

**IMMACULATE CONCEPTION
ELEMENTARY SCHOOL**

**Accredited by the New England Association of
Schools and Colleges**

PARENT/STUDENT HANDBOOK 2011-2012

**REV. NICHOLAS SANNELLA
PASTOR**

**CATHERINE FIORINO
PRINCIPAL**

**218 EAST MERRIMACK STREET
LOWELL, MASSACHUSETTS 01852
978-454-5339
978-454-6593 (fax)**

**www.ICSlowell.com
ICSlowell@hotmail.com**

MISSION STATEMENT

Immaculate Conception School is committed to the teaching of Catholic doctrine and Christian values. We strive to create a productive academic and spiritual environment committed to excellence. We embrace parental involvement in order to develop positive role models for the future.

ARCHDIOCESAN POLICY FOR ADMITTANCE

The goal of our Catholic Schools is to present Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual and moral education program. Catholic school students strive for high achievement, are taught to love and worship God, and live in the Gospel teachings. Catholic school students work together, build community and give service to others.

Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependant both on academic qualifications and the desire to promote what is in the best interest of the student. Students are considered "academically qualified" if they meet a school's written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic Schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

SCHOOL PHILOSOPHY

Immaculate Conception School strives to create a Christian environment for the growth of all members, students, families and staff, in a supportive community of friends in Christ. We endeavor to assist in the development of the child's potential and sense of wonder. We aim to provide each student with instruction and activities to build self-esteem, to be grounded in the doctrine and tradition of the church, to achieve academic success, and to foster a commitment to social justice. We seek to guide the child to live as a creative, competent and caring person, and to share in his/her growth of faith in Christ. We believe this growing in faith is nurtured by our shared prayerful response to each day's joys and trials, and our awareness of the needs of the greater community around us. Our vision is to develop the whole person through growth in faith, in knowledge, in virtue, and in service.

ADMISSION

Immaculate Conception School does not discriminate on the basis of gender, race, color, national origin, or religion in the selection of students. However, all students are expected to participate in the same religious classes and functions.

Pre-K applicants must be three years of age as of September 1 of that year and must be potty trained. Birth and baptismal certificates as well as proof of immunization are required.

Kindergarten applicants must be five years of age as of September 1 of that year and participate in a developmental screening process. Birth and baptismal certificates as well as proof of immunization are required.

All transfer students are accepted on a conditional basis. All Students will be given a chance to prove himself/herself both socially and academically. Students applying for Grades 1 through 4 must complete an application form and submit a copy of the most recent report card and or progress report, as well as proof of immunization. Students applying for grades 5-8 must complete an application form and submit a copy of the most recent report card, IEP (if applicable) and or progress report, as well as proof of immunization, and also submit to an interview with the principal.

A student will be asked to leave if the school feels this child does not meet the academic and behavioral requirements of the school. Children with high-risk emotional problems and learning disabilities cannot receive adequate attention in this environment.

SCHOOL HOURS

Regular school hours for Grades Pre-K through 8 are 7:55 a.m. - 1:55 p.m. We ask that no student arrive at school before 7:40 a.m. unless the student is transported by bus. The school is not responsible for any child who is in the schoolyard before that time. Students may be dropped off at school as early as 7:15 a.m. for a small fee, and must report to the cafeteria.

ATTENDANCE

Daily and regular attendance is the key to success. Irregular attendance plays havoc with the academic achievement of the students. Every effort should be made by parents to see that the child is in school each day and on time.

If your child will be absent from school, please call the school office at 978-454-5339 by 7:30 AM. If a call is not received, a school official will contact the home. In addition, when your child returns to school, he/she must have a note from a parent/guardian stating the reason for the absence. If the child is absent for **three or more days**, a doctor's note is required before he/she may return to school. The student is also responsible to make up work he/she missed while absent. If you wish to pick up homework for your child at the office at the end of the school day, you must inform the office in the morning by 9:00 am when you call your child in absent. Homework **cannot** be available before the end of the school day.

