



Infant of Prague Catholic School

Student/Parent Handbook 2016-17

OUR VISION

Christ-like in all we do

Compassion Honesty Reverence Integrity Service Trust

DIOCESAN SCHOOLS MISSION STATEMENT

The mission of the schools in the Diocese of Raleigh is to engage our school community in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

INFANT OF PRAGUE CHURCH MISSION

Infant of Prague Catholic Community is called by our Baptism to celebrate witness and proclaim the Gospel of Jesus Christ. Empowered by the Holy Spirit, we seek to transmit our Catholic heritage by living our faith, which is the basis for helping those who come to us in need. We assume the responsibility to be an accepting and loving faith community for all peoples as we strive to provide the spiritual, educational and social life that this parish needs and desires.

INFANT OF PRAGUE CATHOLIC SCHOOL MISSION

Infant of Prague Catholic School embraces the mission of Jesus Christ. We are committed to preparing our students to live as stewards of God's creation by providing a Christ-centered Catholic education, integrating sound Christian principles of faith, service, and leadership with strong academic programs focused on the development of the whole child.

IN SUPPORT OF OUR PHILOSOPHY, WE BELIEVE....

- Children are the center of our concern and the reason for our being here.
- Quality Catholic education calls us to integrate Gospel teachings and values with real life.
- All secular subjects need to be taught in the light of these values.
- Parents are the primary educators of their children; therefore, we work closely with them in both the school and parish context.

- Students of all faiths, ethnic origins, and economic levels contribute to our world community; thus we welcome all students and strive to create an environment that reflects the dignity of each person.
- Faith shared with parents, teachers, and students is nourished by prayer and worship within the total life of our school and parish community.
- Students reach their individual potential by thinking clearly, forming strong convictions, and acting in ways corresponding with their beliefs for the betterment of their own lives, their Church and society as a whole.

Infant of Prague Catholic School is a vital part of the total religious education program of Infant of Prague Parish and operates in accordance with policies established by the Catholic Diocese of Raleigh. Similarly, in striving for excellence, we are accredited by AdvancEd.

ADMISSION INFORMATION

Applicants are accepted on the basis of both the student's and family's sincere interest in Infant of Prague Catholic School, a willingness to support and cooperate with school policies and philosophy, and the ability to develop and thrive in the academic and spiritual environment. As a child's primary educator, parents are required to support their child's academic efforts and be active participants in their student's moral, religious and social development at school. Parental encouragement and involvement are vital to the child's religious success.

Infant of Prague Catholic School admits students of any race, color, and nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Infant of Prague School:

1. Members of Infant of Prague Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Pre-K students must be four (4) years of age by August 31st. Children entering Kindergarten must be five (5) years of age by August 31st. Exceptions are not made to this policy.

At the time of registration, all new students seeking admission to Infant of Prague School are evaluated on the basis of current standardized test scores and reports cards.

Required documentation includes:

- Report Cards
- Standardized Test Results

- Record of IEP
- Birth Certificate
- Immunization Records
- NC Kindergarten Health Assessment (Kindergarten)
- Baptismal Certificate (Catholic applicants only)

The above documents will be reviewed to determine whether the program at Infant of Prague will meet the educational needs of the student. An interview with the student and/or the parent(s) or guardian(s) may be requested as part of the admission process.

Testing in some academic areas may be held for new incoming students.

All new and returning students will be given a 30 day trial period to evaluate both social and academic components. If during this trial period there are concerns, a parent may be asked to withdraw his/her student from Infant of Prague School. The instructional fee of \$450 will be refunded to the family. Additionally, failure to disclose academic, behavioral or medical conditions of a student on the application may be terms for immediate dismissal.

Non-Catholic students whose parents accept the philosophy and religious practices of Infant of Prague Catholic School will be accepted on a space available basis.

IOPCS reserves the right to amend the handbook. Notice of amendments will be placed on SchoolSpeak.

ACADEMIC PROGRAM

Infant of Prague Catholic School fully adopts and implements the curriculum guidelines in all subject areas as defined and set forth by the Diocese of Raleigh. These curriculum guidelines meet and exceed the Common Core.

