

IMMACULATA ACADEMY

STUDENT & PARENT HANDBOOK
2007-2008

IMMACULATA ACADEMY
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IMMACULATA ACADEMY MISSION STATEMENT

IMMACULATA ACADEMY, a private, Catholic, college preparatory high school, is dedicated to educating women based on Franciscan values. In the spirit of family, our goal for each student is that she maximize her potential academically, spiritually, and personally, so as to be an instrument of positive change in society.

FRANCISCAN SISTERS OF ST. JOSEPH MISSION STATEMENT

Spirited by our Foundress, Colette Hilbert,
we, the Franciscan Sisters of St. Joseph,
are vowed religious living in
Fraternity, Simplicity, Servanthood, and Joy.
The Gospel way of life directs us to respect
and care for all persons and all creation.
Through our ongoing conversion
and with a compassionate heart,
we commit ourselves
to continue Francis' mission of peace
and to be a voice that transforms
the world of the vulnerable.
This we do with love and joy!

Adopted 2003

THE PHILOSOPHY OF IMMACULATA ACADEMY

IMMACULATA ACADEMY is a private 4-year Catholic, college preparatory, high school for girls founded in 1928 by the Franciscan Sisters of St. Joseph, the sponsoring body. The sponsor supports the continuation of IMMACULATA ACADEMY through representation on the Board of Trustees and committees, financial donations, and attendance at extra-curricular activities and programs. IMMACULATA ACADEMY continues to be conducted by the Franciscan Sisters of St. Joseph and dedicated lay and religious teachers.

IMMACULATA ACADEMY is dedicated to the individual development of young women academically, spiritually, and personally through the encouragement of personal growth and participation in all the areas of school life.

A family spirit is modeled through genuine concern and care for and among our students, faculty, staff and parents.

Academic: Ongoing self-evaluation and curricular updating have allowed

IMMACULATA ACADEMY to meet or exceed the standards of the New York State curriculum. It is accredited by both the New York State Board of Regents and the Middle States Association of Colleges and Secondary Schools.

IMMACULATA ACADEMY offers a strong and varied academic program designed to meet college entrance requirements and future employment in an ever-changing world. Every student has access to a wide range of learning resources, including constantly updated technology. Small class sizes and a low faculty/student ratio support each student's academic potential and needs.

The guidance program is designed to help each student plan her program of studies as well as make decisions for her future education. Counseling and referral services are available for anyone in need.

Spiritual: A relationship exists among all members of the IMMACULATA ACADEMY family that is respectful, accepting,

cooperative, caring and Christian in its understanding of the rights of all. Liturgies and prayer services are organized by the students and faculty and presided over by priests from the area. Students are prepared to meet the challenges of the adult world as true committed Christians through a program of studies and service activities which foster spiritual growth. In light of our Franciscan values of harmony, respect, service, peacemaking, stewardship, joy and prayer, we encourage each student to use her skills of leadership so as to be an instrument of positive change in our society.

Personal: IMMACULATA ACADEMY creates an academic and social environment, including diversity education, which promotes universal acceptance and appreciation of all. IMMACULATA ACADEMY also recognizes that participation in extra curricular activities helps the individual student to develop her leadership and inter-personal skills. A wide variety of clubs and sports activities, often initiated by the students, is provided for such growth.

Faculty: The administrators, faculty, and staff reflect the school's Franciscan spirit and commit themselves to ongoing education, living the gospel, and participation in the activities of the school. This modeling of academic, spiritual and personal growth serve to demonstrate an ever present care and concern for the students of IMMACULATA ACADEMY.

BELIEF STATEMENTS

IMMACULATA ACADEMY provides each student with an atmosphere and attitude conducive to successful learning through the incorporation of Franciscan values.

We believe that...

- ◆ the HARMONY of God's creation models the world we strive to build.
- ◆ every person is created in the image of God, deserving of RESPECT and dignity as a brother or sister.

- ◆ with compassionate concern and purposeful SERVICE to those with varying needs, justice prevails.
- ◆ PEACEMAKING and peacekeeping promote greater acceptance of diversity in the world.
- ◆ STEWARDSHIP, the responsible use of human, material, and financial resources, promotes a balanced environment.
- ◆ a life of simplicity and humility brings about a JOYFUL spirit and strong personal character.
- ◆ the Eucharist, PRAYER, and all expressions of our Catholic faith constitute the core of who we are.

GRADUATE PROFILE

An IMMACULATA ACADEMY graduate is a responsible leader who:

- ◆ is prepared for college and committed to life-long learning.
- ◆ is respectful, cooperative, and caring in her understanding of the rights of all.
- ◆ demonstrates good moral character and integrity.
- ◆ recognizes, values and generates quality work.
- ◆ communicates effectively in a variety of ways to achieve understanding.
- ◆ uses a variety of resources and strategies to find effective solutions.
- ◆ brings a spirit of joy to her relationships, studies and work.
- ◆ is spiritually prepared to meet the challenges of life.

ACCREDITATION

Immaculata Academy is a private Catholic high school sponsored by the Franciscan Sisters of St. Joseph. It is accredited by the Board of Regents of the State of New York and the Middle States Association.

POLICIES and PROCEDURES FOR STUDENT BEHAVIOR

One of the goals of Immaculata Academy's educational program is to encourage self-confidence, responsibility and accountability, which are characteristics of a mature person. An orderly atmosphere is essential if learning is to take place. These guidelines/policies are for the personal welfare of the student as well as for the common good of the entire school:

1. A constant respect for persons whether they are teachers, other students, staff or visitors is a basic requirement of Christians for a Christian community.
2. A respect for personal and communal property is a visible sign of this respect.
3. An atmosphere of quiet is to be maintained to create a situation conducive of learning.

