

Maria Immacolata Catholic School Student / Parent Handbook

2019 - 2020

“JESUS ROCKS!”

Respect

Obedience

Courage

Kindness

Service

Maria Immacolata Catholic School
324 Estate Drive
Houma, Louisiana 70364

(985) 876 – 1631
www.micsbluejays.org

Maria Immacolata Catholic School

Student/ Parent Handbook 2019-2020

micsbluejays.org
(Parent information)

I have received or reviewed, and discussed with my child the Student/Parent Handbook. I understand and will abide by all of the rules and regulations as described in the MICS Student/Parent Handbook. I understand that the policies as described in this Handbook remain in effect until a new handbook is published or addendums are added.

This signed statement must be returned to school by August 31, 2019, and will be kept on file at school. Students are to return this form to their homeroom teacher. (Oldest Child)

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Darla Bergeron
MICS Secretary
(985) 876-1631
dbergeron@htdiocese.org



MARIA IMMACOLATA CATHOLIC SCHOOL

"Academic Excellence Within A Christian Setting"

MISSION STATEMENT

Maria Immacolata Catholic School maintains a high standard for academic excellence, while promoting a Christ-centered learning environment to enhance the educational ministry of the Catholic Church.

PHILOSOPHY

Maria Immacolata is a Catholic parochial school, established to impart Catholic Christian values and principles as well as secular knowledge to the children through the curriculum and the attitudes of all in the school.

Through these Christian values and the principles that are taught, students will be motivated to maintain self-discipline. Students will gain knowledge of God and His divine love. They will be helped in all activities to attain peace of soul and eternal salvation.

Students will be encouraged through a thorough teaching of all academic areas in accordance with Gospel values and in preparation for living in the twenty-first century.

It is the aim of the faculty and staff, aided by the students, to make Maria Immacolata a place of growth to attain happiness, justice and fairness for all, and to gain knowledge of the presence of our loving God, who rules and guides us.

SCHOOL DESIGN

MICS is a SACS/CASI accredited parochial school serving students in preschool through grade 7. All employees are dedicated to professional and spiritual growth of all students.

MICS strives to provide a balanced curriculum that uses academic standards to define the knowledge and skills that students are expected to learn in a subject in each grade. Additionally, we are working to improve teaching and learning to ensure that all children will graduate high school with the skills they need to be successful, while developing the mind, body, and spirit through our Catholic Identity. Technology is integrated across the curriculum (accomplished with a computer lab, iPad lab and classroom computers).

Extra-curricular offerings include Band, 4-H, Choir, Yearbook, Volleyball, Cross Country Kids, and Beta Club.

The Student/Parent Handbook is subject to enforcement of all state regulations as issued in the Nonpublic School Commission Handbook and in diocesan regulations as published in the Handbook of Policies for the Diocese of Houma-Thibodaux.

Theme for the year: “JESUS ROCKS”

GOVERNANCE

The Pastor is the head of the school and is assisted by the MICS Consultative Board.

The principal is the administrator of the school who collaborates with the Pastor and the Consultative Board.

ADMISSION POLICY

Maria Immacolata Catholic School admits students of any race, color, and national and ethnic origin to all of the rights, privileges, and activities generally available in the school. All students entering Maria Immacolata Catholic School in grades 1-7 may have an interview with the school principal before being accepted for admission into the school. At this interview the principal will review the prospective student's academic grades, standardized test scores and progress, as well as any special learning needs of the prospective student. In addition, discipline records and behavioral concerns of the prospective student will also be reviewed. After reviewing these records, the principal will determine if Maria Immacolata Catholic School is able to meet the needs of the prospective student and acceptance into Maria Immacolata will then be offered to the student.

Maria Immacolata Catholic School does not discriminate on the basis of race, sex, or national origin.

PRESCHOOL

1. Pre-K3: A child must be three years old on or before Sept. 30 of the current school year to be accepted to preschool.
Pre-K4: A child must be four years old on or before Sept. 30 of the current school year to be accepted to preschool.
2. A parent interview may be held with the administration/teacher.

KINDERGARTEN

1. A child must be five years old on or before Sept. 30 of the current school year to be accepted to kindergarten.
2. A parent/student interview may be held with the administration/teacher.

FIRST GRADE

1. The child must be six years old on or before Sept. 30 of the current school year.

REQUIRED DOCUMENTS

1. Baptismal Certificate (if the child is a Catholic)
2. Copy of Birth Certificate
3. Signed updated immunization record and proof of 11 yr. old meningococcal vaccination
4. Copy of Social Security Card

REGISTRATION AND FEES

1. Tuition/fees determined annually by the MICS Board.
2. A per-student registration fee is paid at the time of registration.
This is a non-refundable fee and cannot be included in the student tuition loan.
3. Non-Catholic families are assessed an additional fee.
4. The home parish of out-of-parish Catholic students will be assessed an annual fee per student.
5. MICS adheres to a prepaid tuition plan. All tuition/fees must be prepaid by the date designated by administration Pedestal Bank provides low-interest student tuition loans for families preferring paying monthly tuition. **Loans that are sixty (60) days delinquent are canceled by the bank. In such instances, MICS expects immediate payment. Failure to comply will result in the child being dropped from the school enrollment.**
6. Advisory Board policy requires the following:
 - a. A child will not be allowed to take quarterly exams if all outstanding bills have not been paid.
 - b. A child will not be readmitted for the spring semester until all outstanding bills have been paid.

- c. A child will not be allowed to take final exams and grades will be marked "I" for incomplete for the year for upper grade levels. Lower grade students will be graded for the last two weeks of school and final grades will be marked "I" for incomplete. No students will be allowed to participate in the end-of-the-year awards program if the school is owed money for any unpaid bills nor will they receive report cards until said bills are paid.
- d. A child will not be accepted for the upcoming year if tuition and all outstanding bills have not been paid.
- e. Parents are asked to contact the office in the event of hardship cases.

