary action fosters.

The school reserves the right to administer disciplinary action and/or terminate any student's affiliation with the school at any time in accordance with its disciplinary review procedures.

DETENTION- Level One Misconduct

Classroom Detention:

Misbehavior that interferes with orderly classroom procedures or school operations are, in most cases, handled by the classroom teacher and supported by the Dean of Students. A classroom detention requires a student to remain after school with the classroom teacher who will determine length of time and day it will be served. Examples of Level One misconduct include, but are not limited to:

- Minor classroom distractions
- Failure to arrive or return to class in a timely manner
- Failure to be prepared for class
- Failure to follow teacher direction
- Disrespect towards classmates or school property
- Inappropriate language, horseplay or scuffling

Office Detention:

A student is referred to the Dean of Students for a Level One office detention if the behavior becomes chronic or is a serious violation of school rules. Parents will always be notified of misconduct either by signed detention slip, email or phone call. Detentions assigned by the Dean will be served on Monday or Thursday afternoon from 2:10 until 3:00 and may require the student to perform school service. Failure to serve detention will be considered insubordination and is subject to suspension. Examples of misconduct that has a moderate impact on the classroom learning environment or impacts the community beyond the environs of the classroom include, but are not limited to:

- Use of personal electronics (cell phones, iPods, pagers, beepers, blackberries, laser pointers, etc)
- Violation of Academic Integrity policy
- Chronic classroom distraction
- Failure to adhere to Uniform Dress Code and Personal Appearance Guidelines
- Throwing of snowballs
- Cafeteria littering or throwing of food
- Chronic gum chewing
- Excessive noise, shoving or physical contact in the halls
- Disfiguring school property
- Loitering in the building
- Failure to follow school policies regarding tardiness, computer or equipment use policies, health guidelines, safety procedures in the parking lot, etc.

Detention will result in parental notification of the misconduct in addition to the after school sanction. Parents will be asked to assist the teacher or Dean of Students to mutually address the behavior.

SUSPENSION- Level Two Misconduct

A student is suspended for a period of time determined by the Dean of Students. That student will be informed of the reasons for the suspension and parents given a copy of the school's incremental disciplinary review procedures. Students that are given a one-day suspension will serve that suspension in school under the supervision of the Dean of Students. Students given two or three days of suspension are required to remain home. During the period of suspension, students are not allowed to be present at any school function on or off campus. The Dean will conduct a conference with the student and parent(s) or guardian(s) following all suspensions. Students who are suspended will be given time to make up assignments missed during the suspension period. Examples of Level Two misconduct include, but are not limited to:

- Chronic Level One misconduct
- Fighting
- Cutting class
- Leaving the school building / campus without permission
- Chronic disregard of school policies
- Loss or destruction of school property
- Serious violations of Academic Integrity policy

- Theft
- Vandalism
- Bullying, harassment, hazing or intimidation
- Obscene language/actions
- Forgery of school records
- Insubordination

PROBATION- Responses to Misconduct

All students who have been suspended will be placed on disciplinary probation and are subject to a Student Response Contract with terms to be determined by the Dean, in consultation with the Student Assistance Team. Examples of response contract terms may include:

- Referral to an outside agency for counseling with signed parental waiver to bridge communication with the school counselor and the agency.
- Financial restitution
- Restriction of student activities or building access
- Mandated health screenings or tests
- School and community service requirements
- Possible Saturday or extended detention

Students on probation are subject to periodic evaluation of their academic and/or disciplinary progress by the Dean and the Student Assistance Team. Should progress be deemed unsatisfactory, a student will be referred to the Disciplinary Review Board with a recommendation for dismissal.

EXPULSION- Level Three Misconduct

Conduct of such a nature as to jeopardize the reputation of the school, causes serious or potential harm to any member of the school community, displays chronic disregard for civil or moral law, or flagrant disregard and disdain to school policies will result in a recommendation by the Disciplinary Review Board for expulsion. Examples include, but are not limited to:

- Repetition of historic disciplined behavior or violation of probation
- Violation of the Substance Abuse policy (page 19)
- Indecent or immoral conduct
- Walk out or participation in group disorder
- Possession or detonation of stink bombs or fireworks
- Arson
- Assault
- Extortion or coercion
- Trespass or illegal entry of the school building
- Sexual Harassment
- Any other serious misdemeanor or a felony

BULLYING AND HARASSMENT

Any form of bullying behavior is expressly forbidden. Bullying shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate, offend, or intimidate the other student. Harassment shall mean any acts of such nature repeated over time. Students and parents are encouraged to report any form of bullying or harassment to the Dean of Students whether committed in or out of school.

