



INFANT OF PRAGUE CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK

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Section 1: Mission & Overview

1.1 - Mission & Philosophy

The campuses of Infant of Prague Catholic Church and School in Jacksonville, NC, are home to students in Pre-Kindergarten — 12th grade. Infant of Prague Catholic School (IOPCS) is an Elementary, Middle, and High School under the Diocese of Raleigh Schools Office. The rigorous curriculum stresses academic achievement within a Christian community, where all are loved and respected by all. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At IOPCS, we endeavor to “Be Christ-like in all we say and do.”

The Diocesan curriculum guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subjects. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than facts, on learning through problem solving and critical thinking, rather than by precept. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

Religion is taught according to the newly promulgated Religion Curriculum, which is the framework for religious instruction in the Diocese of Raleigh. “Faith must be known, celebrated, lived, and expressed in prayer. Catechesis comprises six fundamental tasks, each of which is related to an aspect of faith in Christ.” (*National Directory of Catechesis*, No. 20) The Diocesan Religion Curriculum is rooted in these six fundamental tasks: Knowledge of Faith, Liturgical Education, Moral Education, Teaching to Pray, Education for Community Life, and Missionary Tradition.

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 student.

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 student.

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.

IN SUPPORT OF OUR PHILOSOPHY, WE BELIEVE

- Students 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/Guardians are the primary educators of their student(s); 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/guardians, teachers, and students 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, IOPCS is accredited by Cognia.

1.2 - 2025-2026 School Calendar

INFANT OF PRAGUE CATHOLIC SCHOOL - 2025-2026

August

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
Open House	18	19	20	21
25	26	27	28	29

September

M	T	W	Th	F
Labor Day	1	2	3	4
8	9	10	11	12
15	16	17	18	PR
22	23	24	25	DOR PD Day
29	30			

October

M	T	W	Th	F
		1	PTC	PTC
6	7	8	9	10
Columbus Day	13	14	15	16
20	21	22	23	Qtr 2
27	28	29	30	Saints

November

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	Thanksgiving	28

December

M	T	W	Th	F
1	PR	2	PTC	PTC
8	9	10	11	12
15	16	17	18	19
22	23	24	Christmas	26
29	30	31		

January

M	T	W	Th	F
			New Year	2
5	6	7	8	9
12	13	14	15	16
MLK	Qtr 3	20	21	22
26	27	28	29	30

February

M	T	W	Th	F
100th Day	2	3	4	5
9	10	11	12	13
President's Day	16	17	Ash Wednesday	20
PR	23	24	25	26
				27

March

M	T	W	Th	F
Fast Notes America	2	3	4	PTC
9	10	11	12	13
16	17	18	19	20
23	24	25	Qtr 4	27
30	31			

April

M	T	W	Th	F
		1	2	Good Friday
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	Th	F
				1
4	PR	5	6	7
11	12	13	14	15
18	19	20	SLC	SLC
Memorial Day	25	26	27	28
				29

June

M	T	W	Th	F
1	2	3	4	Graduation
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

	First & Last Day of School		Weather Make-up Day
	Early Dismissal 11:30 LC/11:45 UC		Spirit Day
	No School		Spirit Shirt Day
	Mass Uniform (Wednesdays and Holy Days)		

1.3 - Accreditation

Infant of Prague Catholic School is accredited with Cognia (formerly AdvancED). The school is affiliated with the National Catholic Educational Association.

1.4 - School Information: Contact & Hours

	Upper Campus	Lower Campus
Phone Number	910-378-2818	910-455-0838
Address	501 Anne St, Jacksonville, NC 28540	501 Bordeaux St, Jacksonville, NC 28540
Email	iopschool@iopschool.net	iop@iopschool.net
Website	www.iopschool.net	
Office Hours	Monday - Friday 7:30am - 3:15pm	
School Hours	7:55am - 3:05pm	8:00am - 2:45pm

1.5 - Arrival & Dismissal

ARRIVAL:

Grades PreK-4

Carline: 7:30-7:55am:

Join the carline, and when the car is pulled all the way up to the drop-off area, the staff will assist with getting students out of the vehicle and to their classroom. Please follow the carline map and do not enter the carline by pulling through Bordeaux Street. Students should be placed on the passenger side of the vehicle.

Courtyard Door 7:30-7:55am

Parents will park in the gym or church parking lot. Parents and students should enter the building through the back courtyard door. Parents are asked to exit the building before 7:55am using the front door on Chaney Avenue. Students must be accompanied to use the front door.

Grades 5-12**Carline: 7:40-7:50am**

Parents can join the carline, and when your car is pulled all the way up to the drop off area, the staff will assist with getting your student out of the vehicle and into the building. Please follow the carline map.

Front Door: 7:40am-7:50am

Parents can walk students into the building using the School entrance. Parents are asked to exit the building at/before 7:50am using the main entrance.

DISMISSAL:**Grades PreK-4****Early Dismissal during the school day:**

If your student has an appointment or needs to be picked up prior to dismissal, please ring the doorbell at the front door on Chaney Avenue. The school office will ask parents to sign out students. The office will call the classroom and an Instructional Assistant will walk the student to you at the front door. **Checkouts are not permitted after 2:30pm.**

11:30 Pick Up on Early Dismissal Days:

Early dismissal days are scheduled for Parent Teacher Conferences. Pick-up is at 11:30am on these days. Students attending After Care on early dismissal days will need to bring a lunch and drink from home, as the lunch program is not available on these days.

Carline: PreK 2:15pm and K-4 2:50pm

Please pull up to the front of the line on Bordeaux Street. IOPCS staff will walk with students to your vehicles. Please encourage your student to secure themselves in their seat and move out of the pick-up area as soon as possible to allow the vehicles behind you to move forward in the line. Please do not allow students or siblings to play in the carline area at any time.

Note:

Due to the K-4 carline, it is difficult for PreK students to be picked up in After Care during this time. Therefore, we ask that there are no PreK After Care pick-ups after 2:50pm until the end of the carline. However, if you must pick-up between the end of PreK dismissal and end of K-4 carline (appx. 3:15pm), there will be reserved parking (last 2 spots, closest to the Parish Hall, in the school parking lot)

No pick-ups for any student in grades K-4 is permitted except through the carline after 2:30pm.

Students are not permitted to return to the school building after the 2:45pm dismissal. Students are accountable for ensuring they have all their belongings prior to dismissal.

Grades 5-12

Early Checkout during the school day:

If your student has an appointment or needs to be picked up prior to 2:30pm, please ring the doorbell at the school office entrance. The school office will ask you to sign out your student. **Checkouts are not permitted after 2:30pm.**

11:45 Pick up on Early Dismissal Days:

These days are scheduled for Parent Teacher Conferences. Pick up is 11:45am on these days.

Students attending After Care will need to bring a lunch and drink from home, as the lunch program is not used on these days.

Carline 3:05pm:

Please pull up to the front of the line. IOPCS staff will walk with students to your vehicle. Please encourage your student to secure themselves in their seat and move out of the pick-up area as soon as possible to allow the vehicles behind you to move forward in the line. Please do not allow students or siblings to play in the carline area at any time.

