



# PARENT/STUDENT HANDBOOK

## 2017-2018

### Immaculate Conception School

25 Washington Court  
Marlborough, MA 01752  
508-460-3400  
Fax 508-460-6003

[www.ICSchool.net](http://www.ICSchool.net)

Dear Parents/Guardians and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”*  
**St. John Chrysostom**

Welcome to a new school year at Immaculate Conception School! In choosing Immaculate Conception School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Immaculate Conception School for the 2016-2017 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by and be governed by the policies of Immaculate Conception School during the 2016-2017 school year.

The faculty and staff of Immaculate Conception School look forward to working with you to promote spiritual development and academic excellence for all of our students in accordance with the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely in Christ,

Mrs. Linda Short  
Principal

## **1 History of the School**

In 1910, there were over eight thousand members of the Immaculate Conception Parish. A Catholic education for the children was of prime concern. Reverend Thomas B. Lowney, who was pastor at the time, realized this, and at all the Masses on Sunday, January 23<sup>rd</sup>, announced to the congregation that a school was to be constructed on the corner of Washington Court. The structure would be built in harmony with all of the modern improvements. It would be of brick construction with terra cotta trimmings. There would be four classrooms on the first floor and four classrooms on the second floor looking toward the East with the windows so situated that pupils would receive the light over the left shoulder. The school would be ready for use by September 1, 1910. The School is named for the feast of the Immaculate Conception of Mary, which is celebrated on December eighth. The original building served the needs of the School Community until 1956. The enrollment had grown so rapidly a second building was needed. It was constructed at the corner of Washington Street and Prospect Street.

In 1986, a full-day Kindergarten program and a foreign language program were added. In 1989, a Pre Kindergarten was established to meet the demand for a quality, child centered, and discovery-based learning program for four year olds. Students in PK and K attend five full school days. A Pre-School program for three year olds opened in September 2007, to provide students and their families a first school experience focused on the development of the whole child, guided by our Mission statement and framed in our Catholic Faith.

In September 1997, the Convent School building opened after undergoing extensive renovations, additions and modifications. It houses PS, PK, K, Principal's Office, Secretary's Office, Library, and Extended Day. The Lower School Program is housed in the original building, which includes students in grades 1-4, Principal's Office, Secretary's Office, Lunchroom, Computer Lab, and Library. The Middle School houses grades 5-8, Secretary's Office, and the Principal's main Office, it is located at 119 Washington Street. Students use Meehan Hall on the ground level as their cafeteria and for all school assemblies.

An Extended Day Program established in 1991 meets the needs of working parents and guardians. The program operates every school day from 2:00 pm-6:00pm and on half days from 11:00am-6:00pm. Extended Day will be open on a Professional Day, is enough students sign up.

## **2 Mission Statement**

*The Immaculate Conception Parish School Community's mission is to nurture the development of the whole child in faith, academics, and service within a Catholic, Christian learning environment.*

## **3 Philosophy and Objectives of the Immaculate Conception School**

Immaculate Conception School is a Catholic parochial school, early childhood through grade eight, within the Archdiocese of Boston. Our faith and love of Jesus is the foundation of our school. The school community recognizes that each child is a unique creation of God. Our school provides an environment rooted in Gospel values, academic excellence, and service to others. The total educational process of the Immaculate Conception School Community aims:

- to create a setting where all exhibit Catholic, Christian values, ethics, and principles in their daily activities and interactions with others.
- to develop the ability to live, learn, and communicate in our global society.
- to encourage creativity and critical thinking skills.
- to foster an environment of respect for all.
- to provide an opportunity for success.
- to encourage the inquiry, exploration, and evaluation of information as part of the learning process.

## 4 Faculty

The faculty holds the necessary degrees and certifications required by the Commonwealth of Massachusetts and the Archdiocese of Boston. In addition, teachers of Religion are required to be certified by the Archdiocese as Catechists.

### **Class Size and Placement**

Class size normally does not exceed 25 students. However, in extraordinary cases dealing with under enrollment, retention, and/or promotion issues, the number may exceed 25. The Principal, with the recommendations of the teachers, makes all class assignments. **Where there are two sections of any grade level, requests for a specific teacher are neither accepted nor honored.**

## 5 Staff Development

Several staff development days are scheduled throughout the year. Parents and guardians are asked to note these days on the monthly and yearly calendars. These days allow faculty members to enhance their learning in a variety of subject areas. Up to three additional professional days are scheduled by the Archdiocesan School Office each year to enable teachers to attend all day in-service workshops. On these days, school will not be in session. These days will be noted on the yearly and/or monthly calendars as the information is received from the Archdiocese.

## 6 Communication

### **Telephone Numbers**

Convent School	508-460-3405
Lower School	508-460-3400
Middle School	508-460-3401
Principal's Office	508-460-3401
Extended Day Office	508-481-4210
Fax Number	508-460-6003
Advancement Office	508-481-3910

All calls are routed through the School Office using the main telephone numbers. Our voice mail system will be on whenever no one is available to answer calls personally. Please do not hesitate to leave messages. We strive to return calls promptly. Students may use telephones only in emergency situations and only with the expressed permission of the teacher or Principal. Teachers cannot be disturbed during class time. You may leave your number and the teacher will return your call at his/her convenience. No faculty or staff member is to be contacted at his/her home for any reason.

Visitors are not permitted in classrooms during school hours without the expressed permission of the Principal. This ensures the safety of the children and the continuity of the instructional programs. Classroom observations can be scheduled through the Principal's Office.

In addition to our scheduled parent/guardian/teacher conferences after the first report card, we encourage parents and guardians to request conferences during the year whenever necessary. Teachers will do likewise. **When questions or problems arise, parents and guardians are urged to gain their information from the proper source: namely the school.**

Conferences may be held before or after school at a mutually agreed upon time. Please do not request even a short interview with the teachers during morning duty, lunch recess, or during dismissal. You endanger all of the children by distracting the teacher from his/her duties. It is not fair to your own child to discuss him/her in front of the other children, teachers, or parents/guardians who may be nearby.

**Web Site and E-Mail Addresses**     [www.icschool.net](http://www.icschool.net)

We strive to reach our parents and guardians with school information and policies electronically to conserve paper and postage as much as possible.

Convent School office      [csadmin@icschool.net](mailto:csadmin@icschool.net)  
Lower School office      [lsadmin@icschool.net](mailto:lsadmin@icschool.net)  
Middle School office      [usadmin@icschool.net](mailto:usadmin@icschool.net)

Principal      [principal@icschool.net](mailto:principal@icschool.net)  
Extended Day      [extday@icschool.net](mailto:extday@icschool.net)      Mrs. Katie Gianatasio  
Advancement Office      [advancement@icschool.net](mailto:advancement@icschool.net)      Mrs. Sandi Barrett  
Librarian      [librarian@icschool.net](mailto:librarian@icschool.net)  
School Nurse      [schoolnurse@icschool.net](mailto:schoolnurse@icschool.net)  
Teachers      first name initial followed by last name followed by [@icschool.net](mailto:@icschool.net)  
For example: Mrs. Cheryl Ryan      [cryan@icschool.net](mailto:cryan@icschool.net)

Absences and tardies must continue to be phoned in, followed by a note when the child returns to school. **Please be sure we have your current email address on file as only emails from parents/guardians in our system will be acknowledged.** The secretarial staff will be screening the principal's email and answering some of those inquiries as necessary.

### **Cell Phones**

Students are permitted to have cell phones. They must be turned off during school hours and kept in their backpacks. They may also have school issued technology. Cell phones or other devices will be confiscated and sent to the school office if used. Parents/Guardians will be notified and must come to the school office to pick up the cell phone or any other device that has been confiscated.

### **Order of Procedure re: Problems**

1. CONTACT THE TEACHER
2. If the problem is not resolved, contact the Principal.
3. Principal will indicate what further steps are to be taken, if any.

### **Memos/ Notices to Parents/Guardians**

*Please check school bags daily for notes to parents/guardians. Please be sure the office has your current email address as we often send many important notices and memos by email ONLY.* We ask you to please note specific dates and adhere to any given deadlines for field trips, parties, etc. It will be very much appreciated by all of us.

### **Student Directory**

The ICS Parents Association publishes a student/family directory at the beginning of each school year listing names, address, telephone numbers, email addresses and babysitting information. The Student Directory is intended to be helpful to acquaint families with their children's classmates and their families. The Student Directory should not be used or sold for other purposes.

## **7 School Hours and Related Issues**

**School hours are normally 7:30am to 2:00pm. Students are considered tardy beginning at 7:45am** unless late arrival is due to a bus problem. The Kindergarten, Pre-Kindergarten and Pre-School ease into the full day schedule in September. Children are not to be in the schoolyard before 7:30am as there are no faculty/staff on duty prior to 7:30am. We ask that you schedule doctor and dentist appointments outside of school hours. Disruptions are a disservice to the other students and to the teachers.

Parents/guardians and other visitors must sign in and obtain a visitor's badge for reasons of safety at the Secretary's Office upon entering any of the school buildings and sign out when leaving.

### **Car pool lane for Morning Arrival**

The area on Washington Street, on the same side as the Lower School between Washington Court and Grant Court, is designated as a **Car Pool Lane for Morning Arrival.**

**Car Pool Lane AM arrival 7:30 am-7:45 am for families dropping off students for the Lower School or Convent School PK-grade ONE. Please see #5 in regards to PS students.**

1. No parking or standing traffic.
2. Cars will pull up, be unloaded as quickly as possible by the faculty/staff on duty. It is **not** acceptable to drive down Grant Court behind the lower school to drop off of your child for safety reasons.

3. Students PK-Grade 1 will be guided to the playground by school staff. Students in grades 2-4 will be directed into the Lower School via the main entrance.
4. Cars will pull out into traffic on Washington Street when it is safe to do so keeping in mind that school busses are being unloaded on the opposite side of Washington Street at the same time.