Preparation for the sacraments of Reconciliation and First Communion take place in second grade under the supervision of the Director of Religious Education.

Infant of Prague Catholic School places emphasis on developing attitudes, values, and a pattern for living based on the teachings of Jesus. Instruction in scripture and the Catholic faith, daily prayer, and weekly liturgies are a part of school life. Students of all faiths are included in the religious life of the school.

The Pre-Kindergarten program is designed to meet the spiritual and developmental needs of the three or four-year-old child. We strive to build self-esteem and instill confidence in each child while exposing the child to the basic skills needed to begin a solid academic foundation.

In addition to the core curriculum subjects of religion, language arts, literature, science, mathematics, and social studies, the school offers physical education, computer, music, Spanish (K-8) and art. Band is offered in the grades 6-8.

Listening, comprehension, creative writing, critical thinking, oral expression and handwriting skills are emphasized in all subject areas. Correct English usage and sentence structure, correct spelling, appropriate punctuation, and quality penmanship are integral parts of every written assignment.

ANTI-BULLYING POLICY

Based on our philosophy that Catholic Schools have been established to provide an environment of faith, which brings all of life together within the grace and love of God, we have established the anti-bullying policy set forth. Infant of Prague Catholic School views bullying as unchristian behavior, and it will not be tolerated. We define bullying as a repeating act which:

1. Repeatedly hurts another individual either-
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something, unwillingly, etc.)
 - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors, etc.)
 - c. Indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments, etc.)
 - d. Through the use of technology (such as cyber bullying - using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites, etc.)
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual
4. Is unprovoked.

The goal of Infant of Prague Catholic School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a secretary, or the principal. If so students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.

5. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of Infant of Prague Catholic School should:
 - a. Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy
 - b. Report incidents of bullying in writing to the principal or teacher in charge, who will determine if further disciplinary action should be taken and/or if parents should be notified.
 - c. Offer support and encouragement to students being bullied, including notifying parents, principal and/or support staff as needed.
 - d. Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.
2. Parents of Infant of Prague Catholic School students should:
 - a. Report concerns of bullying behavior to their child's appropriate teacher in writing as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made in writing to the principal or teacher in charge.
 - b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
3. Students of Infant of Prague Catholic School should:
 - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
 - b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
 - c. Treat others with the respect and dignity that is expected of any Catholic school student.
4. Any parent/ guardian engaging in bullying activities towards a child, staff member of school or Parish, or another parent, may be asked to withdraw their student from Infant of Prague Catholic School as that behavior does not support the school's vision.

Any behavior considered a crime under the laws of the State of North Carolina will be reported to the proper authority and may result in immediate dismissal.

ATTENDANCE

Parents are asked to call the school office between 8:00 AM and 9:00 AM any day the student is absent. A note documenting the absence is required when the student returns to school.

A written message is required for:

- ◆ an absence. Note the day(s) and date(s) of the absence and the reason for the absence. The note is to be signed by a parent/guardian and presented to the homeroom teacher upon the child's return to school. If a doctor is seen, a doctor's note must be presented.
- ◆ a student to go home by a means of transportation other than what is usual. This message must be received no later than 2 PM on that given day.

School doors open at 7:30 AM for students. Students arriving in the classroom after 7:55 AM are late for school and **must be accompanied by an adult to the office for a late slip**. Dismissal will begin at 2:55 PM.

Students are not to arrive prior to 7:30AM unless registered for before school care. Only students in the Kindergarten through 8th grade may use before school care and after care. Students may only enter the building from the car line entrance. Students using the main entrance must be accompanied by an adult.

All absences require written documentation from the parent and/or medical official. Absences/ tardies that exceed 3 per grading period will be considered excessive. Excessive absences/tardies may hinder the student's ability to meet promotion requirements. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. A student must be attend $\frac{1}{2}$ of the school day to be considered present.