*Note: Due to the carline, it is difficult for After Care pickups to occur between 3:05 to the end of the carline. No pick-ups for any student is permitted at this time, except through the carline.

At this time, students at the Lower Campus are not permitted to walk or drive to or from school.

CARLINE MAPS: Carline Maps can be found on page 36 (Addendum C)

1.6 - Field Trips & Academic/Social Clubs

FIELD TRIPS

Field trips are designed to correlate with teaching units and to achieve curricular goals. A field trip is a privilege and not a right. 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. All grades do not always have the same number of field trips.

Field trips are permissible for all grades when advanced planning, location, and the experience ensure 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.

A written official permission slip, signed by the parent/guardian, is required before a student will be permitted to attend a field trip activity. Permission slips are due in the office 48 hours after receipt of the permission slip. 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.

Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day. Parents/Guardians may refuse to permit their student from participating in a field trip by stating so on the proper form.

Parents are not utilized for student supervision on field trips. Cell phones are not permitted on field trips, unless otherwise directed by the teacher and/or administration.

NATIONAL JUNIOR HONOR SOCIETY/HONOR SOCIETY

Students in grades 7 and 8 are eligible to apply to be inducted into the Infant of Prague Catholic School Chapter of the National Junior Honor Society (NJHS). The selection process includes both teacher recommendations and grades. Students in grades 9-12 are eligible to apply to be inducted into the Infant of Prague Catholic School Chapter of the National Honor Society (NHS). The selection process also includes both teacher recommendations and grades.

CLUBS

There are various academic and social clubs available for student involvement. Please see FACTS for club announcements.

1.7 - Testing

Testing is **required** by the Diocese of Raleigh. Schools may elect additional benchmark testing programs. IOPCS students in grades K through 8 will participate in the iReady Diagnostic Assessment Test for progress monitoring. Grades 3-12 will participate in ARK Testing. Grades 9-12 will participate in SAT/ACT Testing.

IOPCS offers AP level courses for academic rigor but does not require AP testing. IOPCS will administer AP tests if requested but parents will be responsible for testing costs.

1.8 - Title I

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education and meet the school system's challenging academic standards. The program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program. Qualified Title I schools will operate as school-wide programs or targeted assistance programs based upon federal eligibility criteria. School-wide programs will provide comprehensive support to offer improved opportunities for all students in the school to meet the school system's academic standards. Targeted assistance programs will provide services to eligible students most in need of assistance in the school, as determined by objective criteria established by the designee. Eligibility criteria may include, for example, standardized test scores, teacher judgment, and results of preschool screening and home-school surveys.

Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include evidence-based strategies to support parent and family engagement.

All IOPCS students that meet the criteria may participate in the Title I program.

1.9 - Uniforms

School uniforms must be purchased from approved uniform vendors. Students at the Lower Campus who are not in complete school uniform will receive silent lunch and parents may be called. Lower Campus students who receive dress code infractions will be issued a form parents are required to sign.

Upper Campus students who violate the dress code 3 times will serve morning/after care detention. Students at the Upper Campus who receive detention 3 times will serve In School Suspension (ISS).

1.10 - Visitors & Volunteers

VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason and wear a visitor's badge. Visitors and/or volunteers are to sign out at the time of departure. **No visitors may enter the building at any time through any door other than either the Chaney Avenue or Anne Street doors, depending on the campus. Visitors must wear a visitor badge at all times.**

VOLUNTEERS

Research shows that schools are more effective when parents/guardians are involved in the education of their student(s). All parents/guardians are expected to donate time and effort, in order for Infant of Prague Catholic School to provide various services to our students. Each time a parent/guardian volunteers, he/she is expected to log the hours into their FACTS Family Portal account by next business day. All volunteers must have a completed Level B or Level C form on file with the campus office. Please reach out to the school office for more information.

Family Service Hours

Family Service opportunities can be found three ways:

- In an email sent to parents
- Listed on our website iopschool.net under Current Families, Family Service Opportunities
- The FACTS Family Portal, under Announcements.

If a family is unable to complete their **required twenty (20) school related family service hours** they will be required to provide a monetary contribution equaling \$20 for each hour below the Twenty (20) required hours.

Final Family Service Hours must be entered into FACTS by May 18, 2026.

To Add your Family Service Hours:

1. Click on Family Home (From the Family page)
2. Click on Add+ (on the right of the screen, under family members name, is the Service Hours box.)
3. Enter your hours.

1.11 - Allergies & Medication

MEDICATION

Personnel at Infant of Prague Catholic School will dispense prescribed medication only if a medication/prescription form has been completed and returned to the homeroom teacher. Medical release forms are available in the office and in the FACTS Family Portal. Medication must be brought to the homeroom teacher in its original package. **It is the responsibility of the parent/guardian to bring the medication to school with a completed medical form.** Under no circumstances will over-the-counter medication be given without a physician's order. Students shall not have possession of medication on school grounds, including cough drops and topical creams. Students with chronic diseases should inform the school of such and provide all necessary information regarding medications and treatment.

ALLERGIES

Infant of Prague Catholic School recognizes that life-threatening food allergies are a serious condition affecting many school students and positively welcomes students with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Infant of Prague Catholic School will maintain a system-wide procedure for addressing life-threatening allergic reactions as well as maintain an Emergency Action Plan for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life-threatening allergy.

In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will conduct training for staff members for any student identified with a potentially life-threatening allergy.

Parents/Guardians should arrange training for the school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen®).
- Specific steps to follow in the event of an emergency.
- Completion of an “Evaluation Form” by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen®.

The classroom will have immediate communication with the office staff. Information about students’ food allergies will be kept in the classroom and in the substitute emergency folder — accessible by teachers, substitutes or other responsible adults.

A parent/guardian of a student with food allergies is responsible for providing all food for his/her own student.

Snacks will be kept in a separate snack box or chest provided by the parent/guardian. Proper hand-cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Medications, including an EpiPen®, and a copy of the student’s Emergency Health Care Plan must accompany the student during field trips. A cell phone or other communication device will be available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

1.12 - Emergency Management Plans and Weather

EMERGENCY MANAGEMENT PLAN

Infant of Prague Catholic School has an Emergency Management Plan in place, in case of emergencies. All teachers and staff are aware of the procedure to follow to keep your student(s) safe.

Parents/Guardians will be contacted using the phone number provided and email account listed in the student’s file, via the Parent Alert System.

IOPCS does have surveillance systems in place for the safety of all on campus. Footage is for administrative use only and will not be released—except as requested by law enforcement agencies.

INCLEMENT WEATHER

In the event of inclement weather parents will receive a Parent Alert through our student information management system. Please follow local weather station alerts, as well. Safety is paramount; therefore, families should make travel decisions based on the factors surrounding your areas. In the event we have

school, but you are unable to attend due to extreme circumstances, please notify the school in order for us to support your family.