All guidelines/policies are in effect for all school functions held during the regular hours and after hours in the school building, on campus, or off campus.

RELIGIOUS ACTIVITIES

1. All students, regardless of religious affiliation, are required to attend all scheduled Religious activities.
2. Silence is to be maintained in the chapel areas including the auditorium when used for this purpose.
3. Holy Mass is celebrated for the entire student body on holydays when school is in session or on special occasions.

4. Annual retreats are scheduled throughout the school year for each class. All students are required to attend every year.
5. Annual participation in the Outreach/Service Program prepares each student to implement Immaculata Academy's mission. This is a graduation requirement for all students. **Each student is required to do 20 service hours per year.**

DRESS CODE

The Immaculata Academy dress code is the result of continuous appraisal of year-to-year experiences. We have a dress code based on reasonableness. We take into consideration personal hygiene, development of good habits of grooming, cost of current available styles and propriety. Simply stated, propriety means that which is correct and in good taste for a particular situation. **Immaculata Academy is a professional work place; therefore, students are expected to dress professionally every day whether it is a uniform day, a dress up day, or a casual dress day.**

It is understood that the code may not satisfy everyone, but for the sake of the total school community, all students are expected to comply with this code. As representatives of Immaculata Academy, a Franciscan and Catholic school, the young ladies should use discretion in their hairstyles, make-up, and their personal appearance.

All students must wear a school uniform. Uniforms (polos, sweaters, skorts, slacks, fleece tops) are available from Campus Outfitters, located at 432 Evans Road in Williamsville. On-line ordering is also available at www.campusoutfitters.com

Skorts - cannot be altered.

Slacks –Navy blue pants are available as part of the uniform.

Tops – I.A. banded polo shirts are long and short sleeved. **Only all white tee shirts may be worn under the polo and must be tucked in.** Non-white tee shirts, tank tops or any other types of shirts CANNOT be worn. Tops must always be neat and clean. Solid navy or white turtlenecks may be worn under the top. A uniform top must be worn at all times whether by itself or with uniform sweater, fleece top, turtleneck, or I.A. sweatshirt.

Immaculata logo and athletic sweatshirts are available in the student store (The Bears' Lair) and may be worn year round as a part of the uniform. The new athletic sweatshirt is navy blue and students have the option to have their sports and/or club symbol/name embroidered on it. The embroidery can be done at any time during the school year through the Bears' Lair. The symbol/name of the sport/club, and the size and location on the sweatshirt, must be approved by the principal and assistant principal in advance.

On home game days athletes may wear team jerseys. These jerseys are to be worn over the uniform top if the team jersey is sleeveless.

Shoes/Hosiery – shoes with **FULL BACKS** or sandals with **BACK STRAPS** must be worn during the school day. Inappropriate footwear includes shoes/sandals without **FULL** backs or straps, **flip flops**, athletic shoes, platform shoes (heels more than 3"), and boots of any type. **Students are not permitted to step on the backs of their shoes during the school day.** Solid white, navy, black, or gray socks, pantyhose or tights must be worn with shoes, not necessarily with sandals. Socks with designs on them are not permitted (i.e.-Nike, Adidas, flowers, etc.), with the exception of I.A. bear paw socks available at the Bears' Lair.

Jewelry - Simple jewelry and earrings may be worn. No other visible body piercing may be worn, including tongue and eyebrow piercings. No visible tattooing is permitted.

Due to safety concerns, all jewelry, including rings, watches, necklaces, and earrings (all lobe earrings and all hoop earrings above the center of the ear) must be removed for physical education class.

Parents and girls should make sure the uniforms are of an adequate size. Tight fitting slacks, rolled skirts, untucked tops (not banded tops), unraveled hems, pajama pants, thermal long underwear, leggings, and sweaters and sweatshirts other than I.A.'s are a violation of the dress code. Students violating the dress code will receive a demerit, and be required to remove the garment.

In general, personal clothing extreme in design, fit and style are not permitted. Clothing which is written upon, frayed, patched, or with holes is not allowed and must be cleaned, repaired, or replaced. No heavy make-up is permitted; hairstyles should be flattering and neat.

It is the responsibility of each student to be dressed properly for school. Whenever a student chooses not to dress appropriately, teachers have the responsibility to issue a demerit.

Any questionable dress items are to be cleared with the Assistant Principal before being worn. The decision of the Assistant Principal regarding dress and/or grooming is final. Students who do not conform to the dress code may be held in the Office until proper attire can be acquired.

Failure to adhere to the dress code will result in:

1. First offense – demerit and removal of item
2. Second offense - demerit and removal of item

3. Third offense – detention and parental notification
4. Further violations may result in more serious penalties. See Disciplinary Actions.

Physical Education Uniform - Proper dress for gym includes shorts and t-shirt, which must be purchased from the physical education teacher; sneakers and white socks are also required for gym classes. Due to safety concerns, all jewelry, including rings, watches, necklaces, and earrings (all lobe earrings and all hoop earrings above the center of the ear) must be removed for physical education class.

Dress Up Days

On the occasion that a dress up day is given, students may wear clothing acceptable for special occasions such as dresses, skirts or slacks. All dresses, blouses or tops must have sleeves.

Inappropriate attire includes jeans, cargo pants, pajama pants, shorts, sweatpants, wind pants, tee shirts, sweatshirts, any sleeveless tops, midriff tops, **low-cut tops**, and the like.

Inappropriate footwear includes shoes/sandals without FULL backs or back straps, flip flops, athletic shoes, platform shoes (heels more than 3”), and boots of any type. All field trips are to be treated as dress up days unless approved differently by the Principal.