We appreciate the value of family trips but ask that they be scheduled during regular school vacations. In the event that a planned absence is unavoidable, it is expected that a parent/guardian will notify the teacher in advance. Upon returning from the planned absence, students are expected to complete all required class work, homework and tests. Assignments completed will not necessarily be the same as those covered in class or for homework during the period of absence. Routinely, assignments are adjusted and changed based on the teacher's judgment of class needs and progress. Planned absences outside of the regularly scheduled school vacations are considered unexcused absences unless an educational plan is developed by the administration.

CAR LINE

All cars must have a card with the family name displayed in the passenger side window of the vehicle during car line. The oldest student's homeroom teacher issues the cards to the parent or guardian during "Open House". If a family is unable to attend "Open House", the parent or guardian will need to come to the school office to receive the information and fill out the forms disseminated during this event. Students will be called to the car line from their class or designated area.

All drivers are to enter the church parking lot from Mildred Ave as mapped on the back of the card. Please do not enter the car line from Hwy. 17 or Chaney Ave. onto Bordeaux Street. This can be very dangerous for the students as well as all adults involved. Cars must stay in the line and advance to the intersection in order. Please do not pull out of the line.

Drivers are asked to pay close attention during the car line process. Please follow the directions of the school officials.

Students may only enter the building from the car line entrance. Students using the main entrance must be accompanied by an adult. Students and parents may not enter the building through the courtyard entrance.

Early Dismissal / Student Pick Up

In order for a child to be released before scheduled dismissal time, a prior **written notice** stating the reason must be submitted to the teacher who will notify the office. If you need to pick up your student prior to dismissal, please do so by 2:45 PM. In order to ensure a safe dismissal, parents arriving at or after 3:55 will be required to wait in the lobby until after the completion of car line to get pick up their students.

We discourage medical and dental appointments during school hours. Such appointments should be scheduled for holidays or early dismissal days. When this is not possible, a note must be written to the teacher in advance. The parent/guardian must come to the school office to check the child out of school.

Only a parent/guardian or an authorized person whose name appears on the student's emergency contact form will be permitted to pick up the student. This emergency authorization should be updated as needed.

CHILD ABUSE

School personnel who have cause to suspect child abuse or neglect are required by law to report such a case to the local social service agency.

CONDUCT

Since the Catholic school is a unique educational institution, the spirit of Christ-like charity, respect for authority and mutual cooperation are essential to the learning environment. The Catholic school, as a faith community, encourages an atmosphere conducive to learning, not only academic skills, but also Catholic values.

The primary goal of Infant of Prague Catholic School is to provide a learning environment that fosters each student's Christian development and academic excellence. We believe it is important to work with parents and to encourage the development of responsible, respectful students. We support positive peer relationships and foster a positive teacher-student relationship. We stress the care of personal belongings and our school facilities.

The immediate objective of the school discipline policy is to maintain effective learning conditions. The ultimate objective is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. In order to accomplish this, heavy emphasis will be placed on techniques designed to instill in each child a sense of individual responsibility for his/her own actions.

Students, parents, teachers, and administrators are expected to accept and demonstrate the responsibilities listed below. Effective discipline requires the cooperation and active participation of all students, parents, and faculty members. Teachers and staff members recognize the importance of effective discipline by enforcing rules through consequences.

Student Responsibilities:

1. Be a Christian example in all you say and do.
2. Be a good steward for our parish and school by sharing time, talent, and treasure.
3. Come to class prepared - have necessary books, supplies, and assignments.
4. Fill in the homework agenda if applicable.
5. Exercise self-control and be accountable for his/her personal actions.
6. Know and observe all school and classroom rules.
7. Participate!
8. Try your best.
9. Show respect for yourself, for others, and for school and others' property.
10. Use materials in way that avoids waste, litter or damage.
11. Keep textbooks covered and in good condition.
12. Keep hands, feet, etc. to yourself.