8. Tuition Refunds

Prior to the first day of school – 95% tuition refund

Between the first day of school and September 30 – 80% refund

Between October 1 and November 30 – 75% refund

After November 30 – amount calculated based on remaining days of school year

After February 9 – no tuition refund

Parents who finance tuition are required to pay out any balance owed within thirty days of withdrawal or risk collection procedures.

- 9. Parents must call the school and the bank to report late payments.
- 10. Free/reduced lunch forms are to be completed on-line. There may be a delay before these forms are approved. Parents will be responsible for any payments during that time frame.
- 11. All NSF checks will be assessed a \$15.00 processing fee.

SCHOOL CONSULTATIVE BOARD

1. Nine members serve three year terms that rotate. Three of the members are appointed by the principal, three are appointed by the MI Church Council, and three are appointed by the Pastor.
2. A tenth School Advisory Council member is the PT Co-Op President who serves for a one- year term.
3. Parents wishing to serve should contact the principal or the Pastor.
4. Parents wishing to submit an idea for consideration should send a written request to the Board President.
5. The Board acts only at official Board meetings and only as a body.
6. The Board follows the Handbook of Policies for Catholic Schools guidelines.
7. The principal is available for concerns regarding school matters.
8. Please do not contact Board members with school concerns. Contact the teacher first and then the principal if further help is needed. Board members cannot act on administrative matters.

CO-OP BOARD

1. The MICS PT Co-Op is a means of having valuable family/school participation that focuses on the mission of the school. The furthering of the school's Mission can grow best with excellent attendance and participation.
2. There will be at least two meetings per year.
3. At times, a ballot may be sent home so all families can have a voice rather than only people who attend meetings having a voice.
4. The Vice-President will serve the first elected year as Vice-President and will serve the following year as President.
5. Parents wishing to serve as officers or who would like to submit ideas or suggest speakers for the meetings should contact the principal.
6. All parents are members of the Co-Op.

DRESS CODE

NOTE: All regulation uniform pieces are available at Jakes and School Time. Uniform shoes are available at Felger's Footwear, Shoe Carnival, and J. C. Penney. Shoes may be purchased at other locations but must conform to the descriptions listed below. Any dress code violation will result in parental contact. Habitual violations may result in disciplinary action.

Pre-K3/Pre-K4

.....

GIRL'S UNIFORM:

- Green Gingham Smock dress; gingham bloomers or navy shorts (solid navy knit/jersey uniform shorts with elastic waist) may be worn underneath
- Hair/Decorations: Hair must be of a natural color, and should be pulled out of the face. Bangs should be above the eyebrows. No fad hair designs (distracting). Ribbons, barrettes, and headbands are acceptable – in uniform colors (green or white). Excessive ribbons and/or barrettes will not be allowed.
- Stud earrings (silver, gold, uniform colors) are acceptable; dangling earrings and hoops are not allowed.

.....

BOY'S UNIFORM:

- Green polo-type shirt (Only MICS emblem is allowed.) Shirts should be tucked in at all times.
- Navy uniform pants or shorts, may be with elastic waist and no belt loops. PreK may wear navy magnetic belts.
- Hair: Hair should be well groomed: Short hair length that cannot touch eyebrows, ears, or collars. Hair must be of a natural color. No fad hair designs (distracting).

Shoes

* Solid color brown leather buckle, slip-on, or Velcro closures; Girls may wear navy "mary jane" style slip-ons

Socks

* Solid white or navy crew-length socks (no logos). Girls may also wear white footed tights/stockings.

T-shirts * MICS spirit shirts may be worn on the last Friday of the month with jeans.

Outerwear * All outerwear should be solid navy or white (should have MICS emblem): This includes sweatshirts (pullover or jacket), coats and sweaters. **NO HOODS.**
Additional heavy coats can be worn (outside), navy or black preferred.

Kindergarten – 2nd Grade

..... GIRL'S UNIFORM:

- The two choices of plaid jumpers or the plaid skort or skirt.
- Skirts can be no more than 2 inches above the knees (kneeling).
- Navy undergarments should be worn under the skirts – solid navy knit/jersey uniform shorts with elastic waist, no pockets.
- The Peter Pan collared blouse or the white oxford uniform blouse. Appropriate undergarments should be worn (solid white and sleeveless).
- Hair/Decorations: Hair must be of a natural color, and should be pulled out of the face. Bangs should be above the eyebrows. No fad hair designs (distracting). Ribbons, barrettes, and headbands are acceptable – in uniform colors (navy, white, yellow, green, plaid). Excessive ribbons and/or barrettes will not be allowed.
- Stud earrings (silver, gold, uniform colors) are acceptable; dangling earrings and hoops are not allowed.

.... BOY'S UNIFORM:

- Light blue polo-type shirt or blue fabric oxford dress shirts (short or long sleeve) are allowed. Only MICS emblem is allowed. Shirts should be tucked in at all times
- Undershirts worn under the shirts should be white only.
- Navy uniform pants or shorts with belt loops; no jeans or casual pants/shorts, no cargo pants.
- Belts should be solid brown, and should be worn daily.
- Hair: Hair should be well groomed: Short hair length that cannot touch eyebrows, ears, or collars. Hair must be of a natural color. No fad hair designs (distracting).

Shoes *Solid color brown leather buckle, slip-on, or Velcro (Kindergarten only); Brown leather lace ups for 1st and 2nd grades (Ex. Eastland, Timberland style)
*Students may wear SOLID WHITE tennis shoes on P. E. days and on Spirit Days (the last Friday of the month) only.