The Immaculate Conception School operates on a one session basis. Anyone attending school for less than three hours (11:00 AM) on a given day will be considered absent for the day.

Any student absent or dismissed from school on the day of a school sponsored event may not attend the event without permission from the Principal. On days we have special events during the school day, students will be expected to remain in school and follow regular dismissal procedures. (ex: Author's Tea, Special Person Day, Science Fair, Field Day, Sports, Arts, Computer, Music, etc.).

TARDINESS

Tardiness is detrimental to a student's progress and disruptive to other students in classes that have already begun. Students are late if when they enter the building their homeroom class has already entered the building. Students should report to the office for a TARDY PASS and then proceed to their respective classrooms. A student who arrives after 11:00 AM will be marked absent for the day. Excessive unexcused tardiness will not be tolerated. Bus students will be admitted to school and will not be marked tardy if the bus arrives late.

EARLY DISMISSAL

Early dismissal will be permitted for urgent reasons only. Appointments should be arranged for times that do not conflict with school hours. If a child must be dismissed early, a written request from the parent/guardian is necessary. A parent/guardian must pick up the child being dismissed at the office and sign the release book. No child will be released unless a parent/guardian, or a person authorized by them, calls for the child. Any student being dismissed for the day before 11:00 AM will be considered absent for the day.

EMERGENCY INFORMATION

The Student Emergency Forms issued to students at the beginning of each year should be filled in carefully by parents/guardians and returned the first week of school. The emergency information serves as our only source of information in case of an emergency. It is the parents' responsibility to see that the information is kept up to date. Please notify the office of any changes in the information. Likewise, it is the parents' responsibility to notify the school if you have changed your address or telephone number during the school year. The same rule applies for changes in the work place.

TRANSPORTATION

For those students whose parents drive them to school, the parent must drop the students off at the High Street gate. **PARENTS MUST DRIVE UP TO THE END OF THE ROAD AND OVER TO THE SIDE TO ALLOW OTHER CARS TO PULL IN BEHIND THEM, OR PASS BY. PARENTS ARE TO LET THE CHILDREN OFF AND IMMEDIATELY CONTINUE ON THEIR WAY.** For your children's safety, please have children exit your vehicle on the PASSENGER SIDE ONLY. Any parent wishing to stay with their child until the bell rings in the schoolyard **MUST** pull into the schoolyard from the Bartlett Street gate where the faculty parks their cars, being sure not to take a parking space allotted for the faculty, and **MUST REMAIN** in the schoolyard until all students have entered the building. **CARS ARE NEVER TO PULL UP TO THE DOOR OF THE SCHOOL BUILDING TO DROP OFF CHILDREN AT ANY TIME.** This is a safety concern.

Per order of the fire department, **PARKING IMMEDIATELY ADJACENT TO ANY PART OF THE SCHOOL BUILDING IS STRICTLY PROHIBITED.**

Riding the bus to and from school is a privilege extended to students. We are most concerned about the conduct and safety of all students who ride on school buses. Any student who violates the rules set up by the school or bus company may lose the privilege of riding the bus.

- Remain seated while the bus is in motion
- Enter the bus in single file and in an orderly manner
- Follow the instruction of the driver
- Keep aisle clear at all times.
- Remain quiet and orderly.
- Be courteous
- No teasing, rough play, yelling
- No eating or drinking on the bus.
- Do not open windows without permission. Do not extend head, hands, arms or any object out the window.

These rules apply for all students even when riding the bus for a school sponsored Field Trip.

CANCELLATION OF SCHOOL

In the event of inclement weather, Immaculate Conception School follows the decision of the Lowell Public School Department. Should school be closed due to the weather, watch the winter "Storm Center" on channel 4, 5 and 7 News or listen to WRKO Radio. You may also find a list of school closings at www.whdh.com. If the Lowell schools are closed, Immaculate is closed as well. Parents who signed up for the Honeywell Alert System will also receive emails, texts and phone messages as well regarding the closing of school.