Parents/Guardians, who wish to personally escort their child to the playground gate, PK-grade 1, or personally walk their child to the door of the Lower School, must park elsewhere and then walk their child to the playground or entrance to the Lower School.

5. **PS students must be walked into the Convent School by a parent/guardian at the beginning of the school year and therefore may not use the Car Pool Lane for morning arrival until notified in writing.** An exact date will be determined by the Pre-School Teacher based on her assessment of the readiness of the students. Parents/Guardians will be notified in writing well in advance of the start date.
6. For those families **dropping off at Middle School (grades 5-8)** cars pull into the lower parking lot, stop, unload as quickly as possible, and merge into traffic when safe. Students enter the Middle School directly.

### **Afternoon Pick up**

1. **CS and LS student pick up in the afternoon**, parents/guardians park in any legal space or in the school lots and walk to the playground gate –**all non-bus students PS-grade 4 are escorted to the playground** to meet their parents or guardians.
2. **Afternoon car pools** for **Middle School** students pick up **on Prospect Street** adjacent to the upper parking lot.

### **Student Emergency Form**

One form must be filled out for each student. Students will not be allowed to begin school unless a form is on file. All information is to be completely and accurately filled in. If a child becomes ill or is hurt during school hours, parents/guardians will be contacted first. In case of illness or serious injury, the school cannot assume any responsibility for the child without permission from the parent, guardian, or contacts noted thereon. Families are asked to provide phone numbers and email addresses that will be incorporated into our automatic messaging system, SchoolMessenger. This system will automatically notify families of any/all school cancellations weather or an emergency situation of any kind. It will also be used to alert families to two hour delays, emergency dismissal or a situation requiring one or more of the school buildings to be locked down. This system is our primary method of contacting parents and guardians with many newsletters and other information throughout the year.

### **Change of Address**

Any change of address, telephone number, or email address should be reported to the building secretary, the teacher, and Principal immediately.

<b>8 School Policies</b>
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### **Absenteeism**

Please call the school between 7:00am and 7:30am to notify the administration if your child will be absent or tardy. Reporting absences by email is not acceptable. **In addition to the phone call, a note is always required upon the child's return to school.** After five consecutive days out a doctor's note is required. All notes should contain the child's **name, grade, date(s), and reason for absence or tardiness.**

**Students absent from school may not participate in school activities on that same day or days.**

**Parents/guardians should seriously consider a decision to take vacation during school terms. Classroom instruction cannot be duplicated and students are considered to be at risk academically when such absences occur. Work will not be given in advance.**

Absences usually require the student to stay after school to complete assignments and compensate for missed classroom instruction. No teacher is required to remain after school to provide instruction missed due to vacations taken out of the ordinary school calendar as per the School Advisory Board.

## Attendance Policy

The attendance policy adopted by Immaculate Conception School is as follows:

In accordance with Massachusetts State Law, attendance at school is compulsory for children between the ages of six and sixteen; and according to universally accepted norms, students cannot benefit fully from the educational programs of school unless attendance is regular and uninterrupted.

The maximum number of absences permitted is twenty. All absences will be counted. It is the intention of this policy that the permitted number of absences will more than provide for normal illness. Students are expected to attend school during the established school time. **Students absent twenty or more days are automatically reviewed for retention.** In the event of mitigating circumstances exceptions may be made by the Principal.

## Tardiness

A child who arrives after 7:45am is considered late. Please **stop at the office for a tardy slip.** Bus delays are phoned in by the bus company and therefore need no other explanation. Students must report to the School Office when arriving late for school. **Convent School students must be walked into the Convent School office by a parent or guardian for reasons of safety.** Chronic tardiness is a disservice to the students and disrupts the learning environment of the entire class: Parents/guardians will be asked to meet with the Principal.

## Parent/Guardian Pick-Up

If parent/guardian intends to pick up their child after school, other than their normal routine, a written note to that effect must be sent to the teacher. Should something arise during the school day and you will unexpectedly be picking up your child, please call the school. The child will be notified not to take the bus home. Children who attend the Extended Day Program must also have a separate note or parent/guardian must call the Extended Day office informing the Extended Day Director of a change in dismissal routine.

**A note from the parent/guardian must accompany any change in a student's regular dismissal routine or the student will follow his/her normal procedure.**

## Dismissal Routine Grades PS, PK, K and - Grade 1

In addition to the above instructions for change in a student's regular dismissal routine, parents and guardians of students in **grades PS - grade 1 are required** to call the school to assure that the note has been received by the teacher. This also includes changes in a student's attendance at Extended Day.

## Custody

**It is very important for us to be aware of any legal situations or restraining orders involving the custody of your children.** It is particularly important for us to know if the non-custodial parent or parents is/are prohibited from seeing, visiting, or talking to your children. **We cannot insure the safety of your children if we are not aware of the situation.**

## Leaving School Early

A written request must be made by the parent or guardian stating the reason for leaving school early. **The child must be signed out at the office.** **Students leaving school early because of illness may not return for extra curricular activities or Extended Day.**

## Crisis Plan

1. Immaculate Conception School has a comprehensive crisis plan to deal with emergencies, some of which may require locking down one or more of the school buildings. All faculty and staff are cognizant of the procedures to be followed in order to keep your children as safe as possible. In the event that one or more of the school buildings needs to be evacuated, circumstances permitting, students will be moved to:
2. One or more of the other school buildings.
3. Walker Building on Prospect Street entrance.

Parents and guardians will be notified by our automatic messaging system, SchoolMessenger, once the students have been safely relocated.

## Emergency Closings

School closings due to inclement weather, or for any other reason, will conform to the decision of the Marlborough Public School authorities. **We use the SchoolMessenger automatic messaging system and school web site to notify parents/guardians of emergency closings in addition to Channels 5 and 7.**

## Delayed Openings

Rather than close each time it snows, the Marlborough Board of Education has established a system of delayed openings. Often the roads are impassable in the early morning hours but are fine later on. In case of a two-hour

delay, students may not arrive prior to 9:30am. Our full-day PS, PK & K students will have school even on delayed openings because they are full-day classes. **If ICS is scheduled for a half day of school and the Marlborough Public Schools are not, and for any reason, they call for a two-hour delay, we will have no school, and you will be notified by School Messenger**

### **Early Dismissals**

In case of inclement weather, or other emergency situations that may occur, students may be dismissed from school early. **The school will contact the parents/guardians of students in grades PS-5 only \***, using the emergency phone numbers provided by parents/guardians via Class Parents. All parents will be notified by SchoolMessenger our automatic messaging system. It is the parent /guardian's responsibility to provide an emergency contact phone number when they are not at home. Parents/guardians are expected to have set arrangements with their children so that children know what to do and where to go in case of such an unexpected early dismissal.

**\*It is imperative that students in Grades 6-8 know what to do, as their parents/guardians will not be called individually in case of emergency dismissal but will be contacted automatically through SchoolMessenger.**

We use SchoolMessenger, the email system and school website to notify parents/guardians of early dismissals in addition to channels 5 and 7.

### **Half Days**

There are some half days of school scheduled each year. Dismissal on half-days is at 11:00 AM, the Extended Day program at ICS begins at 11:00 AM on half days. Students bring a snack but do not have a formal lunch period. All such days are indicated on the yearly and monthly calendars.

### **Buckley Amendment**

Immaculate Conception School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

### **Student Records**

Immaculate Conception 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 to transport to the new school.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## **9 Basic Daily Schedule**

### **Lower and Convent Schools**

- 7:30am - Earliest time for children to arrive at school as there is no playground supervision until then. Pre-School students will be walked into the Convent School to their classroom by a parent/guardian each day. Children in grades PK-1 enter the schoolyard for recess until 7:45am. Children must be dropped off at the playground gate on Washington Street. It is part of the student's responsibility and part of his/her growth to separate from parents/guardians, interact with the other children, and to line up and enter the school building with his/her class. **If your child is not in line at 7:45am, it is your responsibility to escort your child to the Convent School, for reasons of safety, to make sure he/she is admitted into the building.** Grades 2-4 enter the Lower School and go directly to their classrooms. Each class has a short snack, bathroom break and recess. Grades K-4 has a scheduled lunch period and lunch recess.
- 1:50pm - Prepare for dismissal.
- 1:55pm - Buses begin loading outside Lower School and then proceed to the Middle School.
- 1:50pm - Walkers and riders are prepared for dismissal. Dismissal of walkers and riders is at 2:00pm. All walkers and riders for both Convent and Lower School should be met at Lower School playground gate including Pre-School students. Students not picked up by 2:00pm will be sent to Extended Day and parent/guardian will be charged a fee of \$30.00.



## Middle School

- 7:30am - Earliest time for students to arrive. Students report directly to their homerooms upon arrival. Each class has a short snack/bathroom break. Each class has a scheduled lunch break. Grade 5 has a recess. Grades 6-8 do not have recess.
- 1:50pm- Students return to homeroom to prepare for dismissal.
- 2:00 pm - Buses begin loading.
- 1:50pm - Walkers and riders are prepared for dismissal. Walkers and riders are to be met at the Prospect Street gate. Students not picked up by 2:00 pm will be sent to Extended Day and parent/guardian will be charged a fee of \$30.00.

### Forgotten Items

Any forgotten items must be brought to the School Office. **Neither students nor parents may return to the classrooms after dismissal to retrieve forgotten items or homework.** This ensures building security and instills a sense of responsibility in the children. Students are not allowed to call home for schoolwork.

<b>10 Extended Day Program</b>
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An Extended Day Program is available from 2:00 pm-6:00pm daily and from 11:00am-6:00pm on half-days for students in PS-Grade 8. More information can be obtained about this program by contacting the Director of Extended Day at 508-481-4210. Call both Extended Day and School Secretary if child changes how they go home.