Casual Dress Days

On casual dress days students may wear casual clothing. This includes jeans, capris, khakis, dress shorts, sneakers, and sweatshirts. Inappropriate clothing includes any pants/jeans with holes in them, pajama pants, sweatpants, wind pants, jean shorts, cut-offs, short shorts, athletic shorts, any sleeveless tops, midriff tops, **low-cut tops**, and the like. Footwear may be casual, however all shoes/sandals must have FULL backs or back straps.

Class Color Days

Class color days are scheduled quarterly. On those days, uniform skorts/slacks are worn with a top and/or socks in the class color. Class color tee shirts are available for purchase from the Bears' Lair.

Students who choose not to participate in "dress up", "casual dress" or "class color" days must follow the uniform dress code.

BUILDING HOURS

The building is opened at 7:30 a.m. and closes at 3:30 p.m. Any students remaining in the building after school must be supervised by a member of the faculty/moderator/coach.

School office hours are 7:30 a.m. - 3:00 p.m. There are no office hours on Saturday, Sunday or holidays. Summer hours are 8:00 a.m. - 12:00 p.m.

SCHOOL CLOSINGS

In case of severe weather, official announcements for school closings may be heard on the radio and/or listed on television. **Immaculata Academy is closed when you hear Immaculata Academy on the radio and/or listed on the television. There may be instances when faculty and staff still report for the day; this will also be heard on the radio and/or listed on television.**

VISITOR PROCEDURES

Safety of our students is the number one priority of Immaculata Academy. With that in mind, the following procedure will be in place effective immediately. There are no exceptions.

1. All visitors must enter through the front doors, and check in at the main office.
2. In the main office, all visitors must sign in, in the Visitor Sign In Book, and get a badge to wear at all times while in the building.
3. When a visitor leaves, he/she must sign out in the same book and leave the badge in the main office.

All doors are locked down at 8:30am daily. If you notice a door ajar, unlocked, etc., please close/lock it immediately, and report the information to the Principal and/or Assistant Principal for follow up.

There will be a few additional “visitor parking spots” designated and marked as such in the front of the building. We encourage teachers to park in the rear of the building if possible, either along the building or along the grassy island. There will be no center row of parking during the school day in the back of the building.

FIRE DRILLS

All classrooms and student areas of the building have indicators as to where to go in the event of a fire. Fire drills are conducted at regular intervals throughout the year as required by law and are an important safety feature.

1. Silence should be maintained so that instructions may be given.
2. Students should exit in single file. Leave all books behind. **BE SURE ALL WINDOWS ARE CLOSED.**
3. Every one should exit the classroom according to the indicators posted.

4. Teachers should leave the classroom last, close the door, shut off the lights, take their class record book with them, and take attendance outside.
5. Everyone should walk briskly and silently, in single file, on their side of the corridor. Classes should not intermingle.
6. The first student at any exit should hold the door open until all people have left the building. The student should join the original group.
7. Everyone should remain at a distance from the building. Classes should assemble in the designated areas outside and should maintain good order.
8. The entrances and parking areas should be clear so that the work of the fire department is not hindered.
9. Everyone should return to the building using the same route.

SAFETY DRILL

When advised by a PA announcement, the following Safety Drill procedures take place:

1. Students not in a classroom go to the nearest classroom.
2. Students in a classroom move away from the door and windows.
3. Teachers lock the door, turn off the lights, stay with the students and listen for further direction.
4. If necessary, the evacuation policy will be used.

EMERGENCY DISMISSAL

By announcement, all students, faculty and staff should:

- a. go to their lockers
- b. get what they need to go home
- c. wait in the designated area
- d. go home for the day

ASBESTOS

In the interest of safety, Immaculata Academy is inspected for asbestos containing building materials. Inspection results are filed in the school office and updated by a consulting service every year.

STUDENT INSURANCE

All students attending Immaculata Academy are covered by the school's insurance policy. This insurance is commonly called a supplementary insurance policy, which means that the insurance of the parents is used first and coverage at Immaculata is processed secondly.

SCHOOL DAY

Classes are in session from 7:58 a.m. - 2:07 p.m. Students are required to be in school on time for homeroom at 7:58 a.m.

When the bell rings at 7:56 a.m. all students are to go to and remain in their homerooms. 7:58 until 8:12 a.m. is homeroom, which involves attendance and announcements. **Students must remain in homeroom during this time.**

ATTENDANCE

Absence

When a student is ill or is not able to attend school, her parent/guardian must notify the office by phone between 7:30 and

8:30 a.m. on the day of absence. Otherwise, the school Office will call the parent to verify the absence.

By New York State law, when a student returns to school, she must bring a note signed by her parent/guardian, which includes the dates of and reason for the absence. A doctor's note is required to be on file for any extended absence. Any absence without a written excuse is considered an illegal absence. All absence notes are to be turned into the office.

Tardiness

Any student who is late for school, not in homeroom by 7:58 a.m., must report to the Office, with a written excuse as soon as she arrives. She will be given a pass to be admitted to class. Any tardy without a written excuse is considered an illegal tardy.

Any student who is late for school will receive a demerit. After (3) demerits, she earns a detention. Each subsequent tardy will result in a detention. A letter may be sent to the parents informing them of the loss of class time for the same course each day.

Students who drive to school or are driven to school must arrive on time. Those who drive to school and often arrive late will lose driving privileges.

Any student who arrives at school tardy or leaves school early must sign an in/out recording book in the main office.

Daily absence/tardy lists are distributed to each teacher.

Individual report cards will be withheld quarterly until all outstanding written excuses have been turned in to the office.

Early Dismissal

Permission to leave school early must be granted by the Principal or the Assistant Principal.

A note or phone call from parent/guardian will not automatically be honored as a justifying reason. The Principal or the Assistant Principal will determine each case. There will be no early dismissal for employment or service hours.

If early dismissal is necessary, a written excuse must be brought in on the day of the early dismissal. You are encouraged to schedule all appointments after school hours.