CHEATING

It is expected that all students will perform their responsibilities in an honorable fashion. Cheating, unauthorized assistance on or talking during an exam, quiz, paper, project, homework, etc., is considered a major infraction and will not be tolerated. Any student who is found to be cheating will receive a grade of zero (0) on that assignment. Unauthorized talking for any reason during an exam will result in a zero (0). Parents as well as the Principal will be notified by the teacher involved.

FORGERY

Forgery, the unauthorized signature on a note, conduct referral slip discipline form, test or quiz, paper, agenda book or any other document containing a forged or altered item or signature of any authorizing person is considered a major infraction and will not be tolerated. Parents as well as the Principal will be notified by the teacher involved.

DISCIPLINE POLICY

It is expected that all students at the Immaculate Conception School will act with respect toward faculty, staff and students at all times and that behavior of students is in keeping with the philosophy of our school which is love of God, coupled with "love of neighbor". Disciplinary guidelines are set to provide a healthy and safe environment necessary for the successful operation of the school. These include, but are not limited to:

- We expect that students will exhibit proper and safe behavior going to and from school
- We expect that students will not run while in the school building except in the gym area.
- We expect that all students will show respect for the knowledge and authority of teachers. Students must be courteous and speak respectfully to adults.
- We expect that students will respect the rights and human dignity of fellow students. Students must refrain from name-calling or any attempt to embarrass fellow students.
- Bullying of any kind will not be tolerated and will result in suspension or expulsion.
- We expect that students will walk quietly and in an orderly manner when passing in the corridors so that others will not be disturbed.
- We expect that students will not deface or destroy school property, that they will not Fool around in the restrooms, and they will help keep school property clean, neat and unlittered.
- We expect that students will seek the assistance of a teacher, teacher aide, or other adult in the school when having problems with another student. Fighting, pushing, rough play, tackling, shoving, acts of intimidation, etc. will not be tolerated.
- We expect that students will not throw any objects - rocks, dirt, snowballs, pebbles - that could cause injury to another person.
- We expect students to follow the basic rules of good manners when eating in the cafeteria. Talking is allowed, but only in low tones. No shouting is permitted.
- We expect that students will not bring to school unsafe objects such as matches, knives or other objects (toy or real) which may be considered or used as a weapon.
- We expect that students will not leave the school grounds at any time during the school day unless they have permission from the office to do so.
- We expect that students will give courteous response to any direction or request from an adult in the school.
- We expect that students will not exhibit behavior that could disrupt classroom activities or interfere with someone's right to an education.

These disciplinary procedures are not intended to limit immediate parent contact or any authoritative action that is deemed necessary and appropriate in cases of serious behavior problems.

An Incident Report will be issued with any of the following;

1. Withholding Privileges - A student may not be allowed to attend a special program sponsored by the school. e.g., if a student acted poorly in the cafeteria, the privilege of eating in that setting might be withheld.
2. Week day detention
3. Saturday Detention - 9:00-12:00 - if necessary.
4. In-School Suspension

5. Suspension/Expulsion - Suspension is a temporary dismissal from school for ten days or less for a serious infraction of school rules. Suspended students must do all class work as assigned by the teacher for the term of the suspension. Expulsion is the permanent dismissal of a student from the school. It is invoked rarely and is considered a last resort when detrimental behavior cannot be changed. The decision rests with the Principal.

School personnel are acutely aware that standards of reasonableness dictate that we adapt the punishment to the circumstances, using moderate means and methods.

IN-SCHOOL SUSPENSION

A student may receive an in-school suspension for a major infraction of school rules. The suspended student is required to report to the Principal's office at the beginning of the school day for each of the suspension days and remain in an assigned place for the entire school day(s). Suspended students must do all class work as assigned by the teacher for the term of the suspension. If a student accumulates more than one in-school suspension, the Principal will contact the parents or guardian to set up a meeting with the Principal to discuss additional consequences, to include out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION

When a student's behavior becomes a menace to the physical, spiritual or academic welfare and progress of other students, or there is a prolonged or open disregard for school authority, the student may be suspended from school through the authority of the Principal. Suspension is a temporary dismissal from school for ten days or less for a serious infraction of school rules.