ABSENCE AND TARDINESS

If a student is to be absent, a parent or guardian must phone the school (203) 744-1510 **before 7:45 a.m.** regarding the absence.

Parents who go out of town should inform the school of who should be contacted in case of absence or emergency.

Absence from school and tardiness to homeroom

A student who arrives after 7:45 a.m. is considered tardy and must directly report to the Main Office in order to receive an admission slip. (This slip admits the student to class but must be retained and given to the Homeroom teacher during the day.)

Tardiness will be subject to the following disciplinary actions: Students who are tardy more than three times per quarter, excused or unexcused, are subject to disciplinary action. Students who are chronically tardy, excused or unexcused, will be subject to Level One detention. Students who are excessively tardy within a quarter may be subject to Level Two disciplinary action. A student who is tardy more than ten times per quarter may jeopardize his or her student standing at Immaculate High School.

A student who has been absent during the day or who has reported to school later than 10:00 a.m. has not completed a full academic day. He/she may not participate in any school activity during that afternoon or evening without the authorization of the administration. Weekend activities are subject to attendance on Friday.

Absence from and tardiness to class

Tardiness and absence carry serious academic and disciplinary consequences. All students are expected to arrive in class prior to the bell. Students late for class without a pass are considered tardy. Three tardies to class will count as an absence.

Attendance at class is a school requirement for awarding credit. Students absent in excess of 20 days in a class may be denied academic credit for that course.

Students tardy to class are also subject to classroom detention. Subsequent violations will be referred to the Dean and subject to further disciplinary action.

All students must make up any work missed during an absence. Immediately on returning to school, it is the students' responsibility to determine what work was missed, and to make up this work on their own, within a reasonable period of time.

In the event of a prolonged illness, parents should contact the school nurse, who will arrange for the Guidance Department to obtain assignments from teachers. In other instances, it is the responsibility of the student to get assignments from fellow classmates or from the teachers upon return to school. In cases where long-term absence due to medical emergency or other unavoidable circumstances jeopardizes academic credits, the student may appeal to the review board for credit to be granted.

Any school days missed count as absences. The administration does not give permission for students to leave school for vacations. Parents who wish to assume the responsibility of taking the student out of school subject the student to the academic consequences of such action. The student must be totally responsible for completing any work missed. Therefore, under these circumstances, no teacher is required to provide extra help.

Absence from mid-term and final examinations

Students are required to adhere to mid-year and final exam schedules as published except in cases of illness or excused absence. The administration will reschedule exams. Failure to make up exams when scheduled will result in a failing grade. All grades must be posted by June 30th. Parents and students should not schedule vacations, conferences, or appointments that would interfere with the close of the school year.

INTERSCHOLASTIC ATHLETICS

Immaculate High School offers a wide variety of interscholastic sports for the development of character and good sportsmanship. Student-athletes must adhere to the rules and regulations established for each sport.

It is a privilege, not a right, to represent Immaculate High School as a member of our athletic teams. Team rules and expectations of team behavior are a part of the athlete's development. The head coach determines playing time, roster participation, and captain and manager assignments at all times.

In order to participate on an interscholastic team, all student-athletes are required to submit a physical examination prior to practicing with a team, to be in good academic standing, and in compliance with the rules of the Connecticut Interscholastic Athletic Conference (CIAC) and the standards of conduct of Immaculate High School.

Students may not try out, practice or be present as a team member unless they are academically eligible. Students are ineligible for interscholastic athletics if they fail more than one course at the end of the preceding marking period as of the official day grades are issued by the Office. Students who become eligible during a season may not be added to a team's roster.

Students may consult with the Director of Athletics or Coaches for other rules about CIAC athletic eligibility.

SPORTS OFFERED

BOY'S TEAMS : Varsity: Baseball, basketball, cross country, football, golf, ice hockey, indoor track & field, lacrosse, soccer, swimming, tennis, track & field, and wrestling. Junior Varsity*: Baseball, basketball, football, ice hockey, lacrosse, and soccer. Freshman*: Basketball and football.

GIRL'S TEAMS: Varsity: Basketball, cheerleading, cross country, field hockey, golf, indoor track & field, lacrosse, soccer, softball, tennis, track & field. Junior Varsity*: Basketball, field hockey, lacrosse, and softball. Freshman*: Basketball and field hockey.

*** Sub-varsity teams are fielded depending on the level of participation numbers.**

SPECTATOR CONDUCT

Respect for opponents and responsible behavior should characterize Immaculate High School fans at all athletic contests.

Immaculate High School spectators should:

1. Respect opposing players and coaches.
2. Accept decisions made by officials.
3. Be gracious in victory as well as in defeat.
4. Support our cheerleaders in a positive manner.