<b>11 Lunch</b>
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Volunteers have played an important role in Catholic education since the first Catholic schools were established in America. ICS is blessed with dedicated parents/guardians who give generously of their time and talents.

Lunch parents/guardians are requested to consider the feelings of all the students and the increasing number of food allergies and are asked not to bring in a special lunch for their child or other children.

In the course of service, volunteers may become aware of confidential information about students or staff. It is an expectation that volunteers will keep any and all information about students or staff confidential. This policy applies in any setting inside or outside of school.

### Lunch Rules for Convent and Lower Schools

1. All volunteers must complete a CORI form. Volunteers must sign in and out at the office upon entering and leaving the building and wear a visitor's badge.
2. We understand that many lunch volunteers must bring younger children; however, the teachers respectfully request that anything used during lunch be put back in its place.
3. Children are to remain seated during lunch.
4. Children are not allowed to share their lunches for safety reasons.
5. Each Lower School class has an assigned table cleaner. He/she only has to wipe the table, not pick up everyone's trash.
6. Each Convent School child should clean up his/her area, throw away trash, and put his/her lunch box away.
7. Kindergarten and First Grade students must walk down the stairs and walk out to the playground with the staff person on duty.
8. The classes may not go out to recess until the assigned staff person is ready to lead the classes out of the building.
9. No one is allowed to go back to a classroom for forgotten articles unless accompanied by an adult for reasons of safety.

### Playground Rules for Convent and Lower Schools

1. Safety is our first priority and students must follow the staff's directives.
2. No throwing mulch, sand, rocks, tar, snow, etc.
3. All children should be visible to playground monitor at all times. Students may not play on snow banks, stairs, or retaining walls.
4. Once the whistle blows, students are to walk to their designated spot and line up promptly.
5. Simple nerf balls (no attachments) may be used on the paved areas only.
6. When balls go into the street or sidewalk, they may only be retrieved at the staff's discretion.
7. Any child needing to reenter the building at recess time needs the staff's permission.

8. Any injured child must be checked by the staff and sent to Secretary's Office with another child, or adult volunteer.
9. If a child is severely injured, the staff on duty will send someone to get help.
10. Grade 4 students are not allowed on playground structures because of size and safety concerns.
11. All students in PS through grade 4 must be properly attired for outdoor recess in cold weather; coat, hat, boots, gloves or mittens, and waterproof ski pants.
12. No cameras of any type may be used by students at any time, video cameras, camcorders, DVD recorders, iPods, Mp3 players, cell phones, or pagers of any type may be used on school property at any time, no battery operated or electronic devices other than hand held calculators are allowed.

### **Lunch Rules: Middle School**

1. Students may only use the bathrooms in Meehan Hall under the teacher's direction.
2. Students will remain seated until it is time to return to class.
3. No trips upstairs for forgotten items without the teacher's permission and only if accompanied by another student.
4. Each class has an assigned table cleaner. They only have to wipe the table, not pick up everyone's trash.
5. No cameras of any type may be used by students at any time, including but not limited to video cameras, camcorders, DVD recorders, no iPods, Mp3 players, cell phones, or pagers of any type may be used on school property at any time, no battery operated or electronic devices other than hand held calculators or school issued electronic devices.
6. Students who cannot follow these rules will eat in an alternative location.

<b>12 Lockers</b>
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All students in grades 5-8 will be assigned a locker to be used for storage of books and personal belongings. Students are responsible for the locker to which they are assigned. One locker key will be assigned to each student at the beginning of the school year. Replacement keys can be ordered through the Office at a cost of \$8.00 each. Students in grades 5-8 who often forget their keys may lose the privilege of having a locker. Each student needs a small key chain or lanyard.

<b>13 Religion</b>
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Following the norms of the National Catechetical Directory, the content of Catholic Education in our daily religion program includes: A love for God, man, and all creation transmitted through prayer, doctrine, liturgy, Scripture, and Christian service activities. Students are introduced to Christian values in all subjects, as presented in the Gospel, and encouraged to live out these values. They are taught to be responsible and accountable for the gifts God has given them.

Since the parents and guardians are the primary educators of the child, we seek their assistance and cooperation daily, but in a special way we look toward them in preparing their child for reception of the Sacraments. **Catholic parents and guardians are reminded of their responsibility to attend Mass every week with their children.**

### **Altar Servers**

The altar servers assist our priests with many and varied liturgical duties. This program is open to any Catholic students in grades 4-8. Training is provided through the parish. Please consult the bulletin for more information.

### **Sacraments**

Sacraments are parish celebrations. Immaculate Conception Parish, in consultation with the Archdiocese of Boston, has designated seven years of age (second grade) as the normative age for the celebration of First Eucharist and First Reconciliation. However, we also respect the rights of children and parents/guardians who may request celebration of Eucharist and/or Reconciliation at a later age depending upon the readiness of the child.

Preparation for the Sacraments is a team effort of the parents/guardians, teacher, parish community, and the Director of Religious Education. Required parent/guardian meetings are held in preparation for each of the Sacraments. Preparation for the Sacrament of Confirmation is part of the high school religious education program.

### **Liturgy**

Once a month our students participate in a school-wide liturgy. Students in grades 5 – 8 attend Mass weekly.

## **Non-Catholic Students**

We welcome to our celebration of the Eucharist those non-Catholics who are not fully united with us. It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.

## **14    Extra Curricular Activities**

Immaculate Conception School has extra curricular activities that bring enrichment to our course of study and recreation. Students absent from school may not participate in activities on that same day or days. The school reserves the right to exclude students whose school behavior precludes their participation in extra curricular activities. The use of cell phones or any electronic device is not generally permitted during activities.

### **After School Sports Program**

Our school offers a variety of after school sports on a fee basis. Offerings may include: cross country, soccer or track. ICS has both boys and girls basketball teams that belong to the Catholic Schools League. Students must remain academically eligible at all times (no failing grades) to participate in regularly scheduled after school sports

### **Off-Campus Conduct**

The administration of Immaculate Conception School reserves the right to discipline its students for off-campus behavior that is not in line with behavioral expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Gifts/Party Invitations**

Party invitations may not be distributed in school unless all children in the class are invited or all of the boys or all of the girls to avoid hurt feelings. Addresses and phone numbers are not given to any student or parent/guardian. Please use your School Directory for any published addresses or phone numbers.

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations to parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student or every boy or every girl in the entire grade.

### **Gum**

Students may not chew gum at school at any time that they are at school. This includes before school, during school, and after school and at extracurricular activities.

### **School Safety**

Immaculate Conception School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Harassment/bullying of any type is not tolerated. The Principal investigates all complaints of harassment/bullying. Students involved in harassing/bullying behavior face detention, suspension, and/or expulsion.

In the event that the school suspects that any student poses a danger to another student, faculty or staff member or the school community, the school reserves the right to call the police prior to notifying the parents/guardians.

### **Search**

The school reserves the right to search anything brought on to school property at anytime. This includes cell phones and any other electronic devices as well as backpacks and packages.

### **Home Parties**

Parties may not originate at the end of the school day. It is the parent/guardian's responsibility to gather the children at their homes and proceed from that point.

### **Birthdays, School Parties or Outings**

No food may be brought into school for students' birthdays. Each student, faculty and staff member may dress down on his/her birthday. Students and staff whose birthdays fall on weekends or over vacation periods will choose an alternate day to dress down.

Class parties will have very limited food due to the many students who have food allergies and the school's concerns with childhood obesity. The teacher will consult with the school nurse to choose one or two peanut-free nut free treats that room parents can provide for class parties.

Official school parties or outings may not take place at private homes or pools under any circumstances. No student is allowed to receive balloons, flowers or other gifts at school in consideration of the feelings of all of the students.

### **Parent Association Events and Socials**

The same rules and regulations set forth in this handbook will apply at Parent Association sponsored events and socials. The Parent Association reserves the right to exclude any parent/guardian or child from any and all events and socials if they do not abide by the rules set forth in the Parent/Student Handbook.

### **Community Service Activities**

Students in grades PS-8 are involved in extensive Community Service Projects throughout the year within the parish school community, the larger community of Marlborough, and beyond.

### **Scouting**

There are several scouting groups within the school community. There are currently active Brownie, Girl Scout, Cub Scout, and Boy Scout Troops.

## **15 Government-Funded Programs**

### **Corrective Speech Services**

Students exhibiting articulation problems may be eligible for corrective speech services. Articulation problems are characterized by the presence of defective and incorrect sounds including substitutions, omissions, additions, and distortions of the speech sounds. Students classified by an approved speech pathologist as having an articulation disorder are eligible for corrective speech services. These services are provided by the public school in your district. Parents/guardians may be responsible for transportation to and from the public school where the services are provided.

### **Testing**

Testing services are available through the public school districts for students showing academic, behavioral, or emotional lags. Recommendations for testing come from the teacher or may be requested by the parent/guardian, Principal, or child's physician.

## **16 Academics**

### **Curriculum Overview and Textbooks**

The curriculum guides for each of the subject areas taught at Immaculate Conception School meet the standards of the New England Association of School and Colleges Commission on Independent Schools, our accrediting organization. They also are consistent with curriculum guidelines from the Archdiocese of Boston. They provide the avenues for academic excellence and consistent student growth. The textbooks used in each of the subject areas are selected, after careful evaluation, by the administration and faculty.

### **Testing**

Scholastic Readiness Test is administered in the spring to Kindergarten students.

Standardized: The Archdiocese has selected Northwest Assessment Association as the new purveyor which will be administered two to three times a year.

Finals: These tests may be administered in grades 6-8 at the end of the school year.

Iowa Test of Algebra Aptitude: is administered at the end of sixth grade as one factor in determining math placement for grades seven and eight

### **Computer**

The computer lab is located in the Lower School. There are computers and color printers available along with Internet access. Students are instructed by a computer teacher/technologist. See Acceptable Use Policy regarding computers.