STUDENTS WHO ARE ON IN-SCHOOL SUSPENSION OR OUT-OF-SCHOOL SUSPENSION MAY NOT PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES OR SPORTS PROGRAMS ON THE DAYS OF THE SUSPENSION.

EXPULSION

Expulsion is the permanent dismissal of a student from the school. It is invoked rarely and is considered a last resort when detrimental behavior cannot be changed. The decision rests with the Principal, who is in consultation with the parent/guardian and any other helpful parties.

BULLYING POLICY

Please read the Bullying Policy that was handed to each family at the parent meeting. This policy and forms are also located online at icslowell.com.

PARENTS AWAY

Parents are to inform the school in writing if they will be away and the student is staying with someone else. The school should have the name and phone number of the adult who is responsible for the child.

HOMEROOM PLACEMENT

At the closing of school, each teacher evaluates placement of students by the following criteria:

- Scholastic ability
- Individual needs
- Student learning styles

Please refrain from making individual teacher requests.

SCHOOL TELEPHONE/CELLULAR TELEPHONES/PAGERS/ETC

The possession of electronic pagers, ipods, mp3 players, electronic games, or other handheld electronic devices, are prohibited at school and at all school activities. Should you bring such items to school, they will be collected and returned only when a parent comes to the school to pick them up. Cell phones must

be turned off and left in student's backpacks. The school telephones are for business purposes only and are available to the students only in emergency situations. Emergency telephone calls are to be made from the Secretary's desk with her permission. Students will not receive phone calls during school time.

DANGEROUS WEAPONS IN THE SCHOOL

Possession or use of any object determined by the Administration to be a dangerous weapon is prohibited in school, on school grounds, or at any school sponsored activity on and off school property. Violation of this policy will be cause for suspension and may subject the offender to expulsion from school.

INSUBORDINATION AND INSOLENC

Insubordination (deliberate refusal to a reasonable authoritative request) or Insolence (quarrelsome argumentation) is considered a major infraction and will not be tolerated. Any student, who is disrespectful, threatening or leaves class without permission, will be referred to the Principal for disciplinary action and notification of parents.

INFRACTIONS

MINOR AND MAJOR INFRACTIONS INCLUDE BUT ARE NOT LIMITED TO:

MINOR:

1. Gum
2. Violation of Dress Code
3. Inappropriate behavior in school hallways
4. Completing work in one class for another class without permission
5. General disruption in the cafeteria, school assemblies or activities including church liturgy

MAJOR:

1. Blatant disrespect
2. Insolence
3. Insubordination
4. Cheating
5. Stealing
6. Forgery
7. Leaving school grounds without permission
8. Truancy/Skipping school
9. Fighting
10. Damage or Destruction of school property
11. Tobacco/alcohol/Drug use
12. Gambling
13. Harassment
14. Dangerous weapons
15. Bullying

POSSIBLE PROGRESSION OF CONSEQUENCES

After school detention
Saturday detention
In-school suspension
Out-of-school suspension
Expulsion

DRESS CODE

We feel strongly that the way a child dresses influences his/her attitude and performance. We also take pride in the appearance of our students. Therefore, regulation (J. B. Edward) uniforms **MUST** be worn each day unless otherwise stated. **PLEASE NOTE: ALL UNIFORM CLOTHING MUST BE PURCHASED FROM J.B.EDWARD UNIFORM COMPANY. Any other clothing will be considered in violation of school uniform dress code and are not permitted.**

UNIFORMS

FOR ALL PRE-K STUDENTS

J.B.Edward Uniform gym clothes are required. They consist of navy sweatpants with the ICS logo and gold colored T-shirt with the ICS logo. Navy mesh jam length shorts with the ICS logo may be worn during the months of September, October, April, May and June. Sneakers are worn every day unless a special request is made.