Immaculate High School spectators should not:

1. Belittle, boo or berate officials or opponents
2. Interfere with the performance of the players or cheerleaders.
3. Use profane, abusive language or derogatory gestures.
4. Throw objects on the field or playing court.

Spectators violating this code of behavior will be warned and may be removed from the contest or banned from future sporting events. Students attending events as visiting fans are subject to the rules and directions of representatives of the host school as well as to the standards of Immaculate High School.

GENERAL INFORMATION

BOOKS

Textbooks may be purchased online from mbsDirect at www.mbsDirect.net or any other source you choose. The bookstore and inventory becomes available in mid-July and will remain throughout the school year to accommodate those who need replacement copies.

BUILDING SECURITY AND ACCESS

Students arriving prior to the homeroom bell are to congregate in the school cafeteria and move to class upon the opening bell. Students are not allowed in the stairwells or corridors prior to the homeroom bell. The building access

is limited and secured at 2:30 p.m. Students are not to congregate in stairwells, enter the cafeteria, or loiter in the building or parking lot after 2:30 p.m.

Because access to student lockers is prohibited after 2:30 p.m., those who are staying after school for sports or extracurricular activities should be in their assigned location and under the supervision of their coach or moderator. Students should bring their books, homework, and materials with them after school and secure them in the locker room or extracurricular location.

Students waiting for rides must wait in the front lobby after 2:30 p.m. Parents should pick up students in the rear parking lot prior to 2:30 p.m. and in front of the school after 2:30 p.m.

CASUAL DAYS

From time to time, Casual Days are scheduled and a relaxed dress code is permitted. Guidelines are published before each event. Facial hair and inappropriate dress such as, but not limited to garments with tobacco or alcohol logos or other objectionable messages, hats, tank tops, miniskirts, short shorts or exposed shoulders or midriffs are never permitted. The administration is the final arbiter of what is considered appropriate.

CELL PHONES AND ELECTRONIC DEVICES

In order to maintain an appropriate learning atmosphere free from disruption, cell phones, “iPods”, personal stereos, headphones, recording devices, beepers, blackberries, laser pointers and other items that distract from the learning environment are **not** allowed during school hours (7:30 a.m.-2:00 p.m.) or at any time while in the library. If brought to school, these items must be turned off and stored in the lockers. Students observed with any of these items will have them confiscated by faculty/staff members and held by the Dean of Students.

- First offense will result in parental notification and confiscation of item for a period of one week.
- Second offense will result in parental notification, an office detention, two week confiscation, after which time a parent/guardian must pick up item from Dean of Students.
- Third offense will result in an in-school suspension and student will lose the privilege of bringing item(s) on school property.
- Laser pointers will NOT be returned under any circumstances.

A student may request use of the Main Office telephone in cases of emergency.

CLASS DUES

Class dues of \$50 per student per year are included in the \$150 annual student dues and classroom fees. Dues support student activities such as homecoming, dances, snowball, prom, and class trips and must be current for participation in those activities.

EARLY DISMISSAL PRIVILEGE FOR JUNIORS AND SENIORS

Juniors and seniors may be dismissed from school after their last scheduled academic class provided they have a Early Dismissal permission form on record in the Main Office. All students, regardless of age, must have parent/guardian permission to sign out and leave campus. Students are required to sign into study hall and obtain a pass to the Main Office where they will officially sign out (including time of departure) in the daily ledger. Students are expected to leave immediately and not loiter or re-enter the building while school remains in session. Students participating in after-school activities should return to campus at the beginning of the activity. Failure to follow dismissal guidelines will result in loss of this privilege.

EVACUATION DRILLS

During an evacuation drill students must proceed in an orderly manner and in silence. Evacuation instructions are posted in each classroom. Students should familiarize themselves with the evacuation procedures from the classroom in which their courses meet.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is subject to satisfactory discipline behavior and academic standing. The administration reserves the right to determine student participation in any and all extracurricular activities.

FOOD AND FOOD SERVICE

The cafeteria is a special service area for the students. Consideration and respect for others demand that conduct be socially acceptable. Students are expected to clean up after themselves. Students share collectively in responsibility for the behavior of their tablemates, and must see that their table is left clean. Violation may result in a lunch detention. Students may not consume food and drink outside the cafeteria, or leave the cafeteria during lunch without permission or a pass from the proctor.

FUNDRAISING

All school or sports related fundraising should be cleared through the appropriate school staff moderator or coach and approved by the president or principal. This also includes outside fundraisers.