## Music

The students in PS-grade five are taught basic theory, music appreciation, choral singing, and music for school liturgies. Chorus is offered as an extra curricular activity for students in grades 3-8. A band program is offered on a fee basis as an after school activity for students in grades 3-8. Violin for Grades 1 & 2 only.

## Art

Students in grades K – 8 receive instruction in art once weekly.

## Physical Education

The Physical Education Program is a vital part of the curriculum. **Students in grades PS – 8 participate in physical education weekly unless excused by a doctor’s note.** Directed physical fitness activities, skill development, and organized games are all incorporated in the program and promote a sense of good sportsmanship. All students, K-8, are expected to wear the required gym uniform in order to participate in the program. Students in PS and PK wear any of the uniform options described on page 20.

## Library

The Library is a learning center in our school and it plays a vital role in our educational system. The main Library is in the Lower School and contains many volumes for reading, reference and research. The Convent School has its own Early Childhood Library, containing books appropriate for students in Pre-School through first grade.

All students in PS-grade five have a weekly library class where they learn library skills and explore the various genres of literature. In addition, students have the opportunity to borrow a book; only when the borrowed book is returned may the student check out another book. Books may be checked out for one week, but may be renewed provided there is no wait list for that title. If a library book is lost or damaged, parents/guardians must notify the librarian who will determine the replacement cost. Report cards and transcripts will be held until the book bill is paid.

## Summer Reading and Math

Research shows that students can lose up to three months of new learning over the summer. Our summer reading and math are designed to keep our students’ skill levels current.

**Reading:** Students in PK-grade 8 are required to read 3 books per summer. Reading lists and book report formats are made available in May. Summer reading books are generally available for purchase at area bookstores and available from area public libraries.

**Math:** Students in K-grade 7 are given an end-of-year test in June to use as a basis for drill, practice and review over the summer. A similar test will be given in September on the targeted areas.

## Field Trips

Field trips PK-Grade 8 are permitted at the discretion of the teacher and the Principal. These trips are carefully planned so that the students will derive maximum educational benefit. They are part of the curriculum and participation is required. Any assignment related to the field trip is part of the student’s course work and is included in his/her grade average. A written request is required before a student is permitted to participate in a field trip. If a student becomes ill or injured while on a trip, and if parents/guardians cannot be reached, the teacher will determine the course of action to be taken. Class size, type of trip, and directives from the trip destination personnel determine the number of chaperones required per trip. The school is not responsible for items left on the field trip busses. **All fees are non-refundable. We reserve the right to exclude any student whose participation may pose a safety concern to the group as a whole.**

A written **official permission slip**, signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. 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. All monies collected for the field trip are **non-refundable**. Parents/Guardians who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our archdiocesan risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip. Parents/Guardians who chaperone a field trip may not bring pre-school or school-age siblings on the field trip as only registered ICS students, faculty/staff and official chaperones are covered by archdiocesan risk management insurance.

## **Field Trip Dress Code**

Gym uniforms will be worn on all field trips unless otherwise specified by the teacher.

## **17 Class Work**

Class work consists of a combination of discussion, lectures, attentiveness, study, and written work. All assigned class work is expected to be completed on time. Extra help sessions may be scheduled by arrangement with the faculty.

### **Homework**

Assignments are to be completed at home in order to ensure independent mastery of subject matter taught in class and to provide enrichment. Both written and study homework may be assigned. Although written homework may not be assigned daily, it is essential that all students engage in studying and review on a daily basis.

Since each student has different capabilities and interests, it is difficult to estimate the specific amount of time to complete homework assignments. If a problem arises, the teacher should be contacted.

The recommended amount of homework time is as follows:

K -----	September - December, at discretion of the teacher. January – June, 15 minutes
Grade 1-----	30 minutes
Grade 2-----	45 minutes
Grades 3 & 4---	60 minutes
Grades 5 & 6-----	90 minutes
Grades 7 & 8-----	120 minutes

In special cases, weekly Progress Reports are sent home to keep parents/guardians informed if their child is neglecting his/her academic responsibilities.

Parents/guardians help us teach organizational skills and the importance of handing assignments in on time. **All students in grades 2-8 must purchase an I. C. homework planner** to foster organizational skills. These are available for purchase through the school. It is an expectation of the school that parents/guardians will check their child's homework planner on a daily basis.

### **Homework Policy, Grade One**

Missed homework is reassigned as homework until completed. The teacher reserves the right to keep children who consistently do not do their homework in at recess to complete the assignment.

### **Homework Policy, Grade Two**

A note will go home with the student listing missing homework/class work assignments. The missing assignments are to be completed at home and returned on the next school day and will receive half credit, if not turned in on the next day the grade becomes a zero.

### **Homework Policy, Grade Three**

Homework assignments are graded as check+ (plus), check, check-(minus). Homework not handed in on time, should be handed in on the next school day and will be graded check-(minus). If late homework is not passed in on the next school day, the grade will become a zero. A note will be sent home requiring that the assignment be completed at home and returned with parental signature. If the signed form and completed assignment are not passed in, the teacher will call the parents/guardians.

### **Homework Policy, Grade 4**

Students who have not done a homework assignment, or left it at home, and do not hand it in when the teacher collects it, will have a chance to hand it in the following morning before 7:50am. Twenty percent will be taken off for all homework handed in late. If the student does not give the teacher his/her homework on the second day, the student will receive a zero for that assignment. Parents will receive a written notice of the zero; a form to be signed and returned on the next school day.

If a student is given a *sign and return* for any reason, and does not bring it back to the teacher the following day, it will result in a verbal warning informing the parents/guardians that the student had a *sign and return*. If the conduct slip is not signed and returned on the next school day, a detention will result. Detentions are scheduled Tuesday-Thursday after school. Parents/guardians may not bring homework assignments from home to give to their child. Students need to be responsible for completing assignments, bringing them to school, and handing them in on time themselves.

Long term assignments not handed in on time, not due to illness, will only be accepted one day late with a maximum grade of 80%

### **Homework Policy, Grades 5 - 8**

Students who have not done a homework assignment, or left it at home, and do not hand it in when the teacher collects it, will have a chance to hand it in the following morning before 7:50am. Twenty percent will be taken off for all homework handed in late. If the student does not give the teacher his/her homework on the second day, the student will receive a zero for that assignment.

If a student is given a sign and return for any reason, and does not bring it back to the teacher the following day, it will result in a detention. If the detention falls on a Monday or a Friday it will be served on the following Tuesday. If a sign and return is not handed in on time on a half day, it will result in a detention on the next full day of school that is not a Monday or a Friday.

Parents/guardians may not bring homework assignments from home to give to their child. Students need to be responsible for completing assignments, bringing them to school, and handing them in on time themselves.

Long term assignments not handed in on time, not due to illness, will only be accepted one day late with a maximum grade of 80%.

## **18 Make-Up Work**

**Make-up work is required of all students absent from school. It is expected that an absentee will contact his/her teacher(s) for assignments. Make-up work must be completed and handed in within three school days of the date of the return of school.** This includes all tests and quizzes. This policy may be altered to accommodate lengthy illnesses at the discretion of the Principal or teacher.

Students in grades 5 – 8: makeup sheets will circulate with a homework buddy on the day of a student's absence. The sheet will begin circulating by the homeroom teacher and sent to the office at the end of the school day. Parent/guardian may pick up makeup work and/or books after 1:55pm if the work is not picked up, the makeup sheet(s) will be put into a binder, which needs to be checked upon return to school. Work not completed within this time frame will automatically be entered as zeros, a missing assignment form will be sent home in order to inform the parents/guardians. This form must be signed and returned to school.

***It is not usually possible to send work for students in grades K - 8 home with a sibling or other student as the books are too heavy for another student to transport.***

Students on vacation are expected to obtain the work they missed upon their return. Time lines are the same as those for absences. Parents/guardians should seriously consider a decision to take vacation during school terms. Classroom instruction cannot be duplicated and students are considered to be at risk academically when such absences occur. Work cannot always be given in advance. Students/parents may utilize classroom pages/web pages.

Absences usually require the student to stay after school to complete assignments and compensate for missed classroom instruction. No teacher is required to remain after school to provide instruction missed due to vacations taken out of the ordinary school calendar as per the School Advisory Board.

## **19 Reporting Progress to Parents and Guardians**

### **Progress Reports**

Any student experiencing academic or behavioral difficulties in grades 1-8 may receive a progress report in the middle of the marking period. This report covers both academics and behavior. It also determines eligibility for extra curricular activities in grades 4-8.

### **Report Cards**

Report cards are distributed 4 times a year according to the School Calendar in PK-grade 8 and twice yearly in Pre-School. Report cards are distributed to students whose tuition and fees, including Extended Day are up-to-date.

### **Conferences**

Parent/guardian teacher conferences are held after the first report card is distributed and at any other time deemed necessary at the request of the teacher, parent/guardian, or Principal. Parent/guardian may call the School Office for an appointment.

## **Honors**

Recognition is given to students in grades 5-8 after each report card distribution.

**First Honors-** Given to those students who average 90% or above in all subject areas and no ratings of Unsatisfactory or Needs Improvement.

**Second Honors-** Given to those students who average 80% or above in all subject areas and no ratings of Unsatisfactory or Needs Improvement.

The names of the students receiving honors will be posted at the end of each marking period. The grade for the marking period is comprised of class work, class participation, homework, and test marks.

## **Retention Policy**

Students who fail two or more major subjects or are unable to read at grade level will be required to be retained in the same grade for the following year.

Students whose failures are due to undisciplined behavior rather than educational lags, particular learning problems, or disabilities will be required to repeat the grade elsewhere.

Each student is unique and is given every assistance available and opportunity to grow. In justice to the other students it is unfair to continue to enroll a student who does not wish to cooperate and/or cannot conform to the expected norms of behavior.