Section 2: Admissions & Programs

2.1 - Age Requirements

- Students entering Pre-K must be at least three (3) years of age by August 31.
- Students entering Kindergarten must be five (5) years of age by August 31.
- No exceptions are made to age entry requirements.

2.2 - Financial Obligations

Parents/Guardians are legally responsible to ensure the payment of all required fees: application fee, annual fund, and tuition for their student(s) registered at IOPCS for the entire school year. All fees are non-refundable. Tuition payments may be pro-rated, in the event military transfer orders are presented. Tuition payments are to be made through the FACTS Family Portal program. It is the policy of IOPCS to be available to help families through periods of financial distress. Families requiring assistance are expected to communicate with the parish business office prior to the date tuition is due each month. Families are also required to notify FACTS of the problem, to avoid any NSF fees charged to the account.

Families that are past due more than 30 days will not be able to continue to incur expenses (field trips, Morning Care, After Care, etc.) until the account is in a current/paid status. Families that have an unpaid balance will not be able to re-register until the account is in a current/paid status.

In addition to the above fees, parents/guardians are expected to volunteer a minimum of twenty (20) hours per year. If a family is unable to volunteer their time and talent equaling a minimum of twenty (20) hours, they will be required to provide a monetary contribution equaling \$20 for each hour below the required twenty (20) hours.

2.3 - Immunizations

Each student is required to have a copy on file of his/her immunization record — provided by a health care designee. This documented record will become part of a student's cumulative file. The record must be submitted to the school office within 30 calendar days of enrollment. Failure to comply will make it necessary to exclude the student from class until the records are received. Your student's doctor can inform you as to the specific immunizations that are required for entrance into North Carolina Schools.

2.4 - Non-Custodial Parents

Infant of Prague Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records as well as other school-related information regarding the student(s). If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

2.5 - Nondiscriminatory Policy

Infant of Prague Catholic School admits students of any race, color, and national 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.

At the time of registration, all new students seeking admission to Infant of Prague Catholic School are evaluated on the basis of current standardized test scores and/or report cards. Students applying for admission in Grades 1 through 12 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Infant of Prague Catholic School will meet the educational needs of the student(s). An interview with the student may be a part of the admission process. **In accordance with the rules and regulations of the Diocese of Raleigh, there is a three-month probationary period for all entering students.** This allows teachers and

administrators to evaluate the student's opportunity for success. Students must have a satisfactory disciplinary record.

Please note that students must be in compliance with state immunization guidelines or provide a waiver request within 30 days of enrollment. Disciplinary records and reports cards must be satisfactory in order to be considered for enrollment. Assessments in some academic areas may be held for new incoming students, in grades 1 – 12.

2.6 - Special Needs / Exceptional Children

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential. IOPCS is committed to all students succeeding to the best of their abilities. Modifications to academic requirements or alterations in general course of studies will not be made at IOPCS.

The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEP's and 504 Plans. If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond IOPCS.

2.7 - Transfers & Withdraws

TRANSFER OF STUDENTS

Infant of Prague Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents/guardians to transport to the new school. Parents/Guardians requesting records/transcripts/recommendations must give the School Office five school days' notice. Parents/Guardians must fill out an Authorization for the Release of Confidential Information Form to share information with the new school, such as teacher recommendations or comments. Completed forms will be sent, via the U.S. Mail.

WITHDRAWAL OF STUDENTS

The notice of withdrawal of a student should be made by requesting and completing a Withdrawal/Transfer form, in advance of the withdrawal date. Forms are available in the school office. This enables the school to prepare necessary information and settle accounts. **All financial accounts must be settled prior to forwarding of school records.**

2.8 - Athletic Program

Students in grades 4 through 12 are eligible to participate in the athletic program at Infant of Prague School. A \$75 athletic fee per student per season is due prior to participation. Each athlete must also have a completed Athletic Permission Form and the appropriate physical form for their grade on file with the athletic director prior to participation in any practice or athletic event. For grades 4-8, this form will be the NCMS Physical Form. For high school students, the NCHSAA Physical Form will be used. These forms can be found in the FACTS Family Portal. Students must also be in good academic standing to participate. Multiple detentions or behavior infractions may result in a student being removed from athletics — at the principal's or coach's discretion.

Parents/Guardians of athletes are expected to volunteer during athletic events. The volunteer hours will count toward the mandatory family volunteer requirement.

Sports are an extension of Infant of Prague Catholic School. Athletes and parents/guardians are held to the highest expectations for behavior and sportsmanship. Coaches and the Athletic Director have the authority to handle situations and issue disciplinary action during athletic events, including practices.

Athletes will not be charged for after care prior to practice. Athletes will not be permitted to return to after care once practice concludes.

2.9 - Morning & After School Programs

MORNING AND AFTER SCHOOL CARE

This program will provide supervision for students of IOPCS who must be cared for while away from their families before and after school hours, on days when school is in session. The program includes (with a spirit of love and care) supervised homework time, outdoor games, and craft activities. Students who will be using the Pre-pay monthly rate will need to register within the first 15 days of attending.

Parents must fill out the Morning & After Care Intake form prior to utilizing the program. A copy of this form will be included in parent folders at the beginning of the year.

Morning Care:

- Services are available to IOPCS families at 7:00am.

- Students attending the Lower Campus (PreK-4) Morning Care should be walked up by the parent/guardian to the Parish Hall door facing the gymnasium parking lot (the same door students use for lunch).
- Students attending the Upper Campus (5-12) Morning Care should be walked up to the cafeteria back door.

After Care:

- Students attending the Lower Campus (PreK-4) After Care should be picked up by the parent/guardian at the Parish Hall door facing the gymnasium parking lot (the same door students use for lunch).
- Students attending the Upper Campus (5-12) After Care should be picked up at the cafeteria back door.
- Please park in a space in the parking lot next to the gym for Lower Campus or the visitor's parking at the Upper Campus when picking up students from After Care.

After Care for PreK dismissing with older siblings*:	2:15pm - 2:50pm
After Care for Pre-K through 4th grade following final dismissal:	2:50pm - 6:00pm
After Care for 5th through 12th grade:	3:05pm - 6:00pm

*PreK students that have older siblings can be dismissed with the older students by contacting the PreK teacher in advance.