The only fundraiser that is mandatory for the students is the Student Walkathon. We ask all students to participate on their own accord, with a portion of the proceeds to be designated to a need or cause voted by the Student Council. There will be a few weeks surrounding the Student Walkathon where no other fundraising will be permitted. This period will be decided by the administration of the school.

GUM CHEWING

Gum chewing is not permitted on school property at any time. Chronic offenders will be subject to office detention.

HOMEROOM

Homeroom period begins at 7:35 a.m. The purpose of homeroom is threefold: to begin our school day with a prayer, to verify attendance, and to disseminate official information. Homeroom is neither a social nor a study period. Students must be in their homeroom no later than 7:45 a.m. and be attentive and reverent for the prayer, pledge, announcements, and homeroom business.

ILLNESS IN SCHOOL

Any student who becomes ill during the course of the school day is to report to the School Nurse and not remain in the lavatories. The student must obtain a pass to the nurse from the teacher of the class in which the illness occurred. Should the illness occur between classes, or if the nurse is unavailable, the student must report to the Main Office. Except for emergencies, no student will be admitted to the Nurse's Office without a pass.

The School Nurse determines whether the student should be issued a dismissal pass, and will notify the student's parents.

LEAVING THE SCHOOL BUILDING

Immaculate High School is a closed campus; therefore, students are not allowed to leave the building or go to their vehicles during the school day for any reason. A parent picking up a child during the school day must report to the Main Office to sign out his/her child. Driving students who are dismissed early must have signed written permission from a parent or guardian before they can be dismissed.

LIBRARY

The library has a capacity of 60 students and contains approximately 11,000 volumes. The library is open for student access to our computer network for research and assignments. In order that students may utilize the library and computers effectively, an atmosphere of quiet study is expected at all times. Cell phones and other electronic devices are strictly prohibited, and may not be used at any time in the library. Food and drink is also prohibited. Students wishing to use the library after school must be in uniform.

Students wishing to leave a study period and go to the library must obtain a library pass from the supervisor of the study. They should then return from the library to the teacher or supervisor who granted the permission before going to the next period. Therefore, all students using the library must leave at least 5 minutes before the end of the period so that passes may be returned to the teacher.

LOCKERS AND PERSONAL PROPERTY

A locker and a combination lock are assigned to each student. Students are required to keep their lockers neat and clean, and locked at all times with a school lock. Students are responsible for securing and safeguarding their

own belongings. Valuables should not be left in common areas. The lockers are the property of Immaculate High School and are subject to inspection by authorized school personnel at any time.

If a lock is lost, the student must pay \$5.00 for a new one. At the close of each school year, the student must return the assigned lock or pay the \$5.00 fee.

Book bags and backpacks are used to carry books to and from home and are not to be carried to class during the school day. Students are required to leave them in their locker except when attending gym class with their gym clothes. While attending gym, students' belongings should be locked in their gym locker. Students provide their own lock for locker room temporary use during physical education or after-school athletic team participation.

LOST AND FOUND

Students who find books or other valuable items should bring them to the lost and found located in the Main Office.

NATIONAL HONOR SOCIETY

At Immaculate, candidates to the Saint Thomas Aquinas Chapter of the N.H.S. must be juniors or seniors who have maintained a 3.500 cumulative grade point average and they must have attended I.H.S. for a minimum of one semester. Students who meet these criteria may be invited to provide the five members of the Faculty Council with information about how they have demonstrated excellence in scholarship, character, service and leadership. Membership in local chapters of the N.H.S. is not a right but is an honor bestowed upon a student based on his or her actual demonstration of all four of these characteristics. Moreover, once named to the Society, a student has a continuing responsibility to demonstrate excellence in these areas. Visit www.immaculatehs.org for more information regarding National Honor Society.

PRESIDENTIAL VOLUNTEER SERVICE AWARD (PVSA)

Immaculate High School students who complete at least 100 hours of service to their community from April 6, 2010 - April 5, 2011 are eligible for the President's Volunteer Service Award (PVSA). This is a nationally-recognized award presented by the President's Council on Service and Civic Participation. To learn more about this program visit www.presidentialserviceawards.gov.

Please note: The PVSA program is optional, and is separate from the Opus Fidelium service requirement. However, students may use service hours acquired for the Opus Fidelium program toward the PVSA. For a list of PVSA guidelines, forms and community service ideas please check our website.

PROTECTION OF SCHOOL PROPERTY

Students are expected to assist in the care and protection of all school property. Damages resulting from the destruction or defacement of school property, whether willful or accidental, are to be compensated for by the student(s) responsible. In addition, any student guilty of malicious damage will be subject to disciplinary action.