Parents/guardians are notified as early as possible if a child is in danger of repeating a grade. Final decisions are made by March 1<sup>st</sup> according to Archdiocesan Policy.

*The final decision on retention rests with the Principal.*

<b>20 Responsibilities</b>
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### **General Student Responsibilities**

1. To demonstrate a love for God, self, and neighbor through daily prayer, Christian attitudes, behavior, and attendance at weekly Mass.
2. To respect teachers, staff members, parents/guardians, and fellow students.
3. To study and put forth his/her best efforts by completing all school and homework requirements on time.
4. To enhance the learning environment by giving full attention and cooperation to teachers.
5. To inform the teacher of any injury sustained.
6. To take proper care of books and all school property. All texts must be covered. Please do not tape covers to the inside of books.
7. To adhere to the regulations of uniforms.
8. To speak in a courteous manner when acknowledged and greet all visitors.
9. To assure the safety of self and others by obeying rules concerning proper behavior in Church, classroom, hallways, cafeteria, during fire drills, on the playground, in lavatories, on the bus, and at assemblies.
10. To refrain from throwing any items including snow, ice, asphalt, rocks, sand, mulch, etc.
11. To protect self and others by avoidance of drugs, alcohol, tobacco, and weapons.
12. To be on time for all classes and assemblies.
13. To remain on school property with the designated teacher, never alone.
14. Gum chewing is not allowed.
15. Hats may not be worn inside.
16. Trading cards and/or toys brought from home and deemed inappropriate by any teacher, will be confiscated.
17. To move about the school in a quiet, orderly fashion.
18. To ask permission from the teacher before leaving a classroom or any other designated area.
19. To accept the consequences for failure to act in a responsible manner.

### **Parent/Guardian Responsibilities**

Parents and guardians are expected to comply with every reasonable request of the school. Parents and guardians are expected to cooperate with school personnel, policies, and procedures. Parents and guardians are expected to be supportive of the school and not to undermine its authority. Children may be required to leave the school if their parents or guardians are not cooperative with, or supportive of, school policies, procedures, and personnel.

### **Room Parents**

Teachers choose room parents from among those who volunteer to assist them in planning class parties, events, etc. Room parents in grades PS-5 assist in the emergency dismissal procedures as necessary. Any letters to



parents/guardians must be reviewed and initialed by the Principal before they are sent home to avoid confusion and miscommunication.

### **Gifts to Staff**

The staff has asked that parents/guardians not solicit money to buy them gifts for their birthdays, Christmas, etc. As a staff, it was decided to ask parents/guardians to donate any money they might have used to buy staff Christmas gifts to the Advent Families Fund. The Staff felt the importance of modeling “giving” over “receiving.” They ask that their wishes be respected and appreciate the support of our parents.

<b>21 Discipline</b>
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A well-rounded education includes training students to accept responsibility for their actions and to accept the consequences for failure to act in the expected manner.

### **Bullying and Cyber bullying**

Immaculate Conception School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Detention is held on Tuesday, Wednesday, and Thursday from the time of dismissal to 2:30pm for minor detentions and from the time of dismissal to 3:00pm for major detentions. Students are dismissed out the main door of his/her appropriate building after serving his/her detention. **Parents/guardians are responsible for making arrangements to pick their child up promptly.** Students not picked up in a timely manner may be sent to Extend Day and parent/guardian will be charged a fee of \$30.00.

Parents/guardians receive a written detention notice 24 hours in advance, which must be signed by a parent or guardian and returned the next day. Detention must be served on the day it is scheduled. Detentions override extra help; make up sessions and extra curricular activities. Mitigating circumstances can be appealed to the Principal. If a student is out sick on the day of a scheduled detention, the detention will be served on the next detention day.

### **Minor Detention, Dismissal - 2:30pm**

1. Any uniform or dress code violation for students in grades 4– 8. (Chronic violations may result in student being barred from class.)
2. Failure to return anything sent home for signature of parent/guardian.
3. Uncovered books
4. Chronic tardiness not related to the late arrival of a bus.
5. Gum chewing on school property

### **Detention, Dismissal - 3:00pm**

1. Inappropriate behavior or language in class, at recess, in the lunch room, hallway, or lavatory.
2. Fighting-all parties involved; may result in suspension.
3. Forging a parent or guardian signature.
4. Cheating in any way including giving another student answers or work to be copied.
5. Rude or disruptive behavior.

**Immaculate Conception School strives diligently to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face possible detention, suspension, and/or expulsion.**

**Engagement in on-line blogs which includes all social media sites, or posting videos on YouTube etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, faculty or staff, the parish, parish priests, parish staff, other students or parents.**

**Immediate Suspension and/or Dismissal (PS – 8) May Occur for the following:**

1. Bullying, verbal abuse, and non-verbal abuse directed at other students or staff. Bullying is that which results from words, comments, gestures or actions that is unwanted and unwelcome by the victim and makes the victim feel uncomfortable, embarrassed, offended, demeaned, frightened, helpless or threatened, that is sustained over a period of time. This will not be tolerated in our Catholic school.
2. Verbal sexual abuse or sexual harassment. Verbal sexual abuse is the unwanted and unwelcome sexual behavior of a physical, spoken or written nature, directed at another. Some examples include, but are not limited to:
  - Touching, pinching, and grabbing body parts.
  - Sending notes or pictures of a sexual nature.
  - Writing sexual graffiti or comments on books, book covers, notebooks, and papers, desks, in bathrooms or anywhere in the buildings.
  - Making suggestive or sexual gestures, looks, jokes, or verbal comments, including but not limited to “mooring” or “barking” comments about body parts, sexual orientation such as “gay”, “faggot”, “homo”, “lesbian”, etc.
  - Spreading rumors of a sexual nature including rumors about someone’s sexual orientation.
 Students who engage in bullying, abuse/verbal abuse, or sexual verbal abuse or sexual harassment will be given an opportunity to change their behavior because we also believe in conversion. If the behavior does not change, the student cannot remain at ICS.
3. Seriously injuring a student or staff member deliberately.
4. Fighting: (all parties involved).
5. Possession of a weapon; Marlborough Police Department will be notified.
6. Any student who threatens written or verbal violence, towards self or others, will be suspended and may be expelled. If suspended, the students will not be allowed to re-enter school without written documentation from a mental health professional stating that the student does not pose a threat to self or others and the school must have contact with the mental health professional. The school may require counseling as a condition for re-admission to our school.
7. Using or supplying drugs, alcohol, or tobacco products.
8. Vandalism.

### Consequences

1. Out-of-school suspension for one to ten days. Zeros will be entered for all assignments, tests, projects, etc. during the suspension.
2. At the end of the suspension, the student will only be allowed to return to school if the student and his/her parents/guardians, meet with the Principal and the Pastor, sign and agree to be governed by a behavioral contract which requires that:
  - The student receives counseling from a qualified mental health professional.
  - The school has contact with the mental health professional prior to the student’s return and on an on-going basis thereafter.
  - Any further incidents may/will result in immediate expulsion.
  - The Pastor and Principal as appropriate, under the circumstances, may apply other terms and conditions to the behavioral contract.

**Students suspended for any reason receive zeros in all assignments, tests, etc. while under suspension and no work may be made up.**

### Policy on Drugs and Weapons: PS - 8

Students may not have in their possession at school or at any school sponsored activity: any alcoholic beverages, drugs, cigarettes, or weapons. Any student who is reasonably suspected of having in his possession or found under the influence of drugs, alcohol, or unlawful narcotics may be **immediately withdrawn from class and suspended or expelled from school**. Parents/guardians, as well as the Marlborough Police Department, will be notified. The same applies for smoking or possession of a weapon.

<b>22 Care of School Property</b>
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### Care of School Property in General

Damage to walls, equipment, buildings, or school grounds is a serious offense. Students must repair or replace property abused by them. A damage fee will be assessed. **Deliberate abuse or destruction of school property may result in suspension and/or expulsion from school.**

### Care of Textbooks

Students are responsible for seeing that no excessive wear or abuse comes to books. All textbooks must be covered. Please do not use adhesive paper to cover books and please do not tape covers to the inside of books. All books must be transported in a book bag.

**Students in PS – grade 4 are not allowed to use rolling backpacks or umbrellas for reasons of safety. Only one item may be clipped to a school bag for reasons of safety.**

Damaged books must be paid for in full before report card or school records can be released. The same policy applies to Library books and materials. Uncovered textbooks will result in detention for students in grades 5-8. Teachers will number textbooks and sign them out to students noting the condition of the book at the time it was assigned.

Any damage to PS, PK or K classroom materials, including rest mats, must be paid for in full before report cards or records can be released.

### Care of Desks

Writing on desks or tables or marking them in any way is a serious offense. Students must clean, repair, or replace desks, which they have damaged.

## **23 Health Program**

The school nurse administers hearing tests and vision screenings to all students. Students in grades 5-8 are tested annually for scoliosis. The nurse must be notified before school opens in September of any medical conditions and/or medications concerning your child. By signing your Handbook Agreement, you give permission to the school nurse to share information relevant to your child's health condition with appropriate school personnel when needed to meet your child's health and safety needs. All medical information will remain **confidential** among staff members. You also give permission to the school nurse and other staff members to administer non-emergency first aid to your child. Furthermore, by signing your Handbook Agreement, you release the staff and personnel of the Immaculate Conception School from liability for any act or omission conducted in the course of rendering such care to your child.