Parent/Guardian Responsibilities:

1. Be a Christian example in all you say and do.
2. Be a good steward for our parish and school by sharing time, talent and treasure.
3. Encourage and support your child.
4. Be sure your child attends school daily and on time.
5. Make sure your child is dressed in uniform or otherwise appropriately for non-uniform days or grade level.
6. Teach your child, by word and example, respect for the law, school rules and regulations, and for the rights and property of others.
7. Encourage and support all school personnel.
8. Provide a time and a place for homework and assist when appropriate.
9. Read the homework agenda daily.

10. Assist your child in having the necessary materials for class.
11. Keep the lines of communication open with your child and with the school.
12. Be sure your child's lunch meets his/her nutritional needs if sent from home.

As corrective measures are taken to ensure appropriate behavior in the classroom, it is critical that the staff, teachers and administration have the full support of the parents/guardians in an effort to ensure an environment that promotes access to education. Without this support, the efforts of the staff, teachers and administration to maintain discipline may be severely hampered.

General School Rules:

1. Come to school in the appropriate uniform.
2. Walk in the hallways and during class changes.
3. No talking in the hallways.
4. Hold the door for the next person.
5. Be courteous--say please, thank you and excuse me.
6. Use appropriate language at all times.
7. Use correct titles for adults.
8. Do not chew gum.
9. Eat only at designated times.
10. Keep our school neat and clean.
11. Do not sell any items unless approved by the administration.
12. Avoid activities not contributing to the welfare of the school community.
13. Show respect to staff and fellow students at all times.

Lunch Rules:

1. Be courteous while moving through the lunch line.
2. Do not yell, shout, or scream. Follow voice volume levels for green, yellow and red cups.
3. Use appropriate table manners.
4. Eat your food only in the Parish Hall or other designated area.
5. Keep your hands to yourself and do not touch other students' food.
6. Remain seated until dismissed.
7. Clean your place, throw away your trash and leave it in an orderly fashion when dismissed.

Playground Rules:

1. Stay in designated area.
2. Make proper use of the equipment. No climbing up slides or sitting on monkey bars.
3. Be concerned for the safety of others and of yourself.
4. Play fairly.

Infant of Prague Catholic School norms of conduct are standards by which all students are expected to adhere in order to promote personal responsibility and demonstrate Christian values.

Behavior problems are first handled by the teacher with various warnings, restrictions, loss of privileges, conduct slip, phone call home, detention with the classroom teacher, and/or parent conferences. Parents will receive a copy of the teacher's classroom management plan at the beginning of the school year. Further disciplinary action is determined and carried out by the administrative staff. Any behavior considered a crime under the laws of the State of North Carolina will be reported to the proper authority and may result in immediate dismissal.

Suspension/ Expulsion

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. In case of a suspension the Diocese of Raleigh policy requires the pastor and the superintendent be notified. Students must complete all classwork and tests from the days of suspension. Expulsion is an extremely serious matter. After 3 three suspensions, the student will be removed from the school. Students who pose a threat to themselves or to others may be expelled immediately from Infant of Prague Catholic School. The principal, the pastor and the superintendent will consult before such a serious action is taken.

COMMUNICATIONS

The school office is open every school day from 7:30 AM until 3:15 PM. The school will utilize School Speak as our primary means of communication.

Written notification is required for the following:

- ◆ parents/guardian custody arrangements. The school must have a notarized, official document for the students' file identifying the legal guardian and the particular custody arrangements.
- ◆ administering prescription medication. A school medication form completed by the parent MUST accompany all medications in their original containers. School officials are not authorized to administer over the counter medication. Students are not permitted to bring over the counter medication to school.

It is neither appropriate nor acceptable to call or text teachers/staff members at their home or on their cell phones. Parents are asked to call the school office and leave a message or email the teacher. Teachers will make every effort to respond within 24 hours.

The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's classroom is for the use of the teacher only. Forgotten homework, instruments, athletic equipment, etc. do not constitute emergencies. Parents who bring items to the school during instructional hours will be asked to leave the items in the lobby for student pick up; in order to preserve instructional time, classes cannot be interrupted. Arrangements for after-school activities should be made at home.