Boys - Grades Kindergarten - 3

Navy twill or corduroy pants (J.B.EDWARD UNIFORM CO. ONLY) Navy dress shorts may be worn in September, October, April, May and June.

Yellow polo shirt (long or short sleeved) with the ICS monogram (NOTE: UNIFORM SHIRT SHOULD NOT OVERLAP LIP OF WAISTBAND)

Dress Shoes (No sneakers except with shorts, no running shoes, no boots of any kind including work boots)

Navy belt or Black belt

Crew Socks

OPTIONAL - Navy sweater with the ICS monogram or ICS Hooded sweatshirt

OPTIONAL – Dress Khakis for Grades 6, 7, 8 from November 1 through March 31

Boys – Grades 4-8

Navy twill or corduroy pants (J.B.EDWARD UNIFORM CO. ONLY) Khaki dress shorts may be worn in September, October, April, May and June.

Light blue polo shirt (long or short sleeved) with the ICS monogram (NOTE: UNIFORM SHIRT SHOULD NOT OVERLAP LIP OF WAISTBAND)

Dress Shoes (No sneakers except with shorts, no running shoes, no boots of any kind including work boots)

Navy belt or Black belt

Crew Socks

OPTIONAL - Navy sweater with the ICS monogram or ICS Hooded sweatshirt

OPTIONAL – Dress Khakis for Grades 6, 7, 8 from November 1 through March 31

Girls - Grades Kindergarten - 4

Uniform plaid jumper

Yellow uniform polo shirt or blouse (long or short sleeved) with the ICS monogram

Navy knee socks or navy tights

Dress shoes (no sneakers, clogs, sandals, boots, platform shoes or other high-heeled shoes)

OPTIONAL - Navy pants (Harvey Uniform Co only) - December 1 - March 31. Navy shorts in September, October, April, May and June.

OPTIONAL - Navy sweater with the ICS logo or ICS hooded sweatshirt

GIRLS - Grades 5-8

Uniform plaid skirt - of modest length

Blue uniform polo shirt (long or short sleeved) with the ICS monogram (NOTE - UNIFORM SHIRT SHOULD NOT OVERLAP LIP OF WAISTBAND)

Navy knee socks or navy tights

Dress shoes (no sneakers, clogs, sandals, boots, platform shoes or other high heeled shoes)

OPTIONAL - Navy pants (Harvey Uniform Co only) - December 1 - March 31. Navy shorts in September, October, April, May and June

OPTIONAL - Navy sweater with the ICS monogram

OPTIONAL – Dress Khakis for Grades 6, 7, 8 from November 1 through March 31

GYM UNIFORM

Gym uniforms will be worn for the entire school day on your child's/children's assigned gym day. Only gym uniforms purchased at J.B.EDWARD Uniform Co. may be worn. Students may not substitute Nike, Umbro, Adidas, etc. for the school gym attire.

The gym uniform will consist of the following:

Uniform navy sweatpants with the ICS logo

Uniform gold T-shirt with the ICS logo

Sneakers

Uniform navy mesh jams with the ICS monogram during the months of September, October, April, May and June

NOTE: DURING THE WINTER MONTHS, IF THE STUDENTS WISH TO WEAR UNIFORM SHORTS TO GYM CLASS, THEY MUST WEAR THEIR SWEATPANTS OVER THE SHORTS DURING REGULAR CLASSROOM SESSIONS.

Regarding all uniform clothing (regulation and gym) - any student who is not in compliance with the code may receive a uniform violation notice. Students who continue to disregard the dress code will be disciplined.

SKI MONDAYS

On Ski Mondays, all students may wear their gym uniforms if they wish.

DRESS DOWN DAY

Periodically throughout the year you will see reference made to a "Dress Down Day" on the calendar or a parent notice. The dress code for those days is as follows:

DRESS DOWN DAY:

No baseball caps worn in the school building

No T-shirts with inappropriate logos or sayings

No tank, tube or spaghetti strap tops

No shirts that expose the stomach should be worn at any time

Shorts are allowed in warm weather, but must be of modest length i.e. just above the knee

All clothing must be neat and clean

If these Dress Codes are violated, a call to the parents will be made to bring the proper attire to the school for the student. If the parents cannot accommodate, the school will attempt to provide proper clothing. If this cannot be done, then the child will lose the privilege for the next dress down day, at the discretion of the Principal, receive a detention. If there is a second offense, the privilege of Dress Down will be revoked for the next time.