Truancy

A student is truant if she is absent without parental consent, leaves school without signing out, leaves school without permission, comes to school but does not attend classes or obtains permission to go to a certain place but does not report there. Students who are truant will be referred to the Assistant Principal. See Truancy policy under Disciplinary Action.

Record of Attendance

Absence because of personal illness, sickness in the home or death of a member of the family or close relative is classified as excused. Skipping school, trips, suspension and truancy are classified as unexcused.

A minimum of 160 days of attendance is required for promotion to the next grade or level of study. A conference will be held with the parents of any student who attends fewer than 160 days before promotion to the next grade or level of study is considered. This does not include students who are absent due to medical condition and are under a doctor's care.

Class Attendance

Students are expected to report on time to all scheduled classes, study halls, group meetings and assemblies. The teacher or moderator is responsible to issue a demerit for each tardy. Chronic tardiness will result in detention (3 demerits).

Corridor passes

Passes are necessary to leave a particular class or study hall. The student must obtain a hall pass from the teacher before she can leave the room. Teachers who wish to see a student later in the day must issue a pass to the student to be used later. Students must sign out when leaving a classroom and upon return, the student is to sign in.

Class Exchange

In order to facilitate orderly movement from one area of study to another, students should make a special effort to exchange classes quietly. Students have TWO minutes to arrive at their destination. The teacher will handle tardiness.

Closed Campus

Students are not to sit in cars or loiter outside the building. Upon arriving at school, they are to enter the school building immediately. Immaculata Academy operates under the “closed campus” system. Once a student arrives in the morning, she may not leave the campus until the final dismissal bell or she has received official authorization from the Office. Should a student leave campus during the school day without proper authorization, the action will be considered truancy. Neighboring property is also off limits to I.A. students without authorization.

ILLNESS DURING SCHOOL

The Health Office is available for emergencies only. Injuries or illnesses occurring outside of school are the responsibilities of the parents. A student too ill to remain in class is to obtain a pass from the teacher and report to the OFFICE. After one period in the

Health Room, the student will be required to return to class or be sent home. The Nurse will notify parents. Nothing is to be used in the Health Office without assistance from the nurse.

Medication

Medication may not be given to anyone in school. Prescribed medication to be taken during school hours must be reported to the Office/Health Office with the appropriate health form completed by a physician.

FIELD TRIPS

Throughout the year, the school sponsors field trips and/or recruitment efforts. Written permission slips are required or the student will not be permitted to participate. The permission slips are to be signed by the parent or guardian and be returned to the school no later than two school days prior to the event. Phone authorizations are not acceptable. Costs related to the trip will be announced to the students beforehand. All rules of conduct and behavior that apply in school also apply on these trips. All field trips are to be treated as “dress up” days (see page 11) unless approved differently by the Principal.

PERSONAL ELECTRONIC DEVICES

Students must turn off all personal cell phones, pagers and other personal electronic equipment during the school day (7:56am-2:07pm). Students who use this equipment during the school day will have it taken away until the student serves her detention. In order to protect the privacy of all students, the photo-taking component of cell phones is not permitted to be used at any time on school property or at any school sponsored event.

TELEPHONE USE

If a student would like to use the office phone, she needs permission and must pay 25 cents to the school secretary.

Incoming emergency calls can be made to the school office and the message will be forwarded.

ASSEMBLIES

The students' behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, unnecessary clapping, boisterousness, talking during a program, and improper posture. Violations will result in a detention.

Prior to a general assembly, all students report directly to their homerooms. No one is permitted to go to the lockers at this time. Textbooks should be left in the locked HOMEROOM. After the assembly, the students are to proceed directly to their homerooms.

EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying for the damage.

Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. In addition, suspension/dismissal from school is likely.

TEXTBOOKS/CALCULATORS

All basic textbooks are loaned to the student from their respective public school district. Textbooks are to be kept covered, clean, and handled carefully. Textbooks are to be stored in the desk during each class time.

Immaculata Academy lends graphing calculators to those students who need them. (There is a battery fee.) These are to be handled carefully.

Textbooks and calculators are to be returned on the day of the course exam. A late fee will be assessed for any books or calculators returned after the last exam day in June. Lost or damaged books or calculators must be paid for before any records are released.

LOCKERS

A locker with a combination is assigned to each student at the beginning of the school year. Note: Lockers are to be kept locked at all times. The school is not responsible for articles or books missing from unlocked lockers. **Students are responsible for school materials and personal items in and out of their lockers. Items of value should be left at home.**

Students may go to their lockers between classes provided they are on time for class. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO HAVE THE CORRECT BOOKS AND MATERIALS FOR CLASS AND TO BE ON TIME FOR CLASS.**

For safety and health reasons, book bags/backpacks are to be kept in the lockers. Books are to be carried and kept in the desks, rather

than on the floor or in the aisles during class. Also, **students must keep their belongings inside of lockers, NOT on the floor and/or windowsills.**

Students are responsible for the upkeep of their lockers. All marks are to be removed immediately and any malfunction should be reported to the Assistant Principal. Students may decorate the inside of their lockers tastefully. Stickers and tape other than masking tape are not permitted (magnets are preferred). Writing on lockers is NOT permitted.

Lockers are to be cleaned periodically. There will be a service charge of \$5.00 should the school have to take care of this matter. School administrators may inspect lockers at any time.

CHANGE OF ADDRESS

Please notify the Office promptly and in writing of any change in home address, telephone number, parents' marital status, etc. This is necessary to maintain accurate information on the permanent record.

CARS

Students who drive to and from school are required to register their license number in the Office and use the parking lots on either side of the building. If a student is often tardy, driving privileges will be suspended. Speeding on school grounds will result in suspension of driving privileges.