Cell Phones and Electronic Devices: If a student needs a cell phone or any electronic device (iPod, MP3, Nintendo DS etc.) after school, he/she should bring the cell phone and/or electronic device to the office upon arrival in the morning. All phones and electronic devices should be turned off and will be kept in a file cabinet until dismissal time. The cell phone and electronic devices may be picked up by the student at dismissal. At no time during the day should a cell phone or any electronic device be in a student's locker or in his/her possession. Items taken away from students will be returned to the parents/guardians. iPads, Nooks, electronic tablets may be checked out and used with the permission of a teacher for class work.

EMERGENCY ALERTS

For closing or delayed opening of school due to inclement weather Infant of Prague Catholic School will use School Messenger, an automated phone system, to alert parents. Please make emergency arrangements for your child in case of a delayed opening or early dismissal. In the case of a delayed opening, dismissal will be at the regular time for the day.

EMERGENCY PROCEDURES

Fire drills are practiced each month, and tornado and lock down drills are practiced periodically throughout the year. All health and safety inspections are conducted by Onslow County officials on a regular basis.

In the event of an emergency on campus or in the community, the administration and faculty of Infant of Prague Catholic School follow a carefully designed plan for safely evacuating or locking down the building. Emergency dismissal plans are in place allowing parents to pick up their child(ren) if necessary. The School Messenger phone system may also be utilized if necessary.

FIELD TRIPS

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

A field trip is a privilege and not a right. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and /or poor conduct. Students who do not attend a field trip must attend school that day and will be assigned an alternative assignment.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. A telephone call will not be accepted in lieu of the proper field trip permission slip.

All monies collected for the field trip are non-refundable. Cell phones are not allowed on field trips unless otherwise directed by the teacher and /or administration.

FINANCIAL POLICIES

Infant of Prague Catholic School is an important ministry of the Parish. A family's decision to send your student to this school is a serious commitment; it is an equally important investment in your student's education and religious formation. We appreciate that commitment in the future of your child and your family, and we ask for an equal commitment in the future of our school. Each family can do their part by meeting their contracted financial obligations to School and Parish in a timely and dependable manner.

Parishioner Rate

A "Parishioner", is defined as a family registered in Infant of Prague Parish and practicing Christian stewardship, for example, using their time, talent and treasure through regular Mass attendance, participation in Parish ministries and financial support of the parish through contribution envelopes.

Families new to Jacksonville / Infant of Prague are expected to register with the church upon their arrival in the community.

Families registered at parishes within our diocese may be eligible for Parishioner rates as long as the Parish of record is willing to subsidize the difference between the parishioner and non-parishioner rate. A letter signed by the pastor from the Parish of record is required prior to parishioner rates being applied. This responsibility lies with the parent / guardian.

All other families will be defined as a "non parishioner".

FACTS: Tuition Payment System

Our school employs the services of FACTS, which is a web based system providing School Administration, Tuition Management, and Financial Aid assessment for Private Schools. Every family will be expected to register in the FACTS system in order to monitor and pay their school tuition.

All tuition and fees for Infant of Prague Catholic School are approved annually by the Parish Finance Council, the Parish Business Manager and most importantly, the Pastor. The following policies are in effect for tuition and fees:

Tuition Payments

1. Full Payment (One Payment) – The entire Tuition is due on or before August 20th.
2. Semi-Annual (2 Payments) – Half of the Tuition is due on or before August 20th and January 10th.

3. Monthly Payments per school year – Parents may choose to make 10 or 12 monthly payments throughout the school year. Payments are collected from the FACTS program on the 5th and/or 20th of each month (you will choose your preferred date).

Special notes

1. Other options for payment may be considered for special situations, but will require coordination and approval of the Pastor.
2. If a family chooses to pay by credit card through FACTS, all fees for this service are paid by the family.

Late Payments

All payments are due on the contracted due dates. If funds are not available, the FACTS system will assess an “Non-Sufficient Funds” fee of \$30. The FACTS system will make 3 attempts to collect your tuition, each time charging a NSF fee if no funds are available. If this situation occurs, the family is responsible for all tuition, late fees to the School, and the NSF fees that have been assessed by FACTS.