SHOES: For the safety of all children the following are not allowed at any time:

Open toed shoes, open heeled shoes or sandals.

Flip-Flops

Slippers

High-heels

Clogs

Boots (exceptions; may be worn on inclement days and must be removed during school hours)

For school plays or costume parties, exceptions may be made with permission from the principal.

JEWELRY

At all levels, jewelry must be kept simple. The only jewelry permitted is a watch, a small ring, one pair of small and simple earrings for pierced ears for girls only. Large jewelry items, pocket watches, neck collars, etc. are not allowed. Boys may not wear earrings. For both boys and girls, body piercing of any sort (except girls' single hole pierced ears) is not allowed.

HAIRSTYLES

Hairstyles must be simple. No fad haircuts or fad coloring of the hair are allowed. Hairspray is not allowed in school.

BOYS: Extreme (bright, distracting or unnatural) hair color and hairstyles are not allowed. Excessive hair gel and/or spiked hair are not allowed. Sideburns or side length of hair may not exceed the top of the earlobe. Hair length in back is not to exceed the top of the collar. Ponytails, shaved hair under longer hair, shaved heads (hair less than 1/8 inch), shaved lines and designs are not allowed. Hair must be kept clean and neatly styled.

GIRLS: Extreme (bright, distracting or unnatural) hair color and hairstyles are not allowed. Hair must be kept clean and neatly styled.

TATTOOS/BODY PIERCING

No visible tattoos are permitted. Body piercing of any type, with the exception of one pair of earrings for girls, is prohibited.

MAKEUP

Girls are allowed to use only clear nail polish. Girls in Grades 7 & 8 may wear light, conservative makeup consisting of light blush and lip gloss (NOT lipstick.) No eye makeup or foundation is allowed. Special circumstances may be discussed with the principal. Perfumes and colognes are not allowed.

SPECIAL OCCASION CELEBRATIONS

Classroom parties are under the control of the school. Students who hand out invitations at school must do so with the permission of the homeroom teacher, provided that an invitation is distributed to everyone in the class. Students may not receive flowers or balloons at school and may not be visited by dress-up characters.

PERSONAL PROPERTY RESTRICTION

Any personal property that will cause disruption in school or on the bus will not be permitted. Any CD's or tapes brought to school without the homeroom teacher's permission will not be allowed. They will be taken from the student and a parent will be expected to come to the office to claim the property. Students are not allowed to bring a Walkman, ipod, mp3 player, portable tape player, portable CD player, or any other similar device to school, even if these devices are equipped with headphones. Cell phones are allowed provided they are turned off and never used during school hours. These items will also be taken from the student and a parent will need to come to the office to claim them.

GUM

Chewing gum creates maintenance problems and is potentially disruptive to others. Therefore, gum is prohibited on the bus as well as in the classroom.

SMOKING, ALCOHOL, DRUG ABUSE

It is a strong conviction of ICS that use or possession of tobacco, drugs and alcohol is not conducive to the proper emotional, social or academic development of our students. It is also illegal. Therefore, tobacco products, drugs or alcohol are never permitted on the school property or at any school sponsored event or activity, either on or off the school grounds. Any student found passing, consuming, possessing, buying or selling controlled or dangerous substances in the school building, or on the school property, or

at any time when the student is accountable to the school system for proper conduct, may receive an out-of-school suspension and/or should be prepared to accept IMMEDIATE EXPULSION. The Principal acting "in loco parents" has the legal right to search the person or their personal property and its contents of any student suspected of the possession of tobacco products, drugs or alcohol.