- Socks *Solid white or navy crew-length socks (no logos). Girls may also wear navy or white footed tights/stockings with skirts.
- T-shirts *MICS spirit shirts may be worn with uniform bottoms each Friday; Spirit shirts/jeans may be worn on the last Friday of the month.
- Outerwear * **All outerwear should be solid navy or white** (should have MICS emblem): This includes sweatshirts (pullover or jacket), coats and sweaters. **NO HOODS.**
*Additional heavy coats can be worn (outside), navy or black preferred.

3rd – 7th Grade

....

GIRLS' UNIFORM:

- Girls may wear the stitched pleated skirt or the skort.
- Skirts should be no more than 2 inches above the knees (kneeling).
- Navy undergarments should be worn under skirts – Solid navy knit/jersey uniform shorts with elastic waist, no pockets.
- Girls should wear the white uniform blouse (short or long sleeves); tucked at all times. Appropriate undergarments should be worn (solid white and sleeveless).
- Hair/Decorations: Hair must be of a natural color, and should be pulled out of the face. Bangs should be above the eyebrows. No fad hair designs (distracting). Ribbons, barrettes, and headbands are acceptable – in uniform colors (navy, white, yellow, green, plaid). Excessive ribbons and/or barrettes will not be allowed.
- Stud earrings (silver, gold, uniform colors) are acceptable; dangling earrings and hoops are not allowed.

BOY'S UNIFORM:

- Light blue polo-type shirt or blue fabric oxford dress shirts (short or long sleeve) are allowed. Only MICS emblem is allowed. Shirts should be tucked in at all times
- Undershirts worn under the shirts should be white only.
- Navy uniform pants or shorts with belt loops; no jeans or casual pants/shorts, no cargo pants.
- Belts should be solid brown, and should be worn daily.
- Hair: Hair should be well groomed: Short hair length that cannot touch eyebrows, ears, or collars. Hair must be of a natural color. Facial hair must be removed. No fad hair designs (distracting).

<u>Shoes</u>	*Solid color brown leather lace ups (Ex. Eastland, Timberland style) *Students may wear SOLID WHITE tennis shoes on P. E. days and on Spirit Days (the last Friday of the month) only.
<u>Socks</u>	*Solid white or navy crew-length socks (no logos). Girls may also wear navy or white footed tights/stockings with skirts.
<u>T-shirts</u>	*MICS spirit shirts may be worn with uniform bottoms each Friday; Spirit shirts/jeans may be worn on the last Friday of the month.
<u>Outerwear</u>	* All outerwear should be solid navy or white (should have MICS emblem): This includes sweatshirts (pullover or jacket), coats and sweaters. NO HOODS. *Additional heavy coats can be worn (outside), navy or black preferred.

General Uniform Regulations (Pre-K – 7th):

Accessories:

Simple watches (*no Fitbits*) and religious bracelets may be worn and religious medals and crosses on simple chains may be worn inside shirts.

No nail polish or sculptured nails.

No make-up.

Caps, hats, sunglasses are not allowed.

ATTENDANCE

1. Students are expected to be present at school unless they are ill.
2. Absences:
 - a. Parents must send a written excuse explaining the reason for the absence on the day the student returns to school.
 - b. Please inform the teacher in the event of an extended absence (surgery or other emergencies).
 - c. Students who are absent for more than three consecutive days are required to bring a doctor's excuse.
 - d. Types of excuses: Parents should contact the principal for determination if an expected absence will be considered as being excused or unexcused.

Assignments are not provided ahead of time.

3. Unexcused absences – A student is absent for an unacceptable reason or simply as a matter of convenience, such as vacation, fishing and/or hunting trips, shopping, visiting relatives, etc. The student loses the right to make up class work and homework. When the student returns, any missed classwork/homework will be provided to the student for studying purposes, for future tests and/or exams. Tests missed during unexcused absences will be counted as an F. If a test is scheduled on the day of his return from an unexcused absence, the student must take the test.
4. Excused absences - Any absence for an acceptable reason such as student illness, death or serious illness within the family, or other circumstances permitted by the principal's discretion. Work missed as a result of an excused absence must be made up. If a student is absent (excused) only on the day of a planned test, the test must be made up on the day the student returns. For a prolonged absence, the student is allowed up to 5 days for make-up work. Make-up work or tests missed during an absence must be made by the end of the nine-week period or the grade becomes an F. A written excuse must accompany the student on the day of return or this will be counted as an unexcused absence until a written excuse is received.
5. School related absences - This is not counted as a day of absence; however, school work must be made up for all classes that were missed.
6. Partial day absence - If a student misses more than two class periods, this constitutes a one half (1/2) day absence. The two class period attendance also applies as a minimum to get credit for one half (1/2) day attendance.
Please refrain from checking out your student at the end of the day for “convenience”. Check-outs should be restricted to appointments and emergencies. Instruction is going on until the end of each day.
7. School work is available in the school office after 3:00 P.M. each day for excused absences. Call 876-1631 by 10:00 A.M. if you wish to pick up school work. School

work is not available to students for future work. For instance, if the student will be out for several days, teachers will not provide work ahead of time, but if the absence is excused, work will be provided afterward.

8. The MICS principal will report excessive absences to the D.A.'s Office - Truancy.

There is a possibility that a child will not be promoted to the next grade if the child has been absent for 10 or more days in a semester. Cases involving prolonged illness with verification from a doctor will be considered and evaluated by the principal.