**All information is completely confidential.**

### Health Screening

Once a year students are given vision, auditory (grades K-8), and scoliosis screenings (grades 5-8), at the convenience of the school nurse

### Medication

1. A student should come to school physically well and able to participate in class for the entire day. This includes recess and Physical Education class. All students will be sent to recess and Physical Education class unless a note from a physician states otherwise. Students may not be medicated before school to mask a fever or other symptoms of illness that may pose a health risk to others.
2. A Medication Permission Form, completed by the physician, and signed by both the physician and parent/guardian, must be on file in order for the school nurse to administer any prescription medication. Physicians may fax a medication order our fax number is 508-460-6003. It is required that you complete and submit the "OTC Authorization Form" before the start of each school year, which can be found at [icshool.net](http://icshool.net) under the "parent" tab. You will be notified via a note in your child(s) backpack mail if the school nurse administers any medications.
3. All medications that are to be administered at school are to be delivered by a **PARENT/GUARDIAN**, to the school nurse, secretary, or principal.
4. Medication may be delivered to school by other adults only in extenuating circumstances, provided that the nurse is notified in advance by PARENT/GUARDIAN of the arrangement and the quantity of medication being delivered to school.
5. Medication **MUST** be in a labeled pharmacy or a manufacturer's container.
6. PARENT/GUARDIAN may retrieve the medication from school at any time.
7. ANY REMAINING MEDICATION CANNOT BE SENT HOME WITH THE STUDENT for safety reasons.

The purpose for having these regulations is to provide for the safe and proper administration of prescription and non-prescription medications to students in school. These regulations seek to ensure that students requiring prescription and non-prescription medications have those medications safely administered in school in compliance with Massachusetts State Law.

## **Food Allergy Policy**

### **The Convent School classrooms are all peanut/tree nut free effective September 1, 2010.**

Several students in our Lower and Middle schools have severe food allergies (especially peanut and nut allergies). These allergies can be severe and life threatening. We are asking for your assistance in providing the students with a safe learning environment. The greatest potential for exposure to food allergens is during snack and lunch times. To reduce the risk of exposure, we have designated a peanut/nut free table or desk where those with the allergies will sit. Tables, desks and hands will be wiped following meal and snack times.

Children with allergies will be asked to bring a “special snack” from home to be kept in the classroom for special occasions. This is very important since we cannot guarantee that items sent in with other students will be nut free as many products contain “traces of peanuts and/or are manufactures using the same equipment as peanuts.”

Children with food allergies will have an Epi-pen and/or inhaler provided from home with detailed instructions from the child’s physician. This will be kept in a red emergency bag, purchased from the school, in the student’s classroom. The red bag will travel with the student throughout the day. Students may not carry their own Epi-pens or inhalers outside of their red emergency bags for safety reasons. School personnel are trained in the use of the Epi-pen.

It is the parent /guardian’s responsibility to inform the bus driver and any after school program of allergies and to provide them with the necessary information. Please instruct your child not to share snacks with others or to eat on the bus.

Please contact the school nurse if your child has any allergies or other medical conditions that require special attention at [schoolnurse@icschool.net](mailto:schoolnurse@icschool.net) or by phone, 508-460-3400.

## **Other Medical Conditions**

As school policy, children may not attend school with low-grade fevers. Medicating students to mask symptoms, such as fever, results in students being put at risk and spreads bacteria and infections. Students who have a fever above 99.9 degrees Fahrenheit or have vomited may not attend school for 24 hours. Sick students will be sent home. Students who have been **diagnosed with an infection may not return to school until they have been on an antibiotic for a full twenty four hours.** Students out sick may not attend class parties, performances, field trips or Extended Day. These policies protect the health of all students. A doctor’s note may be required at the discretion of the nurse or Principal at any time. Parent/guardians’ cooperation with these policies is an expectation of the school.

## **24 Child Abuse and Neglect**

The school principal and faculty will fulfill their statutory duties as mandated reporters to the Department of Children and Families of the Commonwealth of Massachusetts in any suspected incidents of child abuse, child sexual abuse, or neglect.

### **“Talking About Touching”**

The Archdiocesan mandated “*Talking About Touching*” program for Pre-Kindergarten/Kindergarten and Grades One – Three focuses on teaching children skills that have been designed to help keep them safe from dangerous or abusive situations. Despite good intentions, adults cannot always be there to protect children from every dangerous or abusive situation. Using the materials provided in the *Talking About Touching* kit, parents/guardians and teachers can work together to provide the safety rules, information, encouragement, and practice that children need to help protect themselves.

The *Talking About Touching* curriculum introduces the subject of child sexual abuse at each grade level within a general framework of safety.

- **Pre-Kindergarten/Kindergarten:** Unit I introduces common safety issues affecting children. Lesson topics include car safety, traffic safety, and fire safety. This basic context of safety is reinforced in Unit II, in which lessons about touching safety are introduced. Unit II opens with lessons that emphasize the positive aspects of touch in children’s everyday lives. The overall focus on safety, rather than sexuality, helps defuse the potentially difficult nature of talking to children about sexual abuse. This safety focus provides a straightforward way for adults and children to communicate about the subject.
- **Grades 1 – 3:** Unit I introduces common safety issues affecting children. Lesson topics include walking safety, fire safety, and gun safety. This basic context of safety is reinforced in Unit II when lessons about touching safety are introduced. Unit II opens with lessons that emphasize the positive aspects of touch in children’s everyday lives. The goal of the lessons in Unit III is to increase children’s ability to stand up for themselves in an assertive, but not aggressive, way and to ask for help in difficult, uncomfortable, or dangerous situations.
- **Grades 4 -6:** *“Keeping Children Safe”* Builds upon the lessons learned in “Talking About Touching.”
- **Grades 7-8** “Personal Safety Child Abuse Prevention” prepares students for situations, including sexual harassment and dating violence, which they may encounter in secondary school. A chastity curriculum was instituted for grades 7 and 8 in 2008 by the Archdiocese.

<b>25 Tuition and Admissions</b>
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Tuition and school fees are determined each year by the Tuition Sub Committee of the School Advisory Board. The Pastor has the final approval of the budget and tuition rates. Every effort is made to keep tuition increases as moderate as possible. Tuition information is made available to the parents/guardians in advance of re-registration in the spring.

**Our tuition structure has two components: Parishioner or Non-Parishioner**

Families will be considered Parishioners for purposes of tuition if:

1. They were registered at Immaculate Conception Parish and had an offertory envelope number on or before January 1<sup>st</sup> of the calendar year prior to admission.
2. Contributed a minimum of \$8.00 weekly.

In justice to the many families who meet and generously exceed the weekly minimum donation every week, those who do not, will be switched to the Non-Parishioner rate.

Families may establish Parishioner status for the next school year by registering at Immaculate Conception Parish and contributing a minimum of \$8.00 weekly in their envelopes.

**Financial aid**

A limited amount of financial aide is awarded annually based on demonstrated need. Information is made available to all interested families in mid-January. Families apply for assistance from the Catholic Schools Foundation through the FACTS Grant and Aid Assessment Group, a third party agency. Financial aide is available to students entering K-8 only. No financial aide is available for PS or PK; this is the policy of the Catholic Schools Foundation.

**Tuition Refunds**

**Tuition, Family Assessment, and Registration fees are non-refundable. We count on your entire tuition being paid for the year whether your child/children attends/attend for the whole year or not. We hire teachers, offer salary increases, order books and supplies and base our budget on 100% of all tuition contracts being fully honored. The School Business office cannot cancel FACTS agreements or refund any money to those who have paid in full prior to the start of the school year.**

**Returned Checks**

Checks returned for insufficient funds will incur a \$40.00 penalty. This includes checks for: Tuition, Family Assessment, fundraisers, school lunch program, and field trips.

**Nondiscriminatory Policy**

Immaculate Conception School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school.

### **Admissions Policy**

Provided that all academic requirements have been met, students are admitted to Immaculate Conception School in the following order, based on availability of space: siblings of students currently enrolled in Immaculate Conception, members of the Immaculate Conception parish, members of other Catholic parishes, and non-Catholics.

Students of every faith are welcome here at Immaculate Conception with the understanding that they and their parents/guardians will adhere to the policy established by the Archdiocese of Boston.

### **Non-Catholic Applicants**

Whether they are Catholic or non-Catholic, applicants and their parents/guardians should understand and accept the nature and purpose of the Catholic school. In cases of non-Catholic candidates, admission is dependent, in part, upon their agreement, as well as that of their parents/guardians, to participate in religion classes, attend school based liturgies, and religious activities.

### **Pre-School, Pre Kindergarten and Kindergarten Admissions Policy**

Children are admitted to the Pre-Kindergarten and Kindergarten programs based on their performance on a screening instrument, observation by the teachers, and recommendations from the child's current teachers. Children are admitted to the Pre-School program based on a parent/student interview with the Principal and the understanding that students must be fully toilet trained as a condition of enrollment. Children who have successfully completed the screening process are admitted in the following order: siblings of students currently enrolled in Immaculate Conception School, members of the Immaculate Conception Parish, members of other Catholic parishes, and non-Catholics. The school reserves the right to remove a child from the program for lack of cooperation or inability of a child or parent/guardian to adjust to the program.

### **Transfer Admissions**

Students seeking to transfer to Immaculate Conception School from other Catholic, private, or public schools, will be considered for admission on the basis of: space availability, academic record, recommendations from previous school, personal interview with the Principal, and, whenever possible, a visiting day spent with the appropriate class. Parents/guardians of students who are currently receiving, or have received, Special Education Services (Inclusion, academic support, resource room, OT, PT Speech/Language,) need to submit copies of the student's IEP educational plan, progress notes, and all testing at the time of application.

We seek to assure a successful placement for every student we accept into our school community.

### **Transfers**

If you are transferring your child to another school, our school should be notified at least two weeks prior to the date of transfer. At that time, please advise us of the last day your child will attend IC School, and complete "AUTHORIZATION FOR PUPIL RECORD RELEASE" form. Records will be forwarded to the new **school provided all tuition and school fees have been paid in full**, and all school property is returned, i.e., locker keys, library books, and textbooks.