Note:

- Due to the K-4 carline, it is difficult for PreK students to be picked up in After Care during this time. Therefore, we ask that there are no PreK After Care pick-ups after 2:50pm until the end of the carline. However, if you must pick-up between the end of PreK dismissal and end of K-4 carline (appx. 3:15pm), there will be reserved parking (last 2 spots, closest to the Parish Hall, in the school parking lot).
- Students must be signed out by a parent, emergency contact, or authorized person listed on the front of this form. An ID may be requested to verify status as an emergency contact.
- Once a student leaves school, the student may not enter the After Care program (e.g. returning for a conference, tutoring, etc)

- Students who are participating in sports will not be charged prior to practice. Students are not allowed to return to aftercare once practice has concluded.
- Students who are participating in tutoring will not be charged prior to tutoring. Students who return to aftercare once their tutoring session has concluded will be charged if not picked up within 5 minutes of returning to After Care.
- All policies in the IOPCS student handbook apply during Morning & After Care program hours.
 - Parents will be called and asked to IMMEDIATELY pick up any student not adhering to IOPCS behavioral expectations as outlined in the IOPCS student handbook.
 - After 3 incidents, students will not be allowed to return to Morning or After Care.
- A light snack will be provided. Students are welcome to bring their own snack from home.
- Students will be expected to work on homework or silent read during the designated homework time. After Care program staff will try to assist with any homework questions. Students in the younger grades who may not have assigned homework will be expected to engage in a quiet activity (puzzle, coloring, etc.) during the designated homework time.
- Weather permitting, the After Care attendees will be outdoors on the IOPCS playground and athletic field area every day for a portion of the After Care hours. If students are picked up during outdoor time, adults are asked to approach one of the After Care staff to sign the student out. Students are not allowed to leave the area without being signed out.

****Please see addendum F on page 33 for the Morning Care & After Care financial obligations.**

2.10 - Lunch Program

Each student has the option to bring his/her lunch each day or to participate in the School Lunch program. Please pack healthy lunches. During lunch, students are expected to use appropriate manners and respectfully cooperate with IOP staff at all times.

School lunches must be pre-ordered a month in advance. The ordering window is the 15th through 20th of each month. For example, families wishing to order lunches in October will need to place their order between the 15th and 20th of September. Orders will not be accepted outside the ordering window.

Lunch is ordered through the FACTS Family Portal. Lunches cost \$5.00 each.

If a student forgets to bring a lunch, the student will be offered a meal, and the parent/guardian will be invoiced.

IOPCS cannot do refunds on lunches. However, if you ordered a lunch for your student(s), and we are closed due to inclement weather, you may request to have the lunch(es) replaced the following lunch cycle. Do not order in FACTS during the lunch ordering window. Please notify your campus secretary of the day(s) you would like to have your replacement lunch(es) on.

2.11 - Tuition Assistance Programs

Financial Aid eligibility is determined after a family has applied for financial aid. Applications are available online at:

www.factsmgt.com

www.ncseaa.edu

www.foldsofhonor.org

Financial Aid does not apply to any other fees/charges or the Pre-Kindergarten program.

Section 3: Attendance

3.1 - Absence from School

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times in order to eliminate the need to interrupt student learning.

A student must attend $\frac{1}{2}$ of the school day to be considered present. Missed assignments are the student's responsibility. If a student is absent from school with an excused absence, he/she will have **two days** for every absent day to submit missing work. If a student is absent from school with an **unexcused** absence, the allotted time is at the discretion of the teacher. Students should not make up work when sick and should receive the work when they are well and return to school. The Administration reserves the right to make exceptions to this policy.

Written documentation of any absence is required when the student returns to school. Written documentation should note the date(s) of the absence(s) and the reason for the absence(s). The note is to be signed by a parent/guardian and presented to the homeroom teacher upon the student's return.

to school. If a doctor is seen, a doctor's note must be presented. Documentation will not be accepted after the grading period ends.

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 an absence for any reason other than illness seem imperative, parents are requested to consult with the teacher and principal and present a written reason for the absence. **Infant of Prague Catholic School complies with the North Carolina Compulsory Attendance Statute 115C-378. Ten or more unexcused absences will be reported as truancy.** Students with excessive unexcused tardies (more than 3 tardies a grading period) will not be permitted to re-enroll the following school year without administrative approval.

3.2 - Early Dismissal

If a student is leaving school early, the parent/guardian must first sign the student out in the office. The office staff will contact the classroom, and the student will be sent to the office for dismissal. Students will not be called from the classroom until the parents/guardians have arrived to sign the student out in the office. **Students may not be signed out after 2:30pm**, due to carline. If a student does not attend at least half of the school day, the student will be marked as unexcused in FACTS unless a doctor/dentist note is provided, or the school has sent the student home for illness/injury.

Half Day:

Lower Campus: 3 hrs. 26 min.

Upper Campus: 3 hrs. 35 min

*If a student is on-time, early dismissal would be 11:25 for the Lower Campus and 11:30am for the Upper Campus.

3.3 - Family Trips

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 classwork, 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. **Work is not given prior and will be made up upon return.**

3.4 - Illness

Students must be fever and vomit free and un-medicated for 24 hours before returning to school.

If a student has a temperature (100 degrees Fahrenheit or higher), he/she should not attend school. If a fever presents during the school day, a parent/guardian will be contacted to immediately pick up the student. Students may not return to school until they are fever free and un-medicated for 24 hours. If a student vomits during the school day, a parent/guardian will be contacted to immediately pick up the student. Students may not return to school until they are vomit free and un-medicated for 24 hours. Written documentation noting the date(s) of the absence(s) and the reason for the absence(s) should be submitted to the homeroom teacher, upon the student's return to school. If the student was seen by a doctor, a doctor's note must be presented upon return.

3.5 - Medical Appointments

If a student is in need of a medical appointment during school hours, it is required that he/she be signed out by a parent/guardian. If the student returns to school during the same school day, he/she must be signed back into school in the office.

3.6 - Military Connected Excused Absences

In order to ensure that Infant of Prague Catholic School supports both the student's academic and emotional needs, we have provided the following guidance for students of active duty service members in compliance with the Interstate Compact on Educational Opportunities for Military Children. The following attendance guidance is consistent with the U.S. Department of Defense Education Activity (DoDEA) and other public schools with military-connected students throughout the United States.

Prior approval from the principal is required for extended absences including post deployment absences. The principal may request leave forms or other documentation to verify the reason for the absence.

- Students whose active duty parent, step-parent, or guardian is serving in an overseas deployment may be given an excused absence for the day of the deployment, day of the redeployment, and up to 5 days post deployment.
- Infant of Prague Catholic School will accommodate active duty families to the best of our abilities, as long as the total number of excused and unexcused absences does not exceed the

maximum number of allowed absences as outlined in the NC General Statutes and NC State Board of Education Policies.

- Military students requesting excused absences for a military-connected event must meet the following standards: pre-approval for absence, be in good academic standing, have a prior record of good attendance, missed work is completed and turned in within the school's allotted time period, and absence is not during standardized testing dates.
- Additional situations that may warrant an excused absence for military students in good standing include but are not limited to: promotion ceremony, retirement ceremony, identification card renewal/initial issue, memorial services, and unit functions.

3.7 - Tardiness

If a student arrives after 8:00am at the Lower Campus or after 7:50am at the Upper Campus, he/she must report to the school office to be signed in. A tardy will be excused for the following reasons:

- Medical and dental examination and/or treatment of the student (professional note required)
- Parental written verification of personal illness of the student.
- Off-campus educational appointments.