9. School begins at 7:50 A.M. **ALL STUDENTS MUST BE ON CAMPUS BY**

THIS TIME OR A TARDY WILL BE RECORDED. After the morning bell has rung, parents must park in the parking lot and accompany their child/children to the school office to sign them in and obtain an admit slip. Students must obtain an admit slip from the office to be admitted to class.

10. If Pre K and Kindergarten classes have already gone inside, parents must

first obtain an admit slip from the office and walk their child to class.

11. Grades 1-7: After the third unexcused tardy for the school year, the student and parent will meet with the principal. Additional tardies will result in disciplinary actions:

- Recess detentions
- In school suspensions
- Out of school suspensions
- Possible expulsion

The policy for students in grades Pre K and Kindergarten requires that after the third unexcused tardy for the school year, the student and the parent will be required to meet with the principal the following morning at 7:15 AM before being allowed into the classroom. Students will face possible disciplinary consequences.

VISITORS/SAFE ENVIRONMENT

1. Visitors are asked to always check in with the office; even our volunteers who come on a regular basis.
2. Visitors and volunteers are asked to dress appropriately while at school and at Mass.
3. Safe Environment training has been ongoing throughout the Diocese of Houma-Thibodaux. The training is **MANDATORY** for any person over the age of 18 who volunteers to work with the students in any capacity in the Diocese. This includes anyone volunteering their time in the classroom, cafeteria, field trips, etc. The National Child Protection Office of the U. S. Conference of Bishops has mandated this training for anyone who works or volunteers in any parish or school.
4. MICS would encourage all parents to complete safe environment training at the beginning of the year. Details will be sent to each parent.

ARRIVAL AND DISMISSAL

1. The school day begins at 7:50 A.M. and ends at 2:40 P.M.
2. Duty begins at 7:15 AM; therefore, students may not be dropped off prior to this time.
3. Please drop the students off in front of the school cafeteria. Pick-up is in the sheltered area in front of the cafeteria. Do not drop children off unless there is an adult to meet your child.
4. Students will only be allowed to call for forgotten items until the 7:50 A.M. bell rings. Parents can bring forgotten items to the office, and the student will be allowed to pick up at recess.
5. Please do not park in the parking lot to drop-off or pick-up students. For safety reasons, students are not allowed in the parking lot for morning drop-off or after-school dismissal.

6. Parents must line-up behind the buses in the afternoon. Please do not pull up until buses have left, and a duty teacher is visible. Parents are asked to park in the parking lot and walk on campus only when they are signing out their children for a doctor's appointment. All other students must be picked up by using the car line. **NO STUDENT CHECKS OUT AFTER 2:00 P.M. UNLESS APPROVED BY THE PRINCIPAL.** Instructional time should be guarded. Our teachers are teaching until the end of the day.
7. Walkers/bike riders will leave after the buses and cars have left.
8. Please follow the circle to re-enter Estate Drive. The shell area will be used only by the buses.
9. Each morning, please inform your child if he/she will be a bus rider, car rider, or will attend Child Care. For young children, also send it in writing if there are any changes in the routine. **PLEASE REFRAIN FROM CALLING THE OFFICE DAILY TO CHANGE TRANSPORTATION UNLESS IT IS AN EMERGENCY.** If a child will be going home with another child or an adult, or if a child is riding a different bus, the school must have a written note from the parent.
10. Please listen to the local radio for emergency closings or check "News" or on website and/or Facebook. In the event of inclement weather, the Diocesan Superintendent will determine the need for the closure of the Catholic schools. If Terrebonne public schools close due to inclement weather, we usually will also close.

SCHOOL LUNCHES

School Food and Nutrition Services will be responsible for collecting lunch money. All payments must be made online or by check. Visit the website www.schoolcafe.org and click the online payment link for more information.

** To apply for free/reduced lunch, go online to www.schoolcafe.org

1. Hot lunches are provided by the Vandebilt Catholic High cafeteria daily.
2. All students are required to purchase lunches through the school cafeteria. This is a policy of the Houma-Thibodaux Diocese. The only exception to this policy shall require a medical excuse which shall be filed in the office.
3. If a child does not have funds in his/her lunch account, the school office will pay for your child to eat. You will be sent a LUNCH NOTICE with the amount for you to reimburse the office the next school day.
4. Preschool – 4th grade students will be served from the "hot lunch" line. Students in grades 5-7 will have a daily choice from the hot lunch menu or the sandwich menu. They may make a selection each day based on the announced menu.
5. Students who have allergies and cannot drink milk must have a doctor complete and sign the School Meal Modification Form (obtained from the MICS Office) at the beginning of the school year. These students will then receive juice instead of milk.
6. Students who bring a lunch from home are allowed to bring bottled water or fruit juice; no carbonated drinks or candy is allowed. These drinks must be stored in the child's lunch box until lunch time.
7. Students are not allowed to exchange or share lunches. If this occurs, disciplinary actions will be necessary.
8. Students and faculty will not bring fast food/restaurant brand containers and wrappers in to the cafeteria. Please do not send any fast food in your child's lunch. This practice jeopardizes the school's federal funds for the lunch program. Extra milk and juice will be sold to all of the students when available.
9. If a student will be checking into the school after 8:30 a.m., please call the office before 8:30 so that the student will go into the lunch count sent to Vandebilt each day.

If a family member wishes to eat with a child, please call the office before 9:00 AM so the cafeteria staff can be informed of this. Please pay for the lunch in the office.

10. Parent/Grandparent Luncheons will be held monthly. You will receive an invitation during the month of your child's luncheon. The cost is \$5.00 per person and is not included with your child's lunch payment for the year. (No fast food allowed.)