SCHOOL CANCELLATION

Information on school closings because of inclement weather will be announced on the radio stations WICC (600AM), WEBE (108FM), WDAQ (98.3FM) WLAD (800AM), WINE (940AM), and TV Channels 8 (WTNH), 30 (WVIT), 3 (WFSB) and will be bannered on the school's web-page: www.immaculatehs.org. Immaculate High School follows the Danbury school system regarding all weather-related closings. Inclement days are added to the school calendar.

In case of inclement weather, Immaculate High School does not allow students to be dismissed by phone. Parents must come in personally to sign out a student or fax a signed request to the office.

SCHOOL NURSE - MEDICAL REPORTS – INSURANCE

The school nurse is responsible for health records and health information. The school makes available personal insurance for each student covering injuries received during the school day or during school-sponsored and school-supervised activities. A physical examination is required for all freshmen. The report is due in the office of the school nurse on September 3rd. An annual physical examination is also required of all students participating in a sport.

The school nurse is on duty daily. Students are not admitted to the nurse without a pass from a faculty member, except in case of emergency. Prescribed medications are given only with a signed order by a physician and the written permission of a parent or guardian. Non-prescription medication is given only with written permission of the parent or guardian.

If a student has an accident or injury, it is to be reported to the nurse immediately.

SCHOOL STORE

“Mustang” clothing items, products and school supplies are available from the school store.

STUDENT COUNCIL

The Student Council of Immaculate High School is the central organization of the student body. It consists of officers elected by the student body and class representatives elected by the individual classes. Its object is to bring about a close communication between students and the administration. It is an opportunity for students to assume responsibility and leadership roles in the school.

STUDENT COUNCIL DANCE POLICY

The following regulations apply to all Student Council dances:

- Advance tickets to dances are sold at a reduced price to Immaculate students.
- Occasionally after students have had the opportunity to purchase tickets, guest passes are made available for purchase in the office in advance. Hosting students take responsibility for their guests. Guest must have completed a Dance Permission Form to attend an Immaculate High School dance. Forms may be obtained from the Main Office. No guest will be admitted to the dance without a guest pass.
- Because parents have a reasonable expectation of proper supervision at dances, all students must arrive during the first hour of the dance. Generally dances are held from 7 p.m. to 11 p.m. Students who arrive late will not be admitted to the dance unless they have late list approval.
- Students who work or who have a valid reason to arrive late must request late list approval in advance by signing up in the office. Students must state the reason for their extended admission time request. If approved, a student on the late list is given an additional half-hour to arrive at the dance. No student is admitted to the dance after the late list expires.
- The administration reserves the right to approve/disapprove of a student’s dance privilege, the presence of their guest, or the availability of tickets.
- Students remain inside the school during dances and are not permitted to go to cars or to leave the dance prior to half hour from the end of the dance.
- To ensure student safety and the safety of our community, Passive Breathalyzer Devices are used at all school dances; including, but not limited to the Snowball, Junior/Senior Prom and post-graduation activities. All students attending these functions are subject to screening.

STUDENT PARKING/TRAFFIC

- All students who drive to school must have an Immaculate High School parking pass. Parking passes must be purchased from the Main Office. This pass must be displayed in every vehicle by hanging it on the rear view mirror. The price of the parking permit is \$25.00 per year.
- Students must always park in their assigned space. Illegal parking will result in a fine and/or removal of privilege.
- Students may not go to their cars for any reason during the school day.
- Entrance to the parking lot is from Ryder’s Lane and exit via Lincoln Avenue. All students driven to school should be dropped off and picked up in the designated area in the rear of the building. The front of the school building is reserved for buses only.
- Speed limit of 10 miles per hour must be observed on school grounds.
- No student should loiter in the parking lot after 2:30 p.m. on a school day.
- Students who engage in discourteous or dangerous behavior in the parking lot will have parking privileges revoked.
- Violations of parking regulations may result in disciplinary action, a fine and/or loss of parking privilege.

STUDY HALL

Study hall provides an opportunity for individual and group study in an informal atmosphere. Good order must be maintained. Attendance will be taken at the beginning of each period, after which passes may be obtained for the

library, guidance office, etc. Cell phones, iPods, laptops, personal stereos, headphones, recording devices, beepers, blackberries, and card playing are not allowed.

SUBSTANCE ABUSE (TOBACCO, ALCOHOL, DRUGS) & WEAPONS

Immaculate High School is a smoke-free campus. No tobacco or tobacco products will be tolerated on school grounds or at school-sponsored activities at any time.

The possession, sale or use of tobacco, alcohol, drugs or paraphernalia is illegal and prohibited on school grounds and at school-sponsored activities. Violation of this policy will result in immediate suspension and violators are subject to expulsion and/or arrest, as well as suspension from extracurricular activities.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, or brings a weapon on school grounds will be subjected to discipline including suspension or expulsion and possible arrest.