Section 4: Behavior

4.1 - Bullying

It is the mission and policy of Infant of Prague Catholic School to provide a safe, nurturing, and faith filled environment for all individuals. Verbal or written threats against the physical or emotional well-being of any student will be taken seriously. Students who **make threats face detention, suspension, and expulsion. Engagement in online social media such as, but not limited to, TikTok, Facebook, Twitter, Instagram, Snapchat etc., may result in disciplinary action if the content of the student's post includes defamatory comments about the school, the faculty, the parish, or other students.** Using the Internet at home or at school to make derogatory comments about any member of the school community may result in disciplinary action taken at school.

4.2 - Cell Phones & Electronics

IOPCS students are **discouraged** from bringing personal electronics to school. Personal electronic usage (cell phones, smart watches, Ipads, etc) is **NOT** permitted during the school day— 7:30am-3:05pm. If a parent allows their student to bring a device to school, the following rules apply:

- The device will be collected by the homeroom teacher, at the beginning of each school day (These devices include: cell phones, smart watches, ipads, etc.)
- The devices will be stored in the front office in a safe location
- The device will be returned to students at the conclusion of each school day.

Students who choose not to turn their device(s) into their homeroom teacher or violate any technology policy will be referred to administration for disciplinary action. (Reminder: after 3 office referrals, students will be dismissed from IOPCS.)

Parents/Guardians understand and agree that cell phones and electronics brought to school are the responsibility of the student. Infant of Prague Catholic School and the staff of Infant of Prague Catholic School are not responsible for electronic devices brought to school that may be lost, stolen, damaged, or destroyed. Students bring them at their own risk and replacement is the sole responsibility of the parent/guardian — not IOPCS.

Parents are responsible for monitoring electronic usage on student personal devices.

4.3 - Code of Student Expectations

The Code of Student Expectations is a guide for Catholic behavior. Its purpose is to create a safe atmosphere that promotes respect for oneself, for other students, for teachers, staff, other adults, and school property. Every student has the right to learn in an environment that is conducive to his/her personal growth and fulfillment of his/her academic, emotional, social, and spiritual well-being. Every member of the school community has a responsibility to create and maintain this environment.

Students will:

- Respect the authority of all adults and abide by their decisions.
- Respect and honor the opinion and property of fellow students.
- Be honest and forthright in all that they do.
- Conduct themselves in a proper manner while moving about the campus.

- Exercise self-control and conduct themselves in an appropriate manner at all times.
- Adhere to classroom rules as well as school policies and procedures.
- Be responsible for completing all classroom assignments.

4.4 - Displays of Affection & Language

IOPCS believes in grounding students in the virtues of chastity and modesty as they transition from the age of innocence and beyond, to help properly form their conscience. This is part of the foundation of a Catholic Education. In keeping with the Vatican's instruction, students are not allowed to conduct displays of affection while on campus. This is to keep friendships pure and not promote the occasions for venial sin. Additionally, sexually oriented language and gestures will not be tolerated. "Romantic" relationships among students are not permitted.

4.5 - Off Campus Conduct

The administration of Infant of Prague Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but not limited to, cyber-bullying. Off campus conduct should align with the teachings of the Roman Catholic Church.

4.6 - Parent Expectations

A strong, cooperative partnership between school and home is an essential ingredient for an effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community. With all partners in the process working together, the student is afforded the best educational experience. **Parents/Guardians who cannot support the policies of the school community or do not display a positive role in the school-home relationship may be required to remove their student from the school.**

As partners in the educational process at Infant of Prague Catholic School, we ask parents/guardians to:

- Set rules, times, and limits so that your student:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has purchased school lunch or brought a nutritional sack lunch every day.
- Actively participate in school activities such as Parent-Teacher Conferences, Student Led Conferences and after-school performances.
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- Notify the school with a written note when the student has been absent or tardy.
- Notify the school office of any changes of address or important phone numbers.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Complete and return to school any requested information promptly.
- Read school notes and newsletters, regularly check school website and teacher classroom pages, and show interest in the student's total education.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Refrain from gossip – to address directly the persons who have some responsibility for a given situation.
- Treat teachers with respect and courtesy in discussing student problems.

We, at Infant of Prague Catholic School, consider it a privilege to work with parents in the education of students because we believe parents are the primary educators of their student(s). Therefore, it is your right and your duty to become the primary role models for the development of your student's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Infant of Prague Catholic School involves a commitment and exhibits a concern for helping your student to recognize God as the Greatest Good in his/her life.

Your personal relationship with God, with each other, and with the Church community will affect the way your student relates to God and others. Ideals taught in school are not well rooted in the student unless they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Infant of Prague Catholic School, we trust you will be loyal to this commitment. Your student needs constant support from both faculty and parents/guardians, in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents/guardians nor teachers can afford to doubt the sincerity of the efforts of their educational partners in the quest of challenging, yet nurturing, the student to reach his/her

potential. It is vital that both teachers and parents/guardians remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents/guardians must make a complete investigation of the story your first step. Evidence of mutual respect between parents/guardians and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. Sometimes, in the process of maturation, new interests may cause a student to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your student may perceive discipline as restrictive. It is boundaries and limits which provide a young person with both guidance and security. It is essential that a student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together we support one another in helping your student to become the best person he/she is capable of becoming.

4.7 - Drugs, Tobacco, Nicotine, & Vaping

Infant of Prague Catholic School is a drug, smoke, nicotine, and vape free educational facility. This includes, but not limited to:

- Illegal drugs
- THC products
- Prescription medication that is not prescribed to the student or have a correct medication release form filled out and given to the homeroom teacher

Any violation of this policy will result in an immediate dismissal from IOPCS.

4.8 - Positive Behavioral Interventions Support (PBIS)

Infant of Prague Catholic School has implemented a school-wide behavioral management program, Positive Behavior Intervention Support (PBIS). PBIS is a process for creating a safer and more effective school. It is an approach to enhancing the capacity of schools to educate all students, by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to create a safe and productive learning environment where teachers can teach, and all

students can learn. IOPCS has adopted a unified set of rules for common areas such as hallways, bathrooms, playgrounds, etc. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your student will be learning them during his or her first days at school. Students will be recognized by other staff members when adhering to school expectations by receiving a small star for the class. Class stars will be collected to earn incentives. Every 20 small stars will earn the class a large star to display outside of their classroom door. Incentives can include class hat days, dress down opportunities and sweet treats.

PreK-4: Classrooms will handle discipline in-class with a published set of classroom guidelines, including violations and consequences:

Classrooms will use Class Dojo as their behavior management system. Parents/Guardians will be given a Class Dojo login. Parents/Guardians can log in during the day to view positive and corrective points earned during the day.

Middle School (5-8): Classrooms will handle discipline in-class with a published set of classroom guidelines, including violations and consequences- warning, silent lunch, parent contact, etc.

ZAP Cards will be the system used for consequences. Teachers will initial the back of the card to indicate offenses of unacceptable behavior. ZAPS will not be given for academic issues such as failure to do homework. Five ZAPS per quarter will result in an office referral for consequences, usually after school detention. Students must have a zap card on them at all times, and one wallet will be provided to every student each year. Neck wallets are turned in to the teachers each afternoon.

Parents/Guardians will be invoiced \$5.00 for lost or damaged wallets.