CHILDCARE

The following guidelines must be followed for child care:

1. All students who use this service must have a completed Child Care Form on file. Please keep this information as current as possible. Cost is \$6.00 a day.
2. Hour #1: Students will study/complete homework or read. Staff may provide assistance. However, parents should check homework/study with their child. Child Care is not designed to be a tutoring session or academic extension of the school day.
3. Child Care is offered daily from 3:00 P.M. until 5:30 P.M. A late fee will be assessed after 5:30 P.M. at \$1.00 per minute for every minute. (For example, if your child is picked up at 5:31 P.M., you will be responsible for \$1.00, if picked up at 5:35 P.M. you will be responsible for \$5.00.)
4. Child care begins at 3:00 P.M. If your child is not picked up in the car line by 3:00 P.M. they will be sent to child care. If you come to pick your child up at 3:01 P.M. or any time after, your account will be charged the \$6.00 child care fee for that day. No exceptions.
5. Child care payments are due in advance on the 25th of each month and must be in the office by the 5th of the due month. Usage for each month will be estimated and this amount paid in full. Any over payments are applied to the next month.
6. For the month of August only, payments will be due by the 20th and statements for the following month of September will be sent out on the 25th.
7. Payments can be made directly to the child care employees or sent to the office with your child, in an envelope clearly marked Child Care Payment.

8. If accounts are not kept current, child care services may be denied.
9. Snacks are provided daily at 3:00pm. If your child prefers not to eat the snack provided he/she may bring a snack from home. No sunflower seeds, gum or candy allowed.
10. Child Care calls should be made to 876-1610 if they are made after normal school hours. It is our goal to provide a safe environment for your child/children. We appreciate your understanding and cooperation in this matter.

CATHOLICISM

1. Parents are the first teachers for their children by being positive Christian role models and expecting the same practices from the children.
2. All students must participate in prayer time and Mass each Friday. Families are welcome to attend school Mass but students must remain with their classes, so please sit with the class.
3. Only students who have celebrated the Sacrament of First Eucharist receive Holy Communion.
4. All students are expected to follow the basic Gospel values taught.
5. Please inform the school of family illnesses, deaths, etc. for prayer time by sending a note to the homeroom teacher.
6. Catholic families are expected to attend Mass each weekend. School Mass does not replace Saturday/Sunday Mass attendance. Students are taught the meaning of the weekend readings in preparation for a meaningful participation in the celebration of weekend Mass.
7. Envelopes - Students are reminded that the use of envelopes is highly recommended. Please make every effort to remind your child of his weekly offertory giving. The offertory envelopes may be used during school church services or on Sunday when the parish celebrates church services. Please emphasize to the students the importance of Church support by using their time, talent or treasures.

THE CURRICULUM

1. MICS curriculum follows the requirements of the LA Content Standards in Bulletin 741 for non-public schools. Our goal is to ensure that all children will graduate high school with the skills they need to be successful, while developing the mind, body, and spirit through our Catholic Identity.
2. Curriculum decisions are made jointly by the faculty and the administration. Extra-curricular offerings include band, 4-H Club, Choir, Beta Club, Yearbook, Volleyball and Cross Country Kids Running Club.
3. Computer applications are offered during computer lab and are integrated into the curriculum. Each classroom is equipped with computers and iPads. An iPad lab is available for classroom use.
4. New textbooks and support materials are purchased routinely.
5. MICS goes through an evaluation process every 5 years and is AdvancEd SACS/CASI accredited.
6. Teachers and the administration participate in professional development workshops, conferences, and trainings throughout the year.
6. The Special Needs Committee (SNC) is composed of the principal, the Special Needs teacher, the student's present teacher, the student's former teacher (if possible), the parents, and any other person deemed necessary to meet to discuss the student's performance. The parents are informed of specific recommendations. 504 Accommodations will be made by the classroom teacher. MICS does not offer Special Education services but speech therapy teachers, Title I teachers, and adaptive P.E. teachers are furnished by the Terrebonne Parish School Board.

HOMEWORK

1. Homework is meant to be the child's responsibility and the child's work.
2. As the child progresses through the grades the objective of home assignments progresses also.
 - A. At the primary level our main goal is to form a day-to-day habit of homework as routine, as a fact of daily life. The work is geared to reinforce what is being taught at school. It is critical that parents at this level know and be a part of what the child is learning and how he/she is learning it.
 - B. It is at the fourth grade level that the child should begin to make the transition to independence in doing the homework.
3. Parents who request homework for an absent student should pick the homework up after school on the book case near the office door. This work should be requested before morning recess (10:00). Since teachers are teaching, this work will not be ready before the end of the day. Advance work will not be provided.

MICS GRADING SCALE FOR GRADES 1-7

A - Outstanding Achievement.....	100-94
B - Above Average.....	93-86
C - Average.....	85-78
D - Below Average.....	77-70
F - Unsatisfactory.....	69-0

REPORTING GRADES AND PROGRESS TO PARENTS

1. MICS students in grades 1-7 are tested as needed on skills taught.
2. Pre-K – 2nd grade: Folders are sent home DAILY, with tests, homework, important newsletters, etc.

3rd – 7th grade: Communication Folders are sent home every TUESDAY. Each folder has a cover sheet with a weekly conduct grade and a space for the teacher and/or parent comments. Weekly tests are also included. Test Folder Sheets must be signed by parents and returned within 2 days. Recess Detention begins if the packet is not returned in 2 days and will continue until the folder is brought back to school.
4. Report Cards: Report cards are sent out at the end of each nine weeks. These dates appear on the monthly calendars posted on our website. The envelope in which it goes home should be signed and returned to the school within 2 days. (If a report card is kept to show a parent who is out of town, please send a note to the teacher informing her of the delay.)
5. Early Childhood students are assessed once each semester. This assessment is done by using a non-graded checklist and a portfolio assessment of progress.