Drop off in front of the building

Students driven to and from school must be dropped off or picked up in front of the building by the Office entrance only. These students must also register in the Office and bring a written permission slip from their parent/guardian if a person other than the parent/guardian is transporting them.

FOOD AND DRINK

Gum chewing is prohibited at all times.

For health reasons, students are to eat and drink only in designated areas.

- Lunches are to be eaten in the school cafeteria.
- “Breakfast” and “after school snacks” are to be consumed in the lobby or cafeteria.
- No food is allowed to be eaten anywhere else in the building without permission from the principal, i.e. – clubs or classes.

Students are expected to clean up after themselves. A detention will be given for any infraction.

Cafeteria

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice rules of good manners:

1. Observe courteous behavior and good manners during meals.
2. There is no running in the cafeteria or personal grooming at the tables by order of the Health Department.
3. Be responsible to leave the table and surrounding area clean and neat.
4. PERMISSION must be given and passes issued by proctors to leave the cafeteria during the lunch period. Students must sign out and in from lunch.

Students may bring their own lunch. Soup, sandwiches, milk and snacks are available for purchase. Payment is expected at the time food is taken. There is no “charging” for lunches. Microwaves are available for student use in the cafeteria.

GRADUATION REQUIREMENTS

All students are required to enroll in at least seven classes each semester including Religion. Students enrolled in a Regents course are expected to take the Regents exam.

All students are required by New York State to complete: 4 units each of English and Social Studies; 3 units each of Mathematics and Science; 1 unit of Fine Arts; 2 units of Physical Education; ½ unit of Health; and sequence electives. Immaculata Academy requires 2 units of Religion, a course in keyboarding and a course in computers, for a total of 25 credits. In addition, all students must successfully complete an English research paper in their senior year, and have completed a total of 20 hours of community service per year. All students are required to have completed 1 unit of credit in a World Language by the end of their freshman year or pass the NYS Proficiency exam. A Regents diploma requires students to pass Regents exams in the following courses: English 11, Math A, Global Studies, US History, and a Regents Science, and complete 4.5 units of sequence electives. An Advanced Regents diploma requires students to pass additional Regents exams in Math B, a second Regents Science, a World Language Regents, and complete 1.5 units of sequence electives.

If a senior student’s tuition or fees are outstanding, she will not receive her diploma and might not be allowed to participate in any graduation exercises. If academic requirements have been met, her diploma will be available upon payment of the outstanding balance.

Any student who has not earned the requisite credits for graduation cannot participate in the graduation ceremony.

Valedictorian, Salutatorian

The Valedictorian and Salutatorian are chosen from among those seniors who have been enrolled in and attended all four years of high school at Immaculata Academy.

TRANSCRIPTS

Transcripts needed for college applications, or employer information may be requested from the Guidance Office. Transcripts will be available after payment of a \$3.00 fee. Transcripts and letters of recommendation are sent directly by mail to the address requested. Final transcripts will not be sent until all financial obligations have been met.

CLASSES

Students are enrolled in at least seven classes each semester.

Honors Classes

Students who have an overall cumulative average of 85% or higher and in particular in the subject area are eligible to apply for honors classes.

Advanced Placement

Juniors and Seniors who have an overall cumulative average of 90% or higher and in particular in the subject area are eligible to apply for advanced placement classes. Information regarding further subject area requirements is available in the Guidance

Office. The program makes it possible for students to earn college credits as well as complete their final two years of high school.

College Credit

Upperclassmen may elect to take one or two courses at Hilbert College or ECC in conjunction with their high school schedule. Students are responsible for the additional costs. High School students may enroll on a space available basis and must meet the course prerequisites if necessary. The Principal must approve the students who wish to attend these classes.

Distance Learning Classes

Students may sign up for distance learning classes in our school from Daemen College. These courses are available for dual credit. Fees for the courses and textbooks are the responsibility of the student.

Study Halls

Students who are scheduled for a study hall are encouraged to use it wisely. The study hall is a place of quiet where the students may study, review for tests, prepare work for the following day or read and enjoy a good book.

All are expected to respect each other's time to study and learn. For library use during study hall see page 25.

LIBRARY

OPEN 7:45 A.M. - 2:45 P.M.

Students are encouraged to use the library often. The school library is primarily a service agency. Certain rules are necessary for the proper functioning:

1. The Librarian has the right to correct misconduct and dismiss students as well as establish library procedures, including those

for library study halls. Teachers who accompany whole classes to the library for class projects are responsible for their class' conduct. The class teacher determines whether or not the students need to talk together so as to do their class work. An atmosphere of quiet is maintained as much as possible during class work.

2. Students requesting library use are to request a library pass from the teacher and inform the teacher as to what library work will be performed. This should be noted on the pass submitted to the Librarian. An atmosphere of quiet is observed at all times in the library. Unsupervised group work is not done in the library.
3. Students are to report directly to the library from the class and may not leave for another destination without permission/pass.
4. Books lost, damaged or removed without consent will result in necessary compensation. Costs of books and replacement fees will be assigned by the Librarian based on current replacement costs.
5. Books are kept for two weeks and may be renewed once. After a period of two days "grace," a fine of ten cents per day will be charged for overdue books. Notices of overdue books will be sent to the students.

GRADES and MARKING CODES

At least a half hour of study time should be allowed for each subject at home daily.

Quarter grades are computed from in-class work, written assignments, examinations, quizzes, homework assignments, projects, as well as a general manifestation of the student's knowledge of the subject matter. Teachers will inform their

students regarding the system they use in computing the quarter grades. The final average of a full year course is determined by the average of the 4 quarter grades and the final exam. The final average of a semester course is the average of the 2 quarters and the final exam.

Progress reports are mailed half way through the quarter to keep parents informed of student's progress.