High School: Classrooms will handle discipline in-class with a published set of classroom guidelines, including violations and consequences. Types of consequences given, but not limited to:

- Warning
- Silent lunch
- Parent contact
- In-School-Suspension (ISS)
- At the beginning of the year, parents receive a classroom management plan from their student's teacher. Their classroom management plan may also be found on FACTS under
- ***Please note: Three office referrals will result in dismissal from IOPCS. An office referral may/shall be written if a student is in violation of any of the following:
 - Lying
 - Cheating
 - Stealing
 - Damage to property

- Bullying
- Public displays of affection
- Electronic violations
- Blatant disrespect
- Fighting
- Failure to follow directions
- Repetitive dress code violations
- Wanton disregard for our policies and procedures.

This includes **all** school activities such as: in-class, on campus, at Mass, on field trips, and athletics.

Infant of Prague Catholic School is a private school that strives for spiritual and academic growth. Everyone that enrolls here does so voluntarily and agrees to follow IOPCS's policies. Failure to comply with these expectations will result in dismissal from the IOPCS educational opportunity.

Administration reserves the right for immediate dismissal from IOPCS.

4.9 - School Property

The parent/guardian of a student who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks checked out to the student must have a proper book cover. Writing in textbooks is not permitted. The student will pay for a replacement for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented. Students who engage in this behavior face possible disciplinary action.

Section 5: Academics

5.1 - Grading

Student Information System (SIS) FACTS is used by Infant of Prague Catholic School. Grades are posted in FACTS. Progress Reports and Report Cards will be published in the FACTS Family Portal four times a year. Final Report Cards will be mailed home at the end of the year.

Progress Reports are issued to students in grades Pre-K through 12 midway through each grading period. Report cards are issued to the student at the end of each nine-week grading period. It is imperative that parents/guardians, as the primary educators, look over the student's work and teacher

reports and discuss the results regularly with the student. Parents/guardians must electronically sign both progress reports and report cards in FACTS Family Portal.

The grading system is as follows:

Grades K-2	Grades 3-12
A= Above Grade Level	A = 90-100
O= On Grade Level	B = 80-89
B= Below Grade Level	C = 70-79
N=Needs Improvement	D = 60-69
S= Satisfactory	F = 59 and below

A student in grades 3 through 12 shall achieve honor roll status by earning all A's and B's in all subjects and must have a 1 or 2 in both conduct and effort. A student in grades 3-12 shall achieve Principal's List status by earning all A's in all subjects and must have a 1 or 2 in both conduct and effort.

5.2 - Homework

Homework assignments serve to reinforce and enrich learning experiences and/or provide the opportunity to apply and use research skills. Homework assignments include reading, writing, drill and practice, problem solving and analysis, observation, research, projects, report writing, and study materials for future quizzes and tests. The time allotment for homework depends on the type of assignment and grade level of the student. Homework assignments are posted in FACTS Family Portal but are subject to change based on the progress of each class.

If a student is absent from school with an excused absence, he/she will have two days for every absent day to submit missing work. If a student is absent from school with an unexcused absence, the allotted time is at the discretion of the teacher. Administration reserves the right to make exceptions to this policy.

5.3 - Promotion & Retention

A student who receives two or more D's and/or F's (grades 3 through 12) or two or more B's (grades K through 2) at the end of a grading period will be placed on academic probation. The student has until halfway through the next quarter to improve at least one letter grade. If the student does not achieve the desired improvement, a conference will be held in which a decision will be made to develop a plan to assist the student in achieving success.

Students who do not demonstrate mastery in Reading, Language Arts and/or Math for the year will be recommended for retention. If a student is recommended for retention, a meeting will be held with the parents/guardians to determine the proper course of action.

High School:

High School Students at Infant of Prague Catholic School graduates will earn a NC Future Ready Diploma.

Required courses include:

- 4 English Credits
- 4 Math Credits
- 4 Social Studies Credits
- Science Credits
- Theology Credits
- 2 Foreign Language Credits
- 1 Health/Physical Education Credit
- 1 Computer Science Credit
- 1 Fine Arts Credit

Honors & advanced study opportunities will be available.

Infant of Prague offers a comprehensive academic program leading to high school graduation according to Diocesan and North Carolina requirements. IOP recognizes that required courses are offered through a variety of delivery systems and programs.

If a student wishes to take a required high school course through a non-IOP offering, and IOP offers the course, the student will be financially responsible for the costs of the course taken outside of IOP.

Infant of Prague reserves the right to review any courses taken elsewhere for credit in order to ensure that the course content meets the standards of IOP, the Diocese of Raleigh, and the State of North Carolina. Credit may be granted upon approval of IOP.

Grade Replacement/Recover Policy:

Students who earn a final grade of D or F in a high school required course will be re-enrolled in that class. Upon completion of the course with a grade of C or better, the D or F will be replaced with the higher grade.

Students who earn a grade of D or F have not demonstrated appropriate mastery to prove readiness for a higher level course.

5.4 - Sacramental Preparation

Infant of Prague Catholic Parish provides opportunities for students to prepare for and receive the sacraments of Holy Eucharist, Reconciliation, and Confirmation within the Catholic community of prayer and worship. First Holy Communion (Eucharist) and the sacrament of Reconciliation are ordinarily received in the 2nd grade. Preparation for the sacrament of Confirmation begins in 9th grade and is completed in high school. Sacramental preparation is a joint effort between parents and religious education staff. Periodic meetings and activities are scheduled throughout the year.

5.5 - Standards

The Diocesan guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. A summary of Diocesan standards are available online at www.dioceseofraleigh.org. All students are required to participate in all school events. This includes class programs/performances and religion class. Class programs/performances are sometimes held in the evening.

Infant of Prague Catholic School has a philosophy of inclusion for all students whose parents/guardians wish for them to receive a Catholic school education, provided the school can meet their educational needs with reasonable accommodations. This philosophy is consistent with the mission of the Catholic Church for viewing students with learning differences as children of God and members of the Church.

Infant of Prague Catholic School fully adopts and implements the standard guidelines in all subject areas, as defined and set forth by the Diocese of Raleigh. These curriculum guidelines meet and exceed the Common Core. 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. We strive to build self-esteem and instill confidence in each student, while exposing the student 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, computers, music, and Spanish. Listening, comprehension, creative writing, critical thinking, oral expression, and handwriting skills are emphasized in all subject areas. Correct English usage and sentence structure, in addition to correct spelling, appropriate punctuation, and quality penmanship are integral parts of every written assignment.

5.6 - Parent Teacher Conferences

Parents with students in grades PreK-8 will be required to attend 3 Parent/Teacher Conferences, 1 per grading period. During these conferences, teachers will share student's current ability levels in Reading, Writing, Math, & Catholic Identity. Goals will be established and shared with the parents. Parents will be instructed how to support student growth over the course of the reporting period/year.