TRANSFER STUDENTS

All transfer students to Immaculate High School are considered probationary for one academic year.

TUITION PAYMENT POLICY

Tuition payments are the primary source of financial support for the academic programs of Immaculate High School. Tuition must be paid in a timely and consistent manner. Failure to do so seriously jeopardizes the fiscal health and stability of our school. Our tuition payment plan will be administered by FACTS Tuition Management for the 2010-2011 academic year. All families must register online with FACTS and select a payment plan option. Our tuition policy is as follows:

1. Tuition obligations must be paid on time and in full.
2. Students whose tuition accounts are in arrears at mid-term exam or final exam time may be prohibited from taking exams.
3. Financial Aid Awards will be applied in equal amounts upon receipt of tuition payment(s). Tuition payments must remain current or student/family risks losing the financial aid award.
4. In the event your automatic payment is declined, FACTS will impose the following fees:
 - First failed attempt by FACTS – a \$25 fee
 - Second failed attempt by FACTS (15 days in arrears) – an additional \$25 fee
 - Third failed attempt by FACTS (30 days in arrears) – an additional \$25 fee
5. In the event your tuition account is delinquent, IHS may take the following actions:
 - At 45 days – Student’s Edline account will be shut down, progress/report cards will be withheld and students may not be allowed to participate in extracurricular activities.
 - At 60 days – Student will not be permitted to attend classes at IHS.
6. Students who withdraw owing tuition will not be able to obtain the release of transcripts by IHS.
7. Both parents/guardians are considered fully responsible for all financial obligations to Immaculate High School for their child(ren), unless a legal document or agreement that determines otherwise is presented to the IHS Business Office.

TUITION REFUND POLICY:

Tuition for students who withdraw for any reason, other than relocation outside of the area IHS serves, will not be refunded. Nor will tuition be refunded for students who are expelled.

REGISTRATION

Registration for the 2011-2012 academic year will take place in early spring for currently enrolled students. A deposit of \$500 is due in full by May 1st, in order to be fully-credited toward student’s 2011-2012 tuition. Late deposits, received after May 1st, may not be fully credited toward tuition.

UNIFORM DRESS CODE GUIDELINES

The school uniform is an outward symbol of our commitment to **Respect † Responsibility † Reverence** in our Catholic school environment. The purpose of the dress code is to help create a learning environment free of distraction. Students feel better about themselves and take their academic studies more seriously when they are dressed appropriately.

This year we are introducing several changes to the dress code. Please read and understand the new uniform requirements before purchasing school clothing. The newly-approved vendor for all Immaculate High School uniform apparel is Dennis Uniform Company. You may view the uniform apparel options by visiting www.dennisuniform.com. The IHS school code is WB00IH.

CLASS OF 2014 GUIDELINES

All incoming freshmen are required to purchase all uniform items from Dennis Uniform Company. The approved school uniform is as follows:

- Girls: ¾ sleeve broadcloth shirt or banded-bottom oxford
Undershirts (solid navy, grey or white) may be worn under any uniform shirt
Skort (navy, khaki, grey or plaid) or IHS uniform pants (navy, khaki or grey with IHS)
Black or brown leather dress belt must be worn with pants
Knee socks (solid navy, grey or white) stockings or tights (solid navy, grey or white)
Shoes must be black, brown or navy leather. Shoe style should be appropriate for school and must be clean and neat in appearance. Boat shoes that are uniform in color (including soles) may be worn.
- Boys: Oxford uniform shirt (short or long-sleeve) completely buttoned to the neck with tie at collar
Undershirts (solid navy, grey or white) may be worn under any uniform shirt
IHS uniform pants (navy, khaki or grey with IHS)
Black or brown leather dress belt must be worn with pants
Dress socks (solid navy, grey or white)
Shoes must be black, brown or navy leather. Shoe style should be appropriate for school and must be clean and neat in appearance. Boat shoes that are uniform in color (including soles) may also worn

Before Columbus Day and after Memorial Day; and on Fridays throughout the school year; a banded-bottom polo (short or long-sleeve, navy or white with logo) may be worn. Girls may wear ankle socks (solid navy, grey or white).

CLASS OF 2011-2013 GUIDELINES

Returning sophomores, juniors and seniors may wear their current uniform apparel (shirts, pants and skirts) **or** purchase new uniform items from Dennis Uniform Company.