KIDS' CLUB

Immaculate Conception School offers an extension of our day through KIDS' Club. It is held following dismissal whenever school is in full session. It is offered on most Early Dismissal Days (1/2 days). The program consists of supervised playtime, quiet study time for homework, and some crafts. Students need to bring a snack and drink. ICS does not have snacks or drinks available after school. Kids' Club runs until 5:00 p.m. In the event of inclement weather, a decision on whether or not to hold Kids' Club will be made by noon (12:00). It is the responsibility of the parent to call the office at that time to find out if the Kids' Club program will be held on that day.

FIELD TRIPS

Field Trips are provided for the enrichment of the students and are considered a privilege, not a right. By signing the "Emergency / Family Information Sheet" at the beginning of the school year, you are also signing for permission for your child/children to take part in any and all activities that take place off school grounds. A Field Trip is an extension of the school; therefore, the school rules will be in effect. Students who do not abide by the school rules could lose the privilege.

HEALTH

A health record is provided for each child and is kept up-to-date by the school nurse. Parents must inform the school office of any significant health problem which their child has. They should also inform the school if their child contracts a communicable disease so that it may be recorded on the health record. Please submit results of visual, audiological or speech tests.

If a student becomes ill during school hours, arrangements will be made to send him/her home. No student may be dismissed unless accompanied by a parent or a representative of the parent.

The nurse is in the building for only a few hours for 3 days of the week. The nurse, when in the building, is not allowed to dispense medication to a student. We strongly urge that medication be taken at home. Times should be arranged so that no medication is taken during the school day, except for urgent reasons. With the exception of inhalers, (with the required medical/physician documentation), **students may not self-administer medications.** With the exception of an Epi-pen (with the required medical/physician documentation) **administrative personnel and teachers may not assume the responsibility of administering medication. Immaculate Conception School does not dispense medication to a student. The responsibility rests with the parents.**

It is very necessary, for the welfare of your child, that parents inform the Principal and the Teacher if a child is on any medication.

Field Trips – Inhalers may only be brought on field trips if the student is permitted to self-administer by a doctor. Epi-pens will be in the possession of the student's teacher.

Parents must also assume the responsibility of notifying the school and the teacher about any allergies or physical disabilities that a child may have so that school medical records may be updated. Children entering school for the first time must have all the necessary shots. If you are awaiting test results for your child, i.e. throat culture, blood work, x-rays, please do not send your child to school until it has been confirmed that he/she is not contagious. If test results are positive, medication should be taken for 24 hours before returning to school.

To be temporarily excused (one time) from Physical Education class because of illness or injury, a student must bring a note signed by a parent or guardian. A more lengthy absence (2 or more times)

from Physical Education classes requires a physician's note stating the condition of the student and when the student is able to return to gym class.

HOME/SCHOOL COMMUNICATIONS

At the beginning of the school year each family receives a tentative calendar which lists most of the events that will take place during the school year. Please refer to your monthly calendars for more timely updates. Please be aware that some circumstances change events and notices will be sent home during the week indicating such changes.

Each month any pertinent information for the upcoming month will be sent to you in a Family Envelope. This envelope will be given to the youngest or only child in the family. We ask that you remove all the information in the envelope and return the envelope to school as well as any information that needs to be returned. This envelope will be sent to you before the beginning of the next month.

VACATIONS

During the school year there are four scheduled lengthy vacations - Christmas, February, April and summer. Vacations taken during the regular school year are not encouraged. If circumstances require it, it is the parents' responsibility to notify in writing, both the Principal and the teacher of an anticipated absence. It is not easy for your child to miss school for a vacation period. Teachers will not give work ahead of time to students who will be absent due to an unauthorized vacation. Work is made up upon return. It is the responsibility of the student to obtain any and all make up work. Due to curriculum schedules and time constraints, "re-teaching" is impossible.

HOMEWORK

Regular homework is an expectation of all students at ICS. It should be considered a positive reinforcement of skills taught. Review of the material covered in class and drill in particular areas are essential for mastery of any skill. Homework also helps the student become more self-reliant and learn to work independently. Specific classroom policy will be presented at the annual parent meeting as well as the first week of school to all students.