Parents with students in grades PreK-8 will be required to attend the Student Led Conference that is held at the end of the year. Students create academic, spiritual and behavioral goals and track their progress with work sample and artifacts selected by them to be included in their Data Notebook. Students will review their growth and progress that they achieved throughout the year with their parents. Students are the primary facilitator for this conference, not teachers.

Parents will use FACTS to sign up for conferences.

Parents with students in grades 9-12 will only have conferences on an "as needed" basis.

After Care cost is only covered if a parent/teacher conference is immediately following dismissal.

*Once a student has left the supervision of IOPCS (e.g, being picked up during carline, left early for an appointment, etc), the student may not enter the After Care program.

Section 6: Communication & Safety

6.1 - Changes to Information

It is the responsibility of the parents/guardians to notify the school office immediately of any changes in family information. Changes should be submitted in writing to the school office or sent via e-mail to iop@iopschool.net for grades PreK-4 or iopschool@iopschool.net for grades 5-12.

6.2 - FACTS Family Portal [Student Information System (SIS)]

IOPCS uses FACTS as our data management and communication portal. Family information will be entered into FACTS Family Portal, and the system will send both parents/guardians a welcome message via e-mail with login information. FACTS Family Portal has a messaging system called Parent Alert. This system will telephone and e-mail parents/guardians with important messages (to include inclement weather closures or delays).

Parents/Guardians are responsible for updating their profile in FACTS Family Portal with any changes to phone numbers, address, and e-mail. Parents/Guardians are encouraged to communicate with teachers or staff using the e-mail link in FACTS Family Portal. Please be aware of the recipients chosen when you email to ensure private e-mails are not sent to entire classes or the entire school. Each family must register an email address in FACTS Family Portal for official communication.

6.3 - Volunteer Log

Each family is responsible for logging their required volunteer hours in the Family Service Time Log in the FACTS Family Portal. Final volunteer hours must be logged in to FACTS by May 18th. Volunteer opportunities are posted in the FACTS FAMILY PORTAL as school-wide announcements or as classroom specific opportunities.

6.4 - Outside Doors

The outside doors of the school remain locked during school hours. Students and staff are not allowed to open doors to admit entrance to visitors from outside the school. All outside visitors must use the Chaney Street entrance, for the Lower campus, or the Anne Street entrance, for the Upper campus, and be granted admittance by the office personnel.

6.5 - Child Abuse Laws

Infant of Prague Catholic School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Section 7: Miscellaneous

7.1 - Birthdays & Celebrations

Birthday party invitations and thank-you notes may only be distributed in the classroom if every student in the class is invited. Parents/Guardians may provide a birthday treat for the students; this snack will be distributed at lunchtime in the Parish Hall. Those who have birthdays during the summer months will be celebrated the last week of school. Balloons and decorations are not permitted. Birthday parties are not permitted-this includes parents/siblings going to the classrooms to celebrate.

7.2 - Family Crisis

Please notify the principal and your student's teacher when there is a family change, a death in the family, or any occurrence that might cause your student emotional trauma. We would like to be able to support your student during difficult times. **Counselors from Catholic Charities are available to meet with student(s) or parents/guardians if additional support is needed.**

7.3 - Home and School Association (HSA)

The Home and School Association works closely with the principal and faculty to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization. General meetings are open to all parents. Participation in this organization will augment the educational experience. Meeting dates will be shared through FACTS.

7.4 - Lockers

Students in grades 3-4 are assigned a locker in which to store textbooks. The school reserves the right to inspect lockers at any time. The Administration reserves the right to determine if contents and/or decorations in/on lockers are appropriate. The outside of lockers may not be decorated.

7.5 - Lost & Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found area. **Items placed in Lost and Found remain there for 30 days. After 30 days, items are donated to charity.** Students who lose a classroom book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

7.6 - Media Coverage

Student and parents signed a media release form at the time of application.

7.7 - Recess

Recess time is designated for students in grades Pre-K through 6. Students are expected to abide by all safety expectations.

7.8 - School Pictures/Yearbook

School pictures are taken in the fall. A notice will be sent home in advance. Students are to wear school uniforms for the fall pictures, since the photos are used for the yearbook. The photography company will send proofs home to view. These proofs need to be returned. Purchasing pictures is optional. A make-up day will be available for absent students. Students will also have the opportunity to take winter and spring pictures wearing their Sunday best. Sport pictures and cap and gown pictures are also taken for participating students. School Yearbook orders are taken during the school year with intended delivery before school ends in May. The yearbook includes pictures of all students from Pre-K through 12th grade, along with pictures of school activities.

****RIGHT TO AMEND** Infant of Prague Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents/guardians via e-mail communication and/or FACTS announcement.

Addendum A

Infant of Prague Catholic School Computer Network & Internet Acceptable Use Policy

In general, students are responsible for good behavior on the school computer network, just as they are anywhere on campus. Network communications are often public in nature, so general school rules for behavior and communications apply. The network is provided for students to conduct research, make presentations, type reports and/or papers. Users should not expect that files stored on school network resources will always remain private. School and network administrators may review files and communications to maintain system integrity and ensure that users are using the system appropriately.

Internet access will enable students to explore thousands of libraries, databases, and web resources and exchange information and communicate with Internet users throughout the world. All students will be given MS Teams accounts. Although internet access has invaluable educational benefits, families should be warned that some material accessible via the Internet may be illegal, obscene, defamatory, inaccurate or otherwise offensive to some people. The faculty and staff of Infant of Prague Catholic School will make a concerted effort to control student access to this material. Parents, however, must be aware that Infant of Prague Catholic School cannot totally control the content of material available on the Internet or user access to that material. During school, teachers will guide students towards appropriate educational material. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Unacceptable uses of the computer include but are not limited to the following:

1. Use or access of profane, pornographic, obscene, indecent, or sexually offensive language, pictures, graphics, or other materials.
2. Violating copyright laws by illegally copying or using software or data.
3. Communicating threats, harassing, or insulting other persons.
4. Bringing discredit to the school itself or members of the school community or causing safety concerns through the use and/or creation of blogs or social networking sites either on a school computer or off-site computer.
5. Use of the school name, logo or motto on any type of social media or in any other way without the express written permission of the principal.
6. Plagiarism
7. Vandalizing any hardware, software, databases, or files.
8. Using other persons I.D./password or sharing yours with others.
9. Excessive use or waste of network time and resources.
10. Using the network for commercial purpose.
11. Not alerting a teacher if inappropriate material comes up while using the Internet.

Students who engage in any of the above activities or in any activity deemed as an inappropriate use of the Infant of Prague Catholic School computer network will have his/her access revoked for a time period deemed appropriate by the principal. This will include any or all students who aid or abet another student in the commission of the offense. Revocation of privileges will be in addition to any other disciplinary measures deemed appropriate by the principal.

Use of the computer network and Internet is a required part of the diocesan curriculum. Therefore, it is expected that all students will follow acceptable use policies. This will allow them to fully participate in and master this portion of the curriculum.

The digital age in which we are now living, while amazing, should be handled with care and consideration. Parents, before posting pictures of Infant of Prague Catholic School events on your social networking sites, please consider whether you have permission of other parents to do so. In our faith-based community, we ask parents to work together on this issue and be respectful of each other and, most especially, the safety of our students.