All families are responsible for meeting their tuition obligation to Infant of Prague Catholic School on a timely basis. If a family knows they do not have sufficient funds to pay tuition, please contact the school bookkeeper and inform them of your situation and to make appropriate arrangements. Some late fees can be avoided if the school is notified 5 days before the tuition draft date.

Tuition Delinquency

Any family whose tuition account falls two months in arrears, and has not made alternative arrangements with the Principal or Parish Business Office in writing, will have their student’s report cards held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities).

Any eighth grade student with outstanding tuition or fees and that has not made alternative arrangements with the Principal/Pastor/Business Manager in writing will not be able to participate in eighth grade graduation.

All financial accounts must be current to re-enroll students for the following school year. However, the student’s ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. In addition, the family will be required to use FACTS to avoid similar circumstances in the future.

Registration and School Fees

Both new and returning students were required to pay a non-refundable registration fee. This registration fee should have been submitted to the school office with your registration form. Returning students must complete and return all Tuition/Registration forms to the school office along with all fees to hold or reserve his/her spot for the

following year. In addition, the school needs to have all Tuition Covenants and Fee payments in by June 15th. After June 15th, a family will be allowed to enroll after they submit all registration forms and all fees. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed. Parents, guardians or persons responsible for the payment of tuition are required to sign and return all registration forms, this Tuition Policy, the Tuition Covenant and pay the all required fees. ALL FEES ARE NON-REFUNDABLE.

Tuition Assistance

Any families, who need financial assistance, will be required to submit their financial aid application to FACTS Grant and Aid no later than June 1st. A letter of notification will then be sent to each family before June 30th. Students whose current year's tuition is delinquent, cannot request financial assistance until their account is current or if an exception is made by the Principal, Pastor, or Business Manager in writing. Tuition assistance is applicable to tuition only and is applied to the tuition account on a monthly basis. Financial funding is limited and available on a first come first serve basis. Parents are encouraged to apply to the North Carolina Opportunity Scholarship if applicable.

Late Registrations

Families registering after August 20th shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be attending according to a formula established by the Administration.

Refund Policy

For students who withdraw from Infant of Prague Catholic School, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months in which there was no attendance, providing an official request for transfer or withdrawal has been received.

GRADING POLICIES

Report cards are issued to the student at the end of each nine-week grading period. Progress reports are issued to students in grades Pre-K through 8, midway through each grading period. It is imperative that parents, as the primary educators, look over the child's work and teacher reports and discuss the results regularly with the child. Parents must electronically sign both progress reports and report cards in School Speak.

The grading system is as follows:

Grades K-2

A= Above Grade Level
O= On Grade Level
B= Below Grade Level
N=Needs Improvement
S= Satisfactory

Grades 3-8

A= 93-100
B= 85-92
C = 77-84
D = 70-76
F = 69 and below

Report cards must be picked up in the office if all fees, athletic uniforms and textbooks have not been returned.

A student in grades 3-8 shall achieve honor roll status by earning all “A’s and B’s” in all subjects. A student in grades 3-8 shall achieve Principal’s List status by earning all “A’s” in all subjects.

Homework

Homework may be assigned on a regular basis to supplement and reinforce the daily lessons and to allow parents the opportunity to become directly involved in their children’s education. Long-term projects may be assigned and may require work on weekends.

In addition to written assignments, students need to develop good study habits at home. A quiet place should be provided so the student can study without interruption. Basic math facts, spelling, vocabulary, oral reading, social studies facts, etc., need to be reviewed on a daily basis. Homework will be posted in School Speak.

Additionally, educational experiences (field trips, concerts) may require extended day hours. Parents will be notified in advance and students are expected to participate.

GRIEVANCE POLICY

If a concern arises with a faculty/staff member and your child the procedure to follow is:

- Contact the faculty/staff member promptly to discuss and resolve the problem. The faculty/staff member should work with you to resolve the concern in a timely manner.
- If the problem was not resolved, contact the Principal to discuss and resolve the problem.
- If the problem cannot be resolved in this manner, contact the Pastor with the understanding that your name and concern will be shared with the Principal and the parties involved to resolve the concern in a timely manner.