Academic Grades and Equivalency

95-100	Superior work habits; Consistent and satisfactory work
90-94	Excellent work
85-89	Above average
75-84	Average; working at ability
65-74	Below average; Minimal requirements; Missing assignments
50-64	Parent/Teacher conference strongly recommended

Grade Weighting

Quarterly averages will be weighted according to the following:

	Weighting Chart and Sample Grade	
	Weight	Grade
Non-regents courses	1.00	90.0
Regents courses	1.02	91.8
Honors courses	1.04	93.6
AP & College courses	1.06	95.4

Honor Roll

Honor lists will be computed for four marking periods. Honor cards will be given for the four marking periods. The categories for the honor list are:

First Honors	95-100
Second Honors	90-94
Third Honors	85-89

Students who receive a “C” in conduct, have been suspended, have accrued more than one detention, or have failed a class in a given marking period, will be excluded from public acknowledgment for the honor roll that quarter.

Blue and White Honors

Any student whose overall average is raised by three points or more per quarter will receive a Blue and White Honor Card. These will be issued for the 2nd, 3rd and 4th quarters.

Report Cards

Report cards are issued quarterly. Please note: Report cards, transcript requests and diplomas are withheld until the student’s account and all other records are up-to-date. This includes all financial obligations that a student has incurred (students are responsible for paying their fines), state required excuses, books returned, etc.

Conduct

Conduct is considered important. Therefore, each teacher gives a conduct grade (A, B, C, D) for each class, and the homeroom teacher gives a general conduct mark for conduct at various activities, assemblies, in the cafeteria, on the corridors and in study hall.

Make-Up Work

Students who are absent from classes will be required to make up work missed in each class. It is the STUDENT’S RESPONSIBILITY to obtain all make up work from her teachers. Failure to do so is no excuse for not doing work missed. Students

must realize that school work takes precedence over outside jobs, extracurricular activities, and sports.

The school and Regents passing grade at Immaculata Academy is 65%. Should a student be performing unsatisfactorily in a subject area, the teacher will call home and send a progress report to notify the parents about the matter. A response from the parent is necessary.

Cheating/Plagiarism

Immaculata Academy students are expected to conduct themselves honestly and with integrity in their work, as befits our Franciscan values. All forms of cheating and plagiarism are prohibited.

Behavior that is unacceptable includes, but is not limited to:

- copying another students homework;
- working with others on projects that are meant to be done individually;
- looking at or copying another students test or quiz answers;
- allowing another student to look at or copy answers from your test or quiz;
- using any other method to get/give test or quiz answers;
- taking a test or quiz in part or in whole to use or to give others;
- copying information from a source without proper attribution; and
- taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade or zero on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion. Parents will be notified.

Academic Probation

Students who are determined to be at-risk in any given class will be placed on academic probation. The Principal and the Guidance Counselor arrange conditions for academic probation.

SUMMER SCHOOL

A course is considered passed if the final average is 65% or higher. A Regents credit will be granted if the Regents exam score is 65% or higher, HOWEVER, if the final average of a course is below 65%, the course is considered failed and must be retaken in summer school regardless of the Regents exam score.

Students who fail one or two courses (final average below 65%) must make up the course failures in an accredited summer school center.

The obligation of registering for summer school rests with the student. The Guidance Counselor will contact the student regarding failures. This is done after final exams. Dates and places for summer school are determined by each school district.

TRANSFER TO ANOTHER SCHOOL

If a student transfers to another school, she is required to complete a release form. After her enrollment, a transcript will be sent directly to the new school. No transcripts will be issued until all financial obligations have been met, all textbooks are returned, state required excuses are turned in, etc.

DISCIPLINARY ACTION

Demerits are issued for uniform violations, tardiness during the school day, eating or drinking outside designated areas, being unprepared for class, and not bringing in emergency card by the

due date at the beginning of the school year. A total of three (3) demerits will result in detention.

Detention period is a time when a student is assigned to stay after school for any infractions of acceptable behavior. Any teacher in the building has the authority to correct misconduct and issue detentions.

- 1st and 2nd detention -- 1 hour
- 3rd detention -- 2 hours
- 4th detention -- Parent conference/suspension

Misconduct may include but is not limited to: disrespect, disturbance, damaging property, “horseplay”, abusive language, gum chewing, prohibited computer use, and disregarding rules.

The Assistant Principal will notify the parents of the detention, the date to be served, and of their responsibility to provide transportation home. The responsibility for suspending or dismissing a student rests with the Principal.

Removal from Classroom

Regardless of the cause of any student’s difficulty, no teacher or class is required to tolerate any act of gross misconduct, including flagrant discourtesy, vulgarity, abusive language, fighting, and deliberate insubordination. The teacher has the right to remove any student whose behavior repeatedly disrupts the learning atmosphere of the class. The student will not be readmitted until she and the teacher have conferred with the Assistant Principal and parents.

Truancy incurs the following penalties:

- a) Student will be suspended.
- b) A zero grade for all class work and tests given while truant.

- c) Truancy is recorded on the student's attendance and discipline card.
- d) The student will be placed on disciplinary probation.
- e) Parents will be notified of these sanctions.

Suspension is the removal of a student from school or classes, sports and extra-curricular activities for a designated period of time determined by the Principal. Automatic suspension includes but is not limited to: fighting, threatening physical harm, truancy, smoking, the use/ transmitting/selling of alcohol/drugs; and repeated failure to adhere to school policies.

In the event that a student is suspended, the following procedure will be followed:

- a) The parents will be called immediately for a conference
- b) The student will not be allowed to return to class.
- c) The student will go home with the parent or serve an in-school suspension.

Suspension incurs the following penalties:

- a) A grade of zero for all class work and tests given while suspended.
- b) Suspension is recorded on the student's attendance and discipline record card.
- c) Probationary status after the suspension is determined by the Principal and Assistant Principal depending on the cause of the suspension.
- d) Other liabilities may be imposed.
- e) If there is no improvement, the student will be dismissed.