Addendum B

VOLUNTEER HANDBOOK

The staff and students of Infant of Prague Catholic School welcome active and visible parent involvement in the life of the school. Voluntarism enriches the learning environment of our children and the lives of those donating their time. We look forward to your continued interest, support, and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, question, and concerns. We rely on your feedback for the continued improvement of our volunteer program.

VOLUNTEER EXPECTATIONS

Research shows that schools are more effective when parents are involved in the education of their children. All parents are expected to donate time and effort to Infant of Prague Catholic School to provide various services to our students. Each time a parent signs into the school to volunteer, he/she is expected to log the hours into the parent's Service Hours account. Families are expected to volunteer a minimum of **20 hours per year**. Final Service Hours need to be entered into FACTS by May 18th. Parents who volunteer in the school may not drop into a classroom to see their students during the day. This is an interruption to the educational process and negatively affects teachers and students.

****All Level C Volunteers must complete the Safety Training Course before volunteering! Please contact the school office for more information.**

RESPONSIBILITIES

Staff is committed to:

- Welcoming volunteers
- Informing volunteers what is expected from them
- Providing materials
- Encouraging volunteer initiatives and celebrating their efforts

Volunteers are committed to:

- Respecting school rules and procedures
- Maintaining confidentiality
- Performing assigned tasks to the best of their ability
- Working cooperatively with all staff and seeking clarification when necessary

VOLUNTEER ACTIVITIES

- Assist Science Olympiad
- Reverse Raffle/GALA
- Field Day
- Fish Fry
- Back to school set up
- Room Parent

ATHLETICS

- Coaching
- Concession Stand
- Ticket Sales
- Clean Up
- BB & VB Tournament

HEALTH AND SAFETY

Accident or Injury:

All student accidents or injuries must be reported to the teacher. The volunteer should report to the teacher or front office giving details of how the accident occurred and filling out an accident report form. Do not leave an injured child to seek assistance, send a student or another adult to report that you need assistance.

Medication Procedures:

A volunteer may NEVER administer any over-the-counter medications to a student.

VOLUNTEER INFORMATION

Please call your campus' office if unable to come when expected

Check-in with the front office when you arrive and get your visitor pass

IOPCS does not allow volunteers in classrooms to safeguard student instructional time.

****All Level C Volunteers must complete the Safety Training Course before volunteering!
Please contact the school office for more information**

Dress Code:

It is expected that volunteers will dress comfortably, but modestly.

- No workout gear
- No short shorts
- No undergarments hanging out or visible
- No clothing displaying inappropriate slogans or products

VOLUNTEER CODE OF ETHICS**Confidentiality**

In the course of your volunteer work at IOPCS, you may overhear confidential information about students, parents, or staff; you are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your privacy rights to be respected.

Communication

Always direct other parents' questions or concerns to the classroom teacher. It is the school's responsibility to inform parents of school or classroom news. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.

Dependability

The school relies on your support. Follow through on tasks by attending to scheduled times, and please give notice of absence whenever possible.

Respect for Others

Students learn from watching you. Practice patience and understanding toward the students and staff. This helps learners value and apply these qualities.

Role

At all times a volunteer is there to support the Mission and Values of IOPCS.

Addendum D

VIRTUAL LEARNING PLANS

IOPCS Virtual Plan: Long Term (approx. 5+ days)

Please see the virtual learning plan posted under your student's grade level in FACTS for details and information.

IOPCS Virtual Plan: Short Term (approximately 1-3 days; for example, inclement weather)

In the event of a short term school closure for inclement weather (for example, snow day or icy conditions), teachers in core subjects will post assignments on MS Teams for students to complete; live sessions will not be held. There will be no enrichment assignments posted. We will consider factors such as power outages, internet outages, etc when communicating the due dates for these assignments.

In the event that a schedule change is necessary, such as a delay or early release, IOPCS families will be notified of the change via a FACTS Family Portal announcement/email and School Messenger call out.

Addendum E

Students Walking/Biking or Driving to School IOPCS Policy

- 1) Students wishing to walk to school must be in at least the 5th grade, or have a sibling who is in at least the 7th grade who will accompany them.
- 2) Students must live within a one-mile radius of the school campus, as measured by GPS coordinates.
- 3) All custodial parents must sign a waiver releasing the school of liability and acknowledging that they give consent for the student to walk or bike to school. (see below)
- 4) Students must sign that they agree to follow all directives of school staff, including school policy, while on school grounds en-route to the school buildings as well as at departure from school grounds. This includes arrival and dismissal, adjusting for carline drop-off and pick-up, and attending morning and afternoon care as needed.

- 5) Students that walk, bicycle, or drive to school will NOT linger on campus before or after school. They will report immediately to the building in the morning, and will depart as soon as directed in the afternoon.
- 6) Parents will provide prior notice either in writing or electronically if there is a change in circumstances that will impact the student's ability to walk to school (change in residence, after school or before school activities, etc.).
- 7) Students that ride a bicycle to school must secure the bicycle to the school's rack (or chain-link fence at the immediate back of the school in the interim) with a secure lock. Students must also wear protective safety equipment, including at least an appropriate helmet, when riding to and from school.
- 8) Students who wish to drive to school must first submit a fee of \$25, provide a copy of a valid driver's license, and proof of car insurance
- 9) Students who drive between campuses during the school day are prohibited from driving anywhere else except point A to point B (campus to campus). Once a driver checks in to 1st period, they are not allowed to leave campus unless written verification from a parent is provided.
- 10) Students must sign in/out daily at the office when they arrive/depart. If a student does not sign in by 1st period, a phone call will be made to the parent.
- 11) A parking spot will be assigned to the student.
- 12) A school parking tag will be assigned to the student which is associated with the license plate number of the car.
- 13) The parking pass must be displayed at all times. If pass is not displayed, the car will be towed.

Addendum F

Morning & After Care Financial Obligations

7:00am-7:30am Morning Care	\$20 per family per week
3:00pm-6:00pm After Care	
1 child: Pre-pay rate	\$150 per month *billed every month regardless of number of days the service is used.
Each additional Child: Pre-pay rate	\$100 per month *billed every month regardless of number of days the service is used.
Drop in Daily Rate	\$20
PreK After Care to Carline (2:15 until 2:50 Carline) Pre-pay rate:	\$75 per month per child
PreK After Care (3:00pm-6:00pm)	Additional \$150 first Child; \$100 each additional Child
Parent Teacher Conference/Student Led Conference	Only free if your conference is immediately following dismissal
Late Pick-up Fee	\$5 per min/per student past 6:00pm. *Late pick-up will result in loss of Morning Care/After Care privileges, unless reviewed and approved by administration

After Care cost will only be covered if a parent/teacher conference takes place immediately following dismissal.

*Once a student has left the supervision of IOPCS (e.g, being picked up during carline, left early for an appointment, etc), the student may not enter the After Care program.