Please keep in mind that **if you choose to wear the current uniform**, the following guidelines must be met:

- Pants must be khaki or navy “classic” Docker-style, must fit properly (not too tight, too loose or too long) and must be worn around the waist.
- A black or brown leather dress belt must be worn with pants.
- Skirts must be appropriate length (no more than 2” above the knee and may not be rolled at the waist).
- Shirts must be buttoned and completely tucked into pants and/or skirts. No blousing!
- Boys must wear oxford uniform shirts completely buttoned to the neck with tie at collar.
- Undershirts (solid navy, grey or white) may be worn under any uniform shirt
- Boys must wear dress socks (solid navy, grey or white). “No-shows” or “ankle-highs” are not permitted.
- Girls must wear knee socks (solid navy, grey or white) stockings or tights (solid navy, grey or white).
- Shoes must be black, brown or navy leather. Shoe style should be appropriate for school and must be clean and neat in appearance. Boat shoes that are uniform in color (including soles) may also be worn.
- **NOTE:** Only the newly-approved optional outerwear (blazers, sweaters, vests, ¼ zip sweatshirt) may be worn over the current uniform.

Before Columbus Day and after Memorial Day; and on Fridays throughout the school year; a IHS polo (current or new) may be worn. Girls may wear ankle socks (solid navy, grey or white) during this time.

When replacing worn uniform items, upper classmen must purchase the newly-approved uniform items (all shirts, skorts, pants, optional apparel, etc) from Dennis Uniform Company. No exceptions. Beginning with the 2011-2012 school year **ALL STUDENTS** will be required to wear the uniform pants from Dennis Uniform Company. You may view the uniform options by visiting www.dennisuniform.com. The IHS school code is **WB00IH**.

Optional apparel, with approved IHS crest / logo, is also available for girls and boys. These items include: banded-bottom polos, navy corduroy pants, navy blazer, sweater vest, V-neck sweater, cardigan sweater, and a ¼ zip sweatshirt with option to personalize.

PERSONAL APPEARANCE GUIDELINES

All students should arrive for school dressed properly, presenting a neat, clean and modest appearance that is appropriate for the Immaculate High School community. With this in mind:

- Visible tattoos and body piercing are not permitted, except for small earrings in the lower lobe only.
- Sweatbands, chains and inappropriate accessories are prohibited.
- Hats of any kind are not permitted to be worn inside the building.
- Extreme hair styles and colors are not permitted.
- Girl's hair may be any length, but may not cover the eyes. Hair accessories that complement the school uniform may be worn.
- Girls who choose to wear makeup should do so modestly.
- Boy's hair length must be above the collar in the back and may not cover the eyes.
- Boy's sideburns may not exceed the bottom of the ear lobe.
- Boys must be clean shaven every day.

The administration reserves the right to determine the appropriateness of appearance. Students not in compliance with the uniform dress code and personal appearance guidelines will be referred to the Dean of Students.

Any request to modify the uniform code due to illness or injury should be made to the School Nurse and must be accompanied by a doctor's note.

VISITORS

Student visits to Immaculate High School are encouraged for students considering enrolling in IHS. "Mustang for A Day" visits are by appointment only and must be made in advance with the Admissions Coordinator. All student visitors will be assigned to a Student Ambassador for the entire day.

WEBSITE

The Immaculate High School website address is www.immaculatehs.org. The website is one of the best vehicles for up-to-date information on what's happening here at Immaculate High School. Students and parents are encouraged to take some time to "surf the site" to become familiar with the wide variety of information it provides, and to sign up for any or all of the email "Alerts".

SCHEDULES

REGULAR DAILY SCHEDULE		EARLY DISMISSAL SCHEDULE		90-MINUTE DELAY SCHEDULE	
First Bell	7:30	First Bell	7:30	First Bell	9:00
Warning Bell	7:35	Warning Bell	7:35	Warning Bell	9:05
Homeroom starts	7:45	Homeroom starts	7:45	Homeroom starts	9:15
Move to Period A (40 minute classes)	7:50	Move to Period A (28 minute classes)	7:50	Move to Period A (28 minute classes)	9:20
Period A	7:53 - 8:33	Period A	7:53 - 8:21	Period A	9:23 - 9:52
Period B	8:36 - 9:16	Period B	8:24 - 8:52	Period B	9:55 - 10:24
Period C	9:19 - 9:59	Period C	8:55 - 9:23	Period C	10:27 - 10:56
Period D	10:02 - 10:42	Period D	9: 26 - 9:54	Period D	10:59 - 11:28
Period E	10:45 - 11:25	Period E	9:57 - 10:25	Period E	11:31 - 12:00
Lunch I	11:28 - 11:49	Period F	10:28 - 10:56	Lunch I	12:03 - 12:24
Period F	11:52 - 12:32	Period G	10:59 - 11:27	Period F	12:03 - 12:32
Period F	11:28 - 12:08	Period H	11:30 - 12:00 (incl. announcements)	Period F	12:03 - 12:32
Lunch II	12:11 - 12:32			Lunch II	12:35 - 12:56
Period G	12:35 - 1:15			Period G	12:59 - 1:28
Period H (incl. announcements)	1:18 - 2:00			Period H (incl. announcements)	1:31 - 2:00