Dismissal from School

Academic - A student will be dismissed if she has failed (final average below 65%) three (3) or more subjects. This may occur also at the end of the first semester.

Financial - A student whose financial obligations have not been met will be asked to leave at the end of the semester.

Behavior and Attitude – A student will be dismissed if she exhibits a consistent negative behavior and/or attitude.

Stealing - A student involved in stealing will be dismissed.

HEALTH CONCERNS

Due to safety and health concerns, the following must be adhered to:

Pets are not allowed in the building unless previous approval has been given by the administration.

Airborne scents including perfume/cologne/hairspray/etc. cannot be sprayed anywhere in the building.

POLICY REGARDING ALCOHOL and DRUGS

Students are not permitted to possess, use, transmit or sell alcoholic beverages and/or illicit drugs on school grounds, before, after or during home or away school activities including when students stay for practices, games, meetings or other school related activities.

Any student under the influence of or possessing alcohol and/or drugs will see an intervention counselor for the purpose of assessing the type of counseling needed.

Violations regarding possession, use, transmission, or the selling of alcohol or drugs will result in suspension or dismissal from school.

POLICY REGARDING SMOKING and TOBACCO

Students are not permitted to use, possess, transmit, or sell tobacco products on school grounds or in school related activities. Students who do smoke on school grounds or in school related activities will be suspended. Students possessing, transmitting, or selling cigarettes will receive a detention.

POLICY REGARDING COMPUTER USE

School computers are to be used for school purposes only. Students are encouraged to use them for research. They are available for use during regular school hours. A pass to use the computers must be obtained from the subject teacher for whom the work is required. The Librarian establishes time and printout limits.

Students may use e-mail for business purposes only, not for personal use. Business purposes include contacting colleges, libraries, businesses and research. **THE USE OF INSTANT MESSENGER, MY SPACE, AND SIMILAR ELECTRONIC FEATURES ARE PROHIBITED.**

Inappropriate use of technology (in or out of school) may subject students to consequences including possible criminal charges. Inappropriate use includes, but is not limited to, harassment, negative use of school name, negative/slanderous remarks directed to or about I.A. faculty, staff, and students, offensive communications and safety threats.

All students are required to sign a “Student Computer Use” contract. The contract indicates the types of materials, which are not to be accessed at Immaculata Academy because their content is objectionable and contrary to the goals and philosophy of Immaculata Academy. Students only need to sign one contract, which is good for all four years at Immaculata.

The Principal maintains the right to limit a student's use of the computers for research as well as monitor/limit the types of material accessed.

POLICY REGARDING WEAPONS

Any type of lethal weapon or dangerous object (e.g. knives, guns or any other type of instrument judged so by the Principal) is absolutely forbidden on school property at all times. A student in possession of such weapons and/or objects will be dismissed.

POLICY REGARDING VIOLENCE

Immaculata Academy has zero-tolerance to any written, verbal or physical threats and/or acts of violence. Any student who commits an act of written or verbal violence, including but not limited to derogatory, degrading, insulting and/or humiliating acts will be removed from the classroom. A first offense will result in a detention. A second or third offense will result in a suspension and a parent conference. A fourth offense will result in dismissal from Immaculata Academy.

Any student who makes threats or warnings about hurting or killing themselves or others; threatens to do something dangerous or potentially harmful; possesses or has access to a weapon; or actually commits an act of violence will be removed from the classroom. She will be suspended from classes and she will not return to classes until a parent conference takes place. Further disciplinary action, including dismissal, will be determined by the Assistant Principal and Principal. If the situation warrants it, the school's Crisis Management Plan will be used. This may include contacting the local police force and local mental health agencies.

POLICY REGARDING PREGNANCY

As a Christian community, we value human life in all its stages. Therefore, Immaculata Academy is committed to deal in a sensitive manner with each individual case of student pregnancy.

POLICY REGARDING MORALS and ETHICS

Immaculata Academy is identified with and by its student body. Each student must accept the responsibility of publicly demonstrating the honorable conduct rightfully expected of her as stated throughout this Student Handbook. All events of the school including all sporting events, all field trips, evening and weekend activities as well as daily attendance and any other event, trip or activity, where students represent Immaculata Academy, the following expectations will be in force:

Defiance, acts of bullying, harassment, inappropriate displays of affection, or poor language, toward other students, teachers, staff, guests, visiting team members, coaches, officials and others will be subject to immediate disciplinary action. This may include suspension or expulsion. It must be understood that any conduct or misbehavior that, in the opinion of the Administrators is detrimental to the reputation of the school or the good name of the student body, will be grounds for serious disciplinary action.

STUDENT OFFICER ELECTIONS AND RESPONSIBILITIES PROCEDURES FOR CLUBS AND CLASSES

The following procedures apply to classes and any clubs or organizations that elect student officers. Elections will take place between May 15 and the first full week of June and the newly elected officers will take office the following school year.

Students wishing to run for a class office will campaign to be an officer. The top four vote getters will be the President (1), Vice President (2), Secretary (3), and Treasurer (4), respectively. Students who run for a club office will run for a specific office.