CONFERENCES

1. Parent-Teacher Conferences are scheduled as needed and may be initiated by the parent or teacher.
2. Parents are encouraged to contact teachers at any point in the school year when they wish to discuss their child's progress. Appointments should be made by sending a written request to the teacher or email to the teacher. When contacting a teacher through email, please do not expect a reply until the following day.
3. Please refrain from calling teachers at home. You should call the office (876-1631),

and leave a message for the teacher.

EXAMS AND AVERAGES

1. At the end of each nine weeks, students in grades 6-7 will take nine weeks exams in all subjects; students in grade 5 will take one exam each nine weeks (a different subject each period).
2. Students who miss quarter exams must have a doctor's excuse to make up the exam.
3. A student who appears to willfully fail the work of the fourth nine weeks may be failed for the year regardless of the previous grades received. This action must have the approval of the principal.
4. If a student willfully does not complete a project assigned by the teacher in an appointed time frame, he/she will receive a "0%" (F) on said project.
5. The lowest grade that a student will receive on a graded test/project is 50% (F)

PROMOTION AND RETENTION

1. Students in grades 1-3 will be retained if they fail Reading or Math.
First grade students who make a D or F in the second semester in Reading or Math may be retained.
2. Students in grades 4-7 will be retained if they fail two (2) major subjects.
Major subjects in grades 4-7 are Reading, Math, English, Social Studies, and Science. Minor subjects are Religion, Spelling, Health and PE. Students will be assigned S or U in the following subjects: PE, Computer Lab. and Library Skills.
3. Kindergarten promotion to 1st grade will depend upon the achievement and performance level of the student as determined by a committee consisting of the

Kindergarten Teacher, Academic Support Teacher, and the principal.

ACADEMIC INTEGRITY

All work presented to the academic teacher must be that of the student. It should be in the student's handwriting or typed on computer by the student if it is a research project assigned in the upper grades (5-7).

Exceptions to this policy will only be approved through the principal upon recommendation of the classroom teacher or physician and will be limited to a time frame indicated by a physical need.

The school is aware that class projects may be completed with assistance and direction of adults. However, the bulk of this work must be that of the student.

If this policy is violated the student will receive a grade of F (50%) on the homework, project or activity, and a parent conference will be held regarding the violation. In addition, disciplinary action may be required of the student.

The objective of this policy is simply to preserve the academic integrity and honesty of any independent work assigned to Maria Immacolata Catholic School students.

P.E. GUIDELINES

Parent Excuse: All students are expected to participate in Physical Education. If it is necessary for a student to be excused from class activities, a note from home must be taken to his/her P.E. instructor at the beginning of the class period. Students excused from activity are not excused from class.

Doctor Excuse: If a student is to be excused from activity for more than 3 consecutive days, an excuse from a doctor is mandatory. Doctors' note is to be submitted to the P.E. instructor. A student who wishes to return to P. E. before the doctor's note expires must have a release from the physician.

Medical Conditions: Any notes regarding health conditions or medical excuses must be brought directly to the P.E. teacher. If a student is well enough to be in school, he/she is considered to be well enough to participate to some degree in class activities. A student unable to take part in vigorous activity is still expected to listen, observe, learn, encourage or serve as judge, scorekeeper, or helper. Failure to participate in P.E. without a written excuse will result in lower participation scores.

Attire: **Solid white tennis shoes** are mandatory. Failure to dress for P/E. will result in lower participation scores (See uniform guidelines for specifics on what may and may not be worn for P. E.).

RECOGNIZING ACADEMIC AND CONDUCT ACHIEVEMENT

Academic excellence is recognized at the Honor Roll Breakfast each nine weeks in grades 1-7 in four ways:

1. "A" Honor Roll - all A's in academics; A in conduct.
2. "A-B" Honor Roll - a combination of A's and B's in academics; A or B in conduct.
3. Additional academic awards will be recognized at the end of the school year.

END OF THE YEAR AWARDS

Principal's Award

- 1....This award is given to a student who earned all A's in every subject, including conduct.
- 2...To receive this award there cannot be any B's in any subject, including conduct, on the report card.

Pastor's Award

- 1....This award is given to a student who earned A's and B's each nine weeks and an A

or B in conduct.

2...When each subject is averaged for the final letter grade, the student has to end the year with all A's in all subjects, including conduct.

3...There can be no C's anywhere on the report card.

Honor Award

1...The student earned A's and B's all year and the final average is A's and B's.

2...There can be no C's on the report card.

3...Conduct grades have to be A's or B's, no C's are allowed

Most Improved Students

1.... Each teacher selects two students (boy & girl) who have shown the most improvement during the year.

Christian Attitude Award

... Each teacher selects a student who has portrayed a Christian Attitude throughout the school year.

Citizenship Awards

1...Given to two 6th grade students.

2...VFW guidelines are followed.

3...Selection is based on 1) leadership, 2) character, 3) scholarship, 4) patriotism, and 5) outstanding service to the school and the community.

Woodmen Life History Award

This award is presented to the 7th grade student who has the highest GPA in History.

Discipleship Award

This award is presented to the 7th grade student who meets the following criteria.

The student demonstrates an outstanding Christian by:

- ..Respecting the individual rights of others.
- ..Showing proper respect for individual differences.
- ..Showing compassion and love for fellow students.
- ..Having had a positive influence on another student's life.

DISCIPLINE PROCEDURES

Maria Immacolata Catholic School affirms that each person is a significant and capable gift from God. We promote a positive environment of academic and spiritual growth. We empower each student with the skills to act respectfully and responsibly in a Christian manner.