<b>26 Uniforms and Dress Code Policy</b>
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<b>26A Uniforms and Dress Code Policy PS and PK</b>
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The school uniform is to be worn by all students in grades PS-8. All uniforms must be purchased from Donnelly's, 50 Sharpe Drive, Cranston, RI 02920. Phone: 1-800-498-0045 web [www.Donnellyscllothing.com](http://www.Donnellyscllothing.com) Pants, shorts and skorts may be purchased elsewhere but have to be khaki or navy blue, no cargo style. Please mark uniforms with your child's name. Uniform description may also be found on our website at [www.icschool.net](http://www.icschool.net)

### **HAIR**

- Hair is to be neat and clean.

- Hair must not hang in the student’s eyes because it distracts him/her from learning. Bangs must be a reasonable length. Boys’ hair must not be longer than the shirt collar.
- Moderately styled hair accessories are permitted for girls so long as they are not obtrusive or distracting.
- No spiked or artificially colored hair, no Mohawks, no shaved heads, no shaved designs or words in head.
- No hats in building.
- **The Principal reserves the right to decide on the acceptability of style.**

### **MAKE-UP**

- Makeup and nail polish are not permitted for students in grades PS – PK.
- Artificial nails are not permitted. Finger nails that are excessive in length are not permitted for reasons of health and safety as determined by the Principal.

### **JEWELRY**

- Boys and girls may wear a watch and a religious medal.
- Girls may wear one pair of small modest earrings—one in each earlobe. No other earrings may be worn in any other part of the body.
- Boys may not wear earrings.
- No body piercing, tattoos, or sticker tattoos are allowed.
- Bracelets and rings may be worn if they do not become a distraction.

## **UNIFORMS**

### **Pre-School Uniforms**

Boys and Girls have the choice of **maroon** tee shirts, polo shirts, sweatshirts, sweatpants and **black** shorts. They may also wear the Donnelly’s **maroon** sweater. They wear sneakers and white socks.

Girls have an optional **maroon** polo style jumper; it is an all-in-one design and is available in long or short sleeves. The optional jumper must be worn with the **black** PS shorts. Solid **black** pants, tights or leggings may be worn underneath the dress.

### **Pre-Kindergarten Uniforms**

Boys and Girls have the choice of **navy** blue tee shirts, polo shirts, sweatshirts, sweatpants or shorts. They may also wear the Donnelly’s sweater. They wear sneakers and white socks.

Girls have an optional **navy** polo style jumper; it is an all-in-one design and is available in long or short sleeves. The optional jumper must be worn with the **navy** PK shorts. Solid **navy** blue pants, tights or leggings may be worn underneath the jumper.

### **PE Uniforms**

Students in PS and PK wear their everyday uniforms for PE as well.

<b>26B Uniforms and Dress Code Policy Grades K-8</b>
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The school uniform is to be worn by all students in grades PS-8. All uniforms must be purchased from Donnelly’s, 50 Sharpe Drive, Cranston, RI 02920. Phone: 1-800-498-0045 web [www.Donnellysclothing.com](http://www.Donnellysclothing.com) Pants, shorts and skorts may be purchased elsewhere but have to be khaki or navy blue, no cargo style. Please mark uniforms with your child’s name. Uniform description may also be found on our school website at [www.icschool.net](http://www.icschool.net)

### **HAIR**

- Hair is to be neat and clean.
- Hair must not hang in the student’s eyes because it distracts him/her from learning. Bangs must be a reasonable length. Boys’ hair must not be longer than the shirt collar.
- Moderately styled hair accessories are permitted for girls so long as they are not obtrusive or distracting.

- No spiked or artificially colored hair, no Mohawks, no shaved heads, no shaved designs or words in head.
- No hats in building.
- **The Principal reserves the right to decide on the acceptability of style.**

### **MAKE-UP**

- Makeup and nail polish are not permitted for students in grades PS – 5. Artificial fingernails are not permitted. Finger nails that are excessive in length are not permitted for reasons of health and safety as determined by the Principal.
- Pale or clear nail polish and pale or clear lip gloss may be worn by girls in grades 6, 7 & 8 with written parental permission. The privilege may be revoked if abused. Artificial nails are not permitted. Finger nails that are excessive in length are not permitted for reasons of health and safety as determined by the Principal.

### **JEWELRY**

- Boys and girls may wear a watch and a religious medal.
- Girls may wear one pair of small modest earrings—one in each earlobe. No other earrings may be worn in any other part of the body.
- Boys may not wear earrings.
- No body piercing, tattoos, or sticker tattoos are allowed.
- Bracelets and rings may be worn if they do not become a distraction.

## **UNIFORMS**

### **Boys Grades K – 8 may be worn any day except Gym day**

- **Boys in grades K – 4** must wear Donnelly’s navy blue twill pants.
- **Boys in grades 5 – 8** must wear Donnelly’s khaki pants.
- Black, brown or navy belt.  
Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).
- Appropriate white socks and sturdy brown or black leather shoes. Leather sneakers and hiking boots are not acceptable.
- **Donnelly’s sweaters and vests with the school monogram are allowed.** Donnelly’s will offer a maroon sweater along with the green. IC School sweatshirts purchased through Donnelly’s or the IC School Store may be worn.

### **Girls Grades K – 8 may be worn any day except Gym day**

- **Girls Grades K – 4** must wear Donnelly’s plaid uniform jumper, Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).
- **Girls Grades 5 – 8** must wear Donnelly’s plaid uniform kilt skirt (**at a modest length.**) Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).
- Green or navy blue anklets, knee socks, or tights. Girls in Grade 8 may wear panty hose.
- Shoes need to be sturdy, closed flat dress shoes.
- **Only Donnelly’s sweaters and vests with the school monogram are allowed.** Donnelly’s will offer green or maroon sweaters. . IC School sweatshirts purchased through Donnelly’s or the IC School Store may be worn.

### **OPTIONAL SUMMER UNIFORMS Grades K – 8**

**This uniform is optional and may only be worn from the opening of school through the Friday before Columbus Day Weekend-AND-from the Monday after April vacation until the end of the school year.**

### **Boys’ Optional Summer Uniform Grades K - 8**

- **Boys Grades K – 4** may wear navy blue walking shorts with Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).



- **Boys Grades 5 – 8** may wear **khaki** shorts with Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).
- Black, brown, or navy belt.
- **White** athletic socks and sneakers. Sneakers must be securely tied or fastened.

### **Girls’ Optional Summer Uniform Grades K – 8**

- **Girls Grades K – 4** may wear **navy blue** shorts or skort with Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve). They may also wear the Donnelly’s monogrammed vest.
- Black, brown, or navy belt.
- **White** athletic socks and sneakers. Sneakers must be securely tied or fastened.
- **Girls Grades 5 – 8** may wear **khaki** shorts or skort with Donnelly’s blue, maroon, grey or green uniform polo shirt (tucked in).

### **OPTIONAL WINTER UNIFORM Grades K – 8**

**This uniform is optional and may ONLY be worn from December through March.**

- **Boys Grades K – 8 may wear Donnelly’s sweaters and vests with the school monogram from December through March;** they may be worn with Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve). Donnelly’s will offer **green** or **maroon** sweaters. IC School sweatshirts purchased through Donnelly’s or the IC school Store may be worn.
- **Boys K-4 may wear navy blue corduroys from December through March** with Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).
- Boys K-8 may wear work boots from December through March ONLY.
- **Boys in grades K - grade 2 must change into shoes upon entering the school building.**

**Girls Grades K – 8 may wear Donnelly’s sweaters and vests with the school monogram.**

- **Girls Grades K – 4** may wear **navy** corduroy pants with Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).
- **Girls Grades 5 – 8** may wear **khaki** pants with Donnelly’s polo shirt (tucked in) in navy, green, maroon, or grey (long or short sleeve).
- Black, brown, or navy belt.
- Shoes need to be sturdy, closed flat dress shoes. **Girls who wear boots to school in the winter must change into shoes upon entering the school buildings.**

### **PE Uniforms-Navy Blue ONLY (except for PS)**

All students in K-8 are required to wear the Donnelly’s **Navy** PE uniform on days they are scheduled for Physical Education class. This consists of navy blue tee shirt, sweatshirt, shorts, and sweat pants with the school emblem. All must be clearly labeled with child’s name. Children not wearing PE uniforms will be excluded from the Physical Education class. Students in grades 4-8 may receive a detention if not in uniform.

Students in PS and PK wear their everyday uniforms for PE as well.

All students must wear flat-soled sneakers for gym and **white** athletic socks. Sneakers must be securely tied or fastened. The gym uniform can be purchased at Donnelly’s.

### **“NO UNIFORM-DRESS DOWN DAYS”**

**As part of our community service projects or special celebrations a “no uniform or dress down day” may be held at various times throughout the school year. Students and staff may wear simple, modest, casual clothes and footwear on these days. FLIP FLOPS are never allowed for reasons of safety. The school reserves the right to determine the appropriateness of dress down day attire. Students whose clothes do not conform will be sent home to change. Parents/Guardians are notified by email or backpack mail when such days will occur.**

**The Principal reserves the right to decide on the acceptability of the Uniforms.**

## 27 School Bus

The City of Marlborough provides free busing for Marlborough residents. All students must have a bus request form on file. It is the policy of the Marlborough Board of Education to provide for the safety and welfare of pupils at all times. The period of time students are on school buses is the primary concern. The Board endorses conduct of pupils that will not distract the driver from the primary responsibility of driving the bus and is considerate of other passengers on the bus. PK, K, and grade one students will not be left at a bus stop unless an adult is present. They will be returned to the school and may be sent to Extended Day at a cost of \$30.00.

- *The Principal may exclude a student from the bus for disciplinary reasons.*

The school bus represents an integral part of the school system and, as such, the same standards of conduct that apply in school apply on a school bus.

**Loss of transportation for two weeks will result when three bus violations have incurred. Further bus violations will result in lengthy periods of loss of transportation or permanent removal from the bus.**

If a student should damage the bus in any way, the parent or guardian is financially liable for repair or replacement.