CHANNELS OF COMMUNICATION:

From time to time, all parents have questions, concerns or suggestions regarding their student's activities at school. In the interest of obtaining resolutions for these matters in a timely fashion, we have developed these channels of communication **we encourage you to follow**. Except for emergencies, we ask that you please allow 48 hours for follow-up. You may access a complete list of faculty and staff member's names, voicemail extensions and email addresses via your Edline account. Thank You!

For classroom, teaching or grade-related matters:

Contact with the student's teacher followed by
Contact with the department head followed by
Contact with the student's guidance counselor followed by
Contact with the Director of Guidance followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For other academic-performance student matters:

Contact with the student's guidance counselor followed by
Contact with the Director of Guidance followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For disciplinary matters:

Contact with the Dean of Students followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For sports-related matters:

Contact with the coach followed by
Contact with Director of Athletics followed by
Contact with Assistant Principal followed by
Contact with Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For extra-curricular activity matters:

Contact with activity/club moderator followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President

For health-related matters:

Contact with school nurse who will advise administration as necessary.

For student records, transcripts or Edline matters:

Contact with registrar

For business or financial matters:

Contact with business office followed by
Contact with the Business Manager followed by
Contact with the President followed by
Contact with Advisory Board Finance Chair followed by
Final contact with the Superintendent

For enrollment matters:

Contact with the Coordinator of Admissions followed by
Director of Admissions & Recruitment followed by
Contact with the President followed by
Contact with the Advisory Board Enrollment Chair followed by
Final contact with the Superintendent

For marketing matters:

Contact with the Director of Media & Communications

For fundraising & development matters:

Contact with the IPA followed by
Coordinator of Development Activities
Contact with the President followed by
Contact with the Advisory Board Dev. Chair

For alumni matters:

Contact with a Directors of Alumni followed by
Contact with the President followed by
Contact by Advisory Board Alumni Chair

For general, facility, or operational matters:

Contact school secretary who will forward concern to appropriate person(s):
Facility Manager
Principal / President
Advisory Board Facility Chair

Immaculate High School Calendar 2010-2011

SEPTEMBER	1	Freshman orientation. Grade 9 only -12:00 Dismissal
	2	Grades 10, 11 & 12 orientation only -12:00 Dismissal
	3	All students - 12:00 Dismissal
	6	Labor Day - No School
	14	Professional development day – <u>11:30</u> Dismissal
	17	Last day for course selection changes
	22	"Meet the Teacher" night
OCTOBER	4	Q1 Progress reports
	11	Columbus Day - No School
	12	Teachers' Institute - No School
	22	Mustang Rally walkathon – 12:00 Dismissal
NOVEMBER	1	All Saint's Day – 12:00 Dismissal
	2	Professional development day - 12:00 Dismissal
	5	Q1 ends
	11	Veteran's Day - No School
	23	Parent Teacher Conferences - 12:00 Dismissal
	24	Thanksgiving recess – 12:00 Dismissal
	25-26	Thanksgiving recess - No School
DECEMBER	8	Immaculate Conception -12:00 Dismissal
	11	Q2 Progress reports
	23	Begin Christmas recess -12:00 Dismissal
	24-31	Christmas Recess - No School
JANUARY	13	Professional development day – 12:00 Dismissal
	14	Q2 ends
	17	Dr. Martin Luther King, Jr. - No School
	18-21	Mid-term exams - 12:00 Dismissal
FEBRUARY	21-25	Winter Recess - No School
MARCH	2	Q3 Progress reports
	23	Bishop's Mass - 12:00 Dismissal
APRIL	1	Q3 ends
	7	Professional development day - 12:00 Dismissal
	18-22	Spring Recess - No School
	25	Faculty retreat – No school
	27	School-wide testing – 12:00 Dismissal
MAY	4	Q4 Progress reports for Grade 12
	12	Q4 Progress reports for Grades 9, 10 & 11
	30	Memorial Day - No School
JUNE	2	Ascension - 12:00 Dismissal
	7	Awards assembly / Baccalaureate Mass – 12:00 Dismissal
	8	Graduation - 12:00 Dismissal
	14-17	Final exams - 12:00 Dismissal
	17	Closing date (Tentative)