In order to promote academic excellence and spiritual growth we, the MICS community, establish these policies and expectations for all:

- ✓ **Be courteous**
- ✓ **Be prepared**
- ✓ **Treat others as you wish to be treated**
- ✓ **Do your best at all times**
- ✓ **Uphold a safe learning environment**

Students at MICS will practice the above policies and expectations. The ideal discipline within all Catholic schools is to help move from externally imposed discipline to self-discipline to discipleship. Disciplinary action taken as a result of student misconduct is intended to help students develop self-discipline and internalize appropriate behavioral skills. It also serves to create, and maintain, a positive Christian atmosphere conducive to learning for all students.

General Rules:

1. Classroom and classroom-related behavior is the teacher's responsibility. The classroom teacher will discipline students using a variety of methods, including, but not limited to the following:
 - a. loss of privileges
 - b. Weekly conduct grade lowered (Discipline Referral)
 - c. extra work
 - d. Phone call to parent
 - e. Recess detention (3-7)

A student is referred to the principal by the teacher when it is judged necessary due to the seriousness and/or number of violations. The principal will contact the parent and inform the parent regarding the violation and the consequence deemed necessary.



Maria
Immacolata
Catholic
School

Discipline Referral Notice

_____ Conduct

Student's Name _____ Homeroom Class _____

Date of Referral _____

REASON FOR REFERRAL:

- | | |
|---|---|
| -5 Any other inappropriate behavior | -10 Teasing/Making fun of another student |
| -5 Excessive talking/distracting others | -15 Dishonesty/Forgery |
| -10 Not keeping hands, feet, objects to oneself | -15 Bullying |
| -10 Lack of cooperation | - _____ Other (left up to discretion of |
| -10 General disrespect | teacher/administration) |

Referred By: _____

Action Taken: _____ Recess Detention
 _____ Early morning Detention (7:00 AM) *3 Conduct Referral Notices
 _____ Other

Parent Signature: _____ Date: _____

Major/Minor Violations:

The seriousness of the violations as to whether they are minor or major will be determined by the principal and shall then determine the consequences.

- Disrespect to faculty, staff, or school visitors
- Fighting, pushing, tripping
- Harassing/bullying (including cyberbullying)
- Inappropriate language (profanity)
- Leaving classroom or supervised area without permission
- Vandalism/defacing school property or individual's property
- In possession of cell phone, electronic media device of any kind, laser lights
- Inappropriate use of the internet or any type of technology
- Plagiarism, stealing, cheating, or lying
- Possession of a weapon or instrument that can be used for bodily harm
- Possession or use of drugs, alcohol, tobacco, or controlled substances

Consequences/Suspensions:

Consequences:

- Recess Detention
- Before School Detention (7:00 AM)
- Saturday Morning Detention (8:00 AM – 10:00 AM)
- Suspension

Disciplinary action and length of suspension is reserved for the principal. Parents will be notified immediately regarding the severity of the violation and length of suspension. The student will receive a grade of “F” for all tests that are missed during the suspension.

Suspension:

Action and length of suspension is reserved for the principal. Parents will be notified immediately regarding the severity of the violation & length of suspension. The student will receive a grade of “F” for all tests that are missed during the suspension.

Types of Suspensions:

1. **In-school suspension**—student will be isolated from his class for the day; he will be expected to do his assigned classwork
2. **Out-of-school suspension**—student will not be allowed to attend school for a specified length of time; a parent conference must be held with principal upon the student’s return to school
3. **Bus suspension**—the bus is an extension of the school day. The student is expected to observe all bus rules and regulations. If a student does not follow these rules, he/she may be suspended from the bus. In this case, the parent must furnish transportation to/from school for the duration of the suspension. A parent conference must be held with the principal before the student can resume normal bus activities.

Expulsion: Extreme cases and/or habitual violation of school rules may be grounds for a student to be expelled from MICS. This is considered to be a serious decision and will be made by the principal.

Hierarchy of Disciplinary Actions

Recess Detention
Before School Detention
Saturday Morning Detention
In-School Suspension
Out of School Suspension
Expulsion

CELL PHONES AND ELECTRONIC DEVICES

No cell phones or other electronic devices will be allowed on the school grounds or in the classrooms. Disciplinary action for cell phones/electronics is given at the administrations discretion. Book bags, jackets, etc. may be subject to a search if deemed necessary by the administration.

TECHNOLOGY USAGE

All electronic communications to or from MICS shall reflect the Christian and educational principles upon which the school and Diocese of Houma-Thibodaux are founded. Histories of use are monitored, filtered and censored by the Archdiocese of New Orleans which is CIPA compliant. The goal of internet use is to promote educational excellence by facilitating research, resource sharing, innovation and communication.

Any action which compromises the school's integrity on and off campus will be cause for corrective measures.

Inappropriate use may result in denial of access and will be dealt with according to MICS disciplinary policy or as deemed appropriate by administration.

Internet agreement forms are signed by every student.

DRUGS-ALCOHOL-WEAPONS

1. MICS is a drug-free, alcohol-free, and weapon-free zone. There can be no use of illegal drugs, alcohol, or tobacco in this zone or on the buses.

2. Knives, guns, and any other weapons are not allowed on campus or the bus.
3. Violation will be handled according to the law that governs school zones.
4. Students, parents, employees, and guests are included in the policy.