HEALTH

Each child must have on file the names and phone numbers of two people to be contacted in case of an emergency if the parent is unavailable. It is important that the parent/guardian notify the school if there is a change of address or phone number or emergency contact information.

Immunizations

Infant of Prague Catholic School complies with the North Carolina State Law concerning immunization. Students without proper immunization cannot be admitted to classes after the deadline date set by the state, county and Infant of Prague Catholic School. All immunization documentation must be in the student record by the 30th school day or the student will not be allowed to attend school until the most current documentation is provided. If a child is behind in the required immunizations a doctor's note should accompany the immunization record with the date of the next scheduled inoculation.

Health Conditions

When a student has a health condition, which requires monitoring or medical attention, it is the parent/guardian's responsibility to ensure that the teacher and school administration are aware of the situation and prepared to employ the emergency measures indicated. A specific emergency plan is to be developed, written by the parent/guardian, and submitted to the school office to be kept in the student's file.

If a student is seriously injured at school, the office will attempt to contact the parent or emergency contact person. If the office is unable to contact either one, the student will be taken to the hospital designated by the parent/guardian or to Onslow Memorial Hospital. If a parent /guardian desires any other arrangement, those arrangements should be clearly specified on the emergency form.

If a child has a temperature of 100 degrees or more, the parent will be called to pick up the child. **Students should be fever free (without medication) for 24 hours before returning to school.** All rashes, pink eye, and other skin irritations are considered contagious until seen and diagnosed by a physician who must state in writing whether or not the child may remain in or return to school. If a child vomits at school, the parents will be called to pick up the child. **Students must be free from vomiting for 24 hours before returning to school.**

Medication

Children may need medications for a short period. Every effort should be made by the parent/guardian to secure physician's permission to adjust the dosage of medication prescribed so it can be given at home, before or after school hours. If this is not possible, it is the parent/guardian's responsibility to make individual arrangements with the school office to provide for the medication of the child during school hours. A completed Medication Release Form must accompany all medication.

If a parent/guardian needs to personally administer medication, he/she must come to the school office where school personnel will document the student's health record. A parent/guardian must provide in writing any important information regarding a child's medications or allergies, especially asthma, insect

bites, or other health conditions. Medications are dispensed only with a written consent form and directions from the parent/guardian or physician.

Students are not permitted to carry medications of any kind, including cough drops, while in school. This policy is necessary for the student's protection and that of other students who may come in contact with an ingredient that can cause a reaction.

If a child must take any medication in school which is prescribed by a doctor, that medication must be brought into the school office by the parent in the container received from the pharmacy and must have on its label the following information:

- A. Child's name
- B. Name of doctor prescribing the child's medication
- C. Frequency
- D. Dose
- E. Date
- F. Duration

All prescription medicine will be kept in the class' emergency bag and administered as per written instructions. Staff members are not authorized to administer non-prescription medication.

Student Insurance

The Diocese of Raleigh School System does NOT carry accident insurance for students enrolled in Diocesan schools. Costs associated with an injury at school are the responsibility of the parent/guardian.

INTERNET/ACCEPTABLE USE POLICY

Infant of Prague Catholic School recognizes that the Internet and other emerging technologies allow students an immense opportunity to learn and grow in a global world. The School's goal in providing this opportunity to staff and students is to promote educational excellence by facilitating research, resource-sharing, innovation, and communication. The use of the Internet and other emerging technologies is guided by the **Acceptable Use Policy**.

Infant of Prague Catholic School does not sanction any use of the Internet and other available technology that is not authorized by or conducted strictly in compliance with this policy and its regulations. Users who disregard the **Acceptable Use Policy** may have their privileges suspended or revoked. Infant of Prague Catholic School reserves the right to suspend or revoke such privileges in the event any teacher, administrator or principal believes the user's conduct to be inappropriate or non-compliant with the **Acceptable Use Policy**. Users granted access to the Internet and other technologies through Infant of Prague Catholic School assume personal responsibility and liability, both civil and criminal. At a minimum, school rules for behavior and communications apply and are in no way to be interpreted as limiting the regulations outlined in the **Acceptable Use Policy**.