QUALIFICATIONS

To be elected as a Student Officer, a student:

- must have an 80+ average;
- must maintain a B or better average in conduct at Immaculata Academy;
- **must be members in good standing in their class and the student body. This includes having fulfilled all financial obligations to the class and the school and having participated in class and school activities, including fundraisers.**
- must display good character, school loyalty, and be working to the best of their ability in class.
- If a student has served as an officer in a club or class, she must have fulfilled her responsibilities for that office before being allowed to run the next year for any office in the same group.
- No student can hold two simultaneous offices of president.
- **Faculty input on nominations will be made and final approval of the list of candidates rests with the school administrators.**

RESPONSIBILITIES OF OFFICERS

The PRESIDENT shall preside at all meetings, shall be an ex-officio member of all committees and shall perform such duties as are incidental to the office of president and properly required of her. In the absence of any officer, the president shall, if necessary, appoint a member to perform the duties of that office. The

president shall schedule all meetings with the consent of the moderator(s). Meetings shall be at least monthly. She shall submit an agenda to the moderator(s) prior to the meeting.

The VICE PRESIDENT, in the absence of the president, shall exercise all of the functions of the president and shall be vested with all her powers. The vice president shall take roll call at each meeting. She shall work closely with the president, assisting her in any way possible.

The SECRETARY shall have charge of all papers, keep such records, make such reports and perform such duties as are incidental to that office and properly required of her by the organization. She will also assume the duties of corresponding secretary. A copy of meeting minutes shall be distributed to all members and to the moderator(s) after each meeting.

The TREASURER shall have charge of the funds of the organization. She is responsible for the collecting of dues, for requesting checks and for depositing money in the organization's account. She shall ask the moderator to sign any and all forms requesting or depositing money. She shall give a financial report at each meeting and a summary report at the end of the school year.

ELECTION PROCESS: The following election procedure and time frame is designed to ensure fairness and consistency:

- Day One: Announce time frame of the election (six school days)
 - The Moderator posts the time frame of each aspect of the election process
- Day One and Two: Elicit nominations
 - Students submit nominations in writing to the moderator.
 - Students may nominate another student or themselves.
 - All nominations must be in by 2:15 of Day Two.

- Day Three and Four: Acceptance of nominations and posting of slate process
 - Any nominee who was nominated by another person must accept the nomination before it will be included on the slate.
 - **Moderator circulates list of nominees among faculty and staff for comments regarding attendance, work ethic, and grades.**
 - The slate is submitted to the Principal for approval.
 - **After taking into consideration teacher comments and the school administrators' approval, then an official slate is posted.**
- Day Five: Posting of slate
 - The moderator posts the slate.
 - The moderator announces that the campaigns may begin.
 - The moderator creates the election ballot.
- Day Five and Six: Campaign days
 - Candidates may campaign for two days.
 - Posters may be hung on the tile section of walls only. They cannot be hung on doors, windows or in classrooms.
 - Campaign posters must be approved by the school administrators.
 - All posters must be removed on election day.
- Day Seven: Election and announcement of newly elected.
 - Class Officer elections will take place in Homeroom.
 - Club officer elections may take place in homeroom, at a meeting or as designated by the moderator of a club.
 - The newly elected officers will be posted outside the moderator's room and may also be announced on the PA.

STUDENT ORGANIZATIONS

Student life at Immaculata Academy is enhanced by participation in extra-curricular activities. Each student has an opportunity and is encouraged to become involved in activities at IA through membership in various clubs and sports teams. Involvement in such groups promotes individual and group responsibility, respect and pride.

Lack of attendance or behavior contrary to school policy or the club's expectations may result in the termination of membership. Hazing of any kind, in clubs or sports teams, is forbidden. Students who participate (initiate) in hazing will be removed from the club or team for the remainder of the school year/season. These students also face the possibility of school suspension.

Student Council Club	S.A.D.D.	Drama
Literary Magazine Trial	Booster Club	Mock
National Honor Society* Club	Art Club	Library
Recruitment Team	Bell Choir	
Franciscan Club		
Yearbook Club	Bella Voce	Tennis
Ski & Board Club	Environmental Club	

*The National Honor Society is an organization to which students are selected based on the ideals of scholarship, character, service and leadership. Seniors and juniors who have a cumulative average of 90% or above are invited to participate in the membership process.

Additional information is available in the "Student Organizations Handbook".

SPORTS TEAMS

Basketball	Bowling	Cross Country
Soccer		
Softball	Track & Field	Volleyball
Dance		
Badminton		

The athletic department conducts the sports program. The Athletic Director, who is supervised by the administration, heads the athletic department. The Athletic Director is aided by the Athletic Commission, which meets periodically throughout the school year.

Before a student tries out for a team, the following criteria must be met:

1. An annual physical examination by certified medical personnel. These are given in school free of charge during June and October.
2. Two forms must be turned in to the Health Office prior to tryouts: 1) health update form, 2) eligibility and consent form.
3. One form is turned into the coach prior to the first day of trying out: Blue Emergency Card (given to student by Health Office after receipt of the above forms).
4. Student Athletic Fee must be paid.

Student athletes are expected to take proper care of equipment and are responsible for replacing lost or damaged items. They are also expected to attend all practices or games unless the coach has excused them.

The conduct and scholastic achievements of the students are more important than their accomplishments as athletes.

Academic Sports Suspension - A student will be suspended from a team if she is failing any subject during the marking periods while

she is involved in sports until she is passing. A student will be unable to participate in sports if she is failing one or more subjects.

Student athletes are expected to demonstrate proper conduct at all times during school. Unsatisfactory conduct will result in a review of the behavior by the Principal. After the individual case is reviewed, the student may be suspended or denied the opportunity to try out for a team.

Behavior Sports Suspension - Suspension from a team will occur if the student athlete exhibits conduct unbecoming a representative of Immaculata Academy during a game, in the locker room or toward any persons involved with or attending the athletic event, subject to the approval of the Principal. In addition to any school policies, any league affiliations to which we belong may impose further consequences.

All participants in any team sport are subject to final approval by the Principal.

Additional information is available in the “Athletic Handbook”.

AMENDMENTS TO STUDENT HANDBOOK

The Principal has the right to amend or add to this handbook as situations warrant. Changes will be posted in the homerooms and Office.