PARENT - SCHOOL COMMUNICATIONS

1. The principal, faculty and staff welcome parental questions and concerns. Please do not hesitate to call the school.
2. Parents are asked to contact the teachers at any point in the school year when they wish to discuss their child's progress. This should be done in the form of written request to the teacher. The teacher is responsible for forwarding the request or information to the principal. In this way, the principal is aware of the request for a meeting. After the request is initialed by the principal, the teacher will then contact the parent with the date and time.
3. If parents would like to meet with the principal concerning school matters, please call the office or come to school during school hours. All classroom concerns should be discussed with the teacher. The principal will be part of the conference if needed.
4. Parents are expected to inform the principal and classroom teachers concerning students having physical, emotional, or mental conditions that require special considerations/accommodations. In order to keep emergency information current parents are required to notify the school office, in writing, of any change of address, telephone, cell numbers or change of parental job information. The school should have updated contact information at all times! If parents become divorced and custody of the child is part of the decree, a copy of the court decree must be secured of as part of the student's file. This information should be an office document signed by a judge.

PARTY GUIDELINES

1.Students in grades PreK3 – 7 may have a Christmas Party on the last day before the Christmas holiday, from 1:00 PM – 2:00 PM.

- 2.....Birthday Celebrations: Please coordinate with your child’s teacher an agreeable date for the celebrations. Birthdays will be celebrated on a date/time that is agreeable with the teacher. **Please do not bring treats for birthdays without prior notification.** Gifts, balloon bouquets, etc. are not allowed.
- 3.....Cupcakes or cookies and small containers of drinks are recommended.
Please do not bring cakes that must be cut.
- 4.....Refreshments will be served after lunch. Food may be brought to the office earlier in the day.
- 5.....Invitations to parties at home must include all girls or all boys in the class or the entire class if the invitations are given at school.

STEWARDSHIP

1. The Diocese of Houma-Thibodaux embraces the concept of stewardship as the total commitment of self to Christ. This is done through the sharing of time, talent, and treasure.
2. As part of our Catholic Identity, we are obligated to give service to others. Our 5th – 7th grade students are required to complete service hours each nine weeks. Students will complete a form, have it signed, and return it to their Religion Teacher, Mrs. Begue, for a grade each nine weeks.
3. **Required Service Hours:** 5th grade – 2 hours 6th – 7th grades – 5 hours
2. MICS is very committed to family service to the school and the Church. To encourage individuals to become good stewards, parents are also encouraged to perform tasks that further the school's mission.
3. Stewardship can be served in many ways including the following:

Room Mom or Dad	School Yearbook	Substituting
School Repairs	Gardening	Coaching
School Board	PTC Time	Snack Helper
Arts/Crafts	Club Sponsor	Projects

School Publicity	Office Helper (phones)	Book Fair
Library Helper	Recess Helper	Bulletin Boards
Carpentry	Electrical Help	Computer Help
Church Council	Buying Supplies	Photographer

This list is not all inclusive -- any talents that you have are welcomed!

MEDICATION POLICY

1. Parents are advised to give medication at home on a schedule other than school hours.
2. Students may not keep medication (including aspirin, cough drops, lip balm, hand sanitizer, lotions, body sprays) in their pockets, purses, or school bags. Violation of this policy is a serious offense and appropriate disciplinary measures will follow.
3. If medication must be administered by parents during school hours, the parents shall be personally responsible for bringing the medication to school and, if possible, for scheduling the visit at the time least disruptive to the school day. If that visit can be times for one of our recesses, it would be important for the teacher to know in advance by written message.
4. If a parent comes to school to administer medication, it must be given to the child in the office.
5. In extraordinary circumstances and with special arrangements with the principal, parents may plan to have the student take his/her own prescription medication in the office or have an attending adult dispense medication provided the appropriate release of liability forms are signed by the parents. Parents should contact the

principal or the office to make such arrangements in the event of seasonal colds, sinus infections, coughs, etc. for over the counter medications to be held in the office on short term basis. The procedure in special circumstances will be determined in consultation with the parent.

6. Parents are asked to comply with these rules in the interest of all of the students. Please be considerate of all of the students and refrain from sending students to school when they have a virus or other contagious illness.
7. A child should be free of fever for 24 hours before sending your child to school.

CHILD ABUSE/CHILD NEGLECT

The MICS faculty and staff are obligated to report any signs of child abuse or child neglect. MIS will follow Diocesan policies regarding abuses.

PARENTAL RIGHTS

1. The school MUST HAVE ON FILE copies of documents that limit parental rights.
2. Parents and students have the right of access to the student's personal records and the right to request that statements be changed or deleted. If parents and/or students wish to view personal records, a 24 hour notice is required. The student's personal record or (official folder) will usually consist of academic transcripts, academic testing, absentee records, health records and an emergency sheet. A parent release of records form should be signed by parents requesting copies of his/her child's academic records during the school year.
3. The school will not violate the rights of parents without legal documents.
4. MICS abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school

will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The custodial parent is responsible for making arrangements with the school concerning who is to pick up the child.

5. Step-parents are not considered the legal guardians of children unless legal court documents are provided to this school stating otherwise.

SEARCH AND SEIZURE

The school has the right to search any child or child's belongings if there is serious concern about drugs, or weapons, or stolen property. Searches will always be done with a witness present.

STUDENT TERMINATION POLICY

Students and parents who accept the privilege of attending MICS accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The MICS administrator reserves the right to refuse continued attendance for existing students whose parents do not conform to school policy, rules, and regulations. Any parent who continually makes unreasonable demands that can be viewed or interpreted as harassment on faculty, staff, and/or administration, will be required to withdraw his/her child from MICS. Tuition will be pro-rated and refunded at that time.

Maria Immacolata School follows the Guidelines set forth by the Diocese of

Houma-Thibodaux, the LA State Department of Education, and all drug/weapon laws. It is the duty of the parent to be aware of the contents of this Handbook and the laws that pertain to the school environment.

Notice: "The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made."
The administration has the authority to use discretion in unforeseen circumstances; policies are subject to interpretation by the administration."