Internet access is provided for students, teachers, and other users to conduct research and communicate with others for educational purposes only. Students or other users do not have any reasonable expectation of privacy when using the Internet or other technologies provided by or through Infant of Prague School. Infant of Prague Catholic School reserves the right to monitor any Internet or technological usage derived from or utilized through its computers, whether it is online, downloaded or printed material. Internet access is available to students in the Library, Computer Lab, and Classroom only with adult supervision.

All computer pass codes or passwords must be made known to Infant of Prague Catholic School, and use of unknown pass codes or passwords is prohibited. Infant of Prague Catholic School retains the right to access such codes at any time.

If a user violates any of these provisions, his or her privileges may be terminated and future access may be denied. Students, teachers, and other users who agree to act in a considerate and responsible manner and who obtain the necessary signatures on the **Acceptable Use Policy** form will be authorized Internet access.

The **Acceptable Use Policy** form is a written agreement, signed by students, parents, teachers, and other users outlining the terms and conditions of the **Acceptable Use Policy**. Anyone wishing to use the Internet or other forms of technology is required to sign the **Acceptable Use Policy** form. Parents and guardians are responsible for discussing the **Acceptable Use Policy** with their student. By signing the agreement, parents/guardians give their permission to allow students to use various forms of technology in the school. Parents and guardians must understand that by authorizing use of the Internet and other technologies, students may gain access to material that they may find controversial, inappropriate or offensive. Parents and guardians assume the risk by consenting to allow their child to participate in the use of the Internet and other forms of emerging technology. Infant of Prague Catholic School does not authorize any use of the Internet and other technology that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have carefully read the terms and conditions and understand their significance.

MEDIA CENTER

A library and computer lab are available, and students are assigned special times for use of these resources in order to learn proper use and skills. Research times are also provided. Internet access is available to students in the library, computer lab and classroom only with adult supervision. The school's internet policy guides and governs internet use by adults and students at all times. (see Acceptable Use Policy)

MEDIA

Media coverage of students engaged in school-related activities will occur for special events during the school year. For publication purposes, school policy allows cameras to photograph students. Parents must notify the school office in writing if they do not

wish their child(ren) to be included in any form of media coverage or publicity. Students may also be featured in school promotional or marketing materials.

STANDARDIZED TESTING

The Diocese of Raleigh has adopted the Iowa Test of Basic Skills as the annual standardized test. The test will be administered in late September or early October of each school year to all diocesan school students in grades 3 through 8. The purpose of the test is to monitor the academic growth of each individual student, a class, and the school. The Diocese of Raleigh has chosen to administer the test in the fall to obtain results early in the school year. With these early results, strategies will be implemented to address the needs of each individual student, a class, and the school. Student scores are distributed to parents or guardians.

SUPPLIES/TEXTBOOKS

All textbooks and other workbooks remain the property of the school and must be returned at the end of the school year, or upon withdrawal of the student from school. Damaged or lost textbooks must be replaced at the family's expense.

UNIFORM CODE -

There is a required school uniform for Infant of Prague Catholic School. The school uniform code is setup to promote the traditions of a Catholic education and provide a standard for our students that fosters an environment conducive to learning and respectful behavior. Students not in uniform will have silent lunch and parents may be called to deliver the correct uniform.

VISITORS

All visitors, including parents, must stop at the office to sign in upon entering the school. Items that need to be delivered to school must be left in the school office. This procedure avoids unnecessary interruption and provides greater safety for all our children.

All visitors must sign in at the office before proceeding to a classroom and receive a VISITOR badge. Volunteers will sign in and receive a VOLUNTEER badge. These passes will allow staff members and students to readily identify anyone on campus who is not a regular employee