MAKE UP WORK

It is the responsibility of the student to obtain all make up work from his/her teachers immediately upon return to school. Failure to obtain make up work is no excuse for not completing missed work. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school Principal in conjunction with the classroom teacher. Any test or quiz missed because of absence must be made up in a timely manner after consultation with the teacher.

CARE OF BOOKS

Due to the cost of books, special care must be taken to see that they are kept in good condition. Books must be covered. Book Bags are required to carry books to and from school each day. Books, desks, equipment, etc. must be handled properly. If there is loss of materials or property damage, the person responsible is required to reimburse the school for such loss or damage.

TEACHER CONFERENCES

Pre-scheduled conferences are held after the first report card has been issued and at other times determined by the school. **Teachers are not available for discussions before school, after school or at dismissal time without a scheduled appointment.** During these times, teachers are monitoring the students for safety. Parents who wish a conference with a teacher and/or Principal at any other time are free to request one at a time convenient for all.

LUNCH PROGRAM

Students may bring their lunches to school. A hot lunch program is offered daily through The Essence of Thyme Catering Service. Students may order bi-weekly by completing the order form and returning it to school with the total amount of money due prior to the Wednesday before. This must be paid by CHECK payable to ICS. No refunds are allowed on pre-paid food since orders are placed to the caterer in advance. No refunds for absences. Students may order milk bi-weekly through the catering service. No refunds allowed for pre-paid milk. No glass bottles or soda may be brought to school for lunch. Juices in boxes or plastic containers are acceptable. All hot lunches follow the National School Lunch guidelines.

Students are required to conduct themselves in an orderly manner going to and from the cafeteria. Once in the lunchroom, good manners, courtesy and proper eating habits are expected. Cafeteria rules include, but are not limited to;

1. No cutting in line ahead of others
2. Clean up tables and immediate area (assigned table washers are expected to wash tables only-not pick up after you)
3. No food or drink out of the cafeteria
4. No one allowed out of the cafeteria during lunch time without proctoring teacher permission
5. No running, shoving or pushing going to or leaving the cafeteria
6. No tossing items of food or anything else in the cafeteria
7. No excessive noise during lunch period. Shouting or screaming across the cafeteria is not acceptable behavior
8. No sitting on or placing feet on the tables
9. Students are directly answerable to the teachers on duty

PROMOTION/DETENTION

Promotions and retentions are based on a careful evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are failure to meet course requirements, lack of effort on the part of a capable student, physical or social immaturity, frequent or long absences.

IMPROPER LANGUAGE/SEXUAL HARASSMENT/RACIAL EPITHETS/ETC

Vulgar language, sexual harassment, racial epithets, derogatory remarks (oral or written), derogatory hand gestures which are intended to ridicule or demean fellow student or faculty members will not be tolerated and will result in notification of parents and possible suspension or expulsion, depending upon the circumstances.

VISITORS

All visitors must report to the school office upon entering the building. Forgotten lunches may be left at the office. **At no time should a teacher be disturbed during school hours. Please refrain from visiting classrooms before school hours or after school hours without an appointment.**

The administrator has the right to revise this handbook at anytime.



IMMACULATE CONCEPTION SCHOOL
 218 EAST MERRIMACK STREET
 LOWELL, MA 01852
 978-454-5339
 (FAX) 978-454-6593
 WWW.ICLOWELL.COM
 EMAIL: ICLOWELL@HOTMAIL.



Parent response form

WE (Parent/Guardian/Students- please print names:

_____ **HAVE READ THE STUDENT
 HANDBOOK OF THE IMMACULATE CONCEPTION SCHOOL. WE AGREE TO
 FOLLOW THE DIRECTIVES PUT FORTH IN THE HANDBOOK.**

**PARENT/GUARDIAN
 SIGNATURES** _____

STUDENT SIGNATURES _____

DATE _____

PLEASE RETURN THIS FORM TO SCHOOL