## 28 Agreement for the Use of Computers and Telecommunications

Immaculate Conception School has chosen to permit students' access to computers and telecommunications to further its educational goals. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the educational software and telecommunications. However, parents and guardians are warned that Immaculate Conception School does not have total control of the information on the Internet. Parents and guardians are the primary authorities responsible for imparting the standards of appropriate conduct their child/children should follow.

The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of Immaculate Conception School's code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Any infraction of network/computer use rules will lead to discipline as well as suspension of the use of the network/computer.

The following are considered unacceptable uses of the computer/network:

1. Using the network for non-school related activities.
2. Plagiarism/violating copyright laws.
3. Destroying or vandalizing computer equipment.
4. Depleting resources intentionally, such as paper.
5. Violating the privacy of others, revealing passwords.
6. Using someone else's account.
7. Using abusive language or profanity.
8. Spreading computer viruses.
9. Posting other student or faculty material.
10. Sending or retrieving inappropriate material.
11. Posting personal information that would jeopardize your safety or someone else's.
12. Illegal use of software, freeware, or shareware or use of any software.
13. Failure to obtain permission prior to use of the computer/computer network. Permission must be granted by a teacher or authorized adult supervisor each time the network is used.
14. Visiting Internet sites not authorized by the school.
15. Using the Internet or Intranet (in school network) without permission.
16. Bringing computer disk(s) of any type to school.
17. Reproducing software or shareware.
18. Using the network for the purchase of products or services.

### Accessing the Internet

One of the major components of the network will be availability of the Internet. Immaculate Conception School will provide the following precautions to protect students from illegal, obscene, offensive, and inaccurate material:

1. Educating the students in the proper use of the Internet.
2. Appropriate supervision and monitoring of student use.
3. Filtering software designed to restrict access to unsuitable Internet sites.
4. Screening of incoming and outgoing e-mail.

Our goal is for students to become independent and responsible Internet users who are able to discern topics and material. Consent from parent/guardian is required before a student will be allowed to access the Internet.

### **Security and Safety**

#### **RULES FOR ON-LINE SAFETY**

1. I will not give out personal information, which includes my address, telephone number, parent's/guardian's work address, or telephone number or the name and location of my school without teacher or parent/guardian consent.
2. While I am on-line, if I encounter any information or person that upsets me, I will let my teachers and parents/guardians know immediately so they can contact the On-line service.
3. I will use book-marked sites unless my teacher or another authorized adult supervises my use of a search engine for approved research.
4. I will follow the rules set up by my teachers and parents/guardians for going on-line and I will not break these rules.

<b>29 Social Media Policies/Technology Concerns</b>
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**Blogs:** Engagement in online blogs which includes all social media sites may result in disciplinary actions if the content of the student, parent or guardian's blog includes defamatory comments regarding the school, the faculty, other students or the clergy or parish staff.

### **Instagram@:/SnapChat**

Photos and captions on a student or parent's/guardian's Instagram® or SnapChat or similar account that depict the school, the faculty, other students, or the clergy or parish staff in a defamatory way may result in disciplinary action.

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, ICS teachers/staff or parish clergy or parish staff in a defamatory light face detention, suspension, or expulsion.

<b>30 Advancement/Fundraising</b>
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### **Parent Teacher Organization**

Immaculate Conception School Parents Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the Immaculate Conception School Parents Association are available on the school website.

### **Advancement**

The Advancement Office at Immaculate Conception School is responsible for the Annual Fund, Community Outreach and Marketing.

The purpose of the Annual Fund is to bridge the gap between tuition revenue and actual expenses. The money raised by the Advancement Office in the form of donations and grants helps to defray the tuition for every student. This money is used, among other things, to increase our technological abilities, faculty training, and classroom supplies. In addition, the Advancement Office, through the Legacy Society, raises funds to ensure the school will be on solid financial footing in the future.

Parental involvement both financially and as volunteers is critical to the success of the Annual Fund and the future of our school.

<b>31 Immaculate Conception School Parent Association</b>
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**ARTICLE I NAME**

The name of this organization shall be the Immaculate Conception School Parent Association (hereinafter will be known as Parent Association).

**ARTICLE II PURPOSE**

SECTION I The primary purpose of this organization is to conduct fund raising activities to benefit the school.

SECTION II The secondary purpose of this organization is to support and work with the Pastor, Principal, and Teachers in their continuous endeavors to provide and maintain the high level of education and spiritual standards of the Immaculate Conception School.

SECTION III The third purpose of this organization is to provide an avenue for parents/guardians to express their views on issues relating to their child's education, development, and well being while a student at Immaculate Conception School.

**ARTICLE III MEMBERSHIP OF THE PARENT ASSOCIATION**

SECTION I All parents/guardians of Immaculate Conception School students, the Pastor, and Principal of the Immaculate Conception School are members of the Parent Association.

**ARTICLE IV OFFICERS AND DUTIES**

SECTION I The elected officers of the Parent Association shall be PRESIDENT, THREE VICE PRESIDENTS, SECRETARY, and TREASURER.

SECTION II PRESIDENT: The president shall preside at all meetings of the Parent Association; coordinate and assist in the planning of the coming activities; prepare a monthly newsletter; assume responsibility of all committee reports which shall be passed on the new Parent Association President; and serve as parent's/guardian's representative to the Immaculate Conception School Advisory Board.

SECTION III VICE PRESIDENTS: The Vice President position shall be shared by three individuals representing the Middle School consisting of grades 5-8 (VPU), the Lower School consisting of grades 1-4 (VPL), and the Convent School consisting of grades PK-K (VPC). The duties of each Vice President shall include:

1. Publicity of their designated school, i.e.: meeting with the IC School News flash reporters.
2. Acting as a channel of communication for the parents/guardians regarding Parent Association activities/concerns.
3. Head Class Parent- by acting as a liaison between Teachers, Class Parents, and Parent Association.

In the event of the President's absence, the Board of the Parent Association shall vote for the President pro tempore.

SECTION IV SECRETARY: The secretary shall keep a record of all proceedings of the Parent Association meetings; shall oversee the preparation and distribution of correspondence, notices, agendas, President's monthly newsletter, and minutes of all official business. Such correspondence will be filed and available in an ongoing notebook to be passed on to the new Parent Association Secretary. The Secretary will produce a list of the upcoming year's fundraisers and Parent Association meeting dates to be sent home with the August mailing.

SECTION V TREASURER: The treasurer shall keep accurate records of funds, receive and pay all bills, compile a monthly as well as an annual financial statement, which will be available to all members of the Parent Association. The treasurer shall welcome the fund raising chairperson aboard and discuss financial guidelines for their specific fundraiser. Parent Association Meetings will be held once a quarter while school is in session or as designated by officers of the Parent Association and the Principal.

**ARTICLE V NOMINATION AND INSTALLATION OF OFFICERS**

SECTION I Any member of the Parent Association may fill out a form to submit for nomination as an officer to the Principal.

SECTION II In the event that not all positions are filled by nominations at the general meeting held in March, then the present Parent Association Officers will select additional nominees.

SECTION III Nomination will be held in March ending two weeks prior to the April meeting. Elections will be held in April.

SECTION IV Officers elected in April will be installed as the final item of business at the last Parent Association meeting held in May. The new officers will assume their duties as of June 30<sup>th</sup>.

SECTION V Officers to be elected each year are President, Three Vice Presidents, Secretary, and Treasurer.

SECTION VI Officers will have a term of one year. They may hold office for more than one term.

## **ARTICLE VI MEETINGS**

SECTION I General meetings will be held once a quarter while school is in session or as designated by officers of the Parent Association and the Principal.

SECTION II Meetings of the officers of the Parent Association will be held as needed, prior to each scheduled general meeting.

## **ARTICLE VII REMOVAL OF OFFICERS**

SECTION I Officers and committee chairpersons can be removed from office for the following reasons:

1. Two or more inexcusable absences from any meeting.
2. Failure to complete their assigned duties.

SECTION II Should the position of President be vacant, a Vice President will assume the duties of President.

SECTION III Should any of the following positions: Vice President, Secretary or Treasurer be vacated prior to December 1<sup>st</sup> of the school year, an election for that position will take place. Anytime after December 1<sup>st</sup> of the school years, the Pastor, Principal, and Parent Association Officers will appoint a person for that position.

## **ARTICLE VIII FUND RAISING**

SECTION I The Family Assessment has been incorporated into the tuition agreement per a vote of the parents/guardians in February 2003.

SECTION II All money collected by fund raising efforts shall be distributed as follows, any and all expenses incurred by each specific fund-raiser must first be paid to show the profit earned.

SECTION III The Pastor, Principal, and Parent Association Officers must first approve any purchase of goods or services over \$1,000.00.

SECTION IV Fund-raisers may be designated for a specific purpose with the approval of the Parent Association, Principal, and Pastor.

## **ARTICLE IX COMMITTEES**

SECTION I Special committees will be formed as needed and approved by the President of the Parent Association, Principal, and Pastor.

SECTION II The chairperson and members of the committees shall be appointed, and shall keep the President informed of the committees' progress i.e.: account for monies collected, tickets, books, candies, magazines, etc.

SECTION III Cultural Affairs: This shall consist of two to three volunteers to arrange for special programs to be brought to the school for educational purposes. Money allotted shall be approved and reviewed by the principal on an individual basis.

SECTION IV Recreation Fund: shall be allotted \$750.00 per year. This money will help to defray the cost of playground upkeep and equipment. This will accumulate so that in the future, equipment can be added as needed.

## **ARTICLE X INTERPRETATION OF THE CONSTITUTION**

A panel consisting of Pastor, Principal, and the Parent Association Officers shall interpret this Constitution.

## **ARTICLE XI AMENDING THE CONSTITUTION**

This Constitution may be amended by a two-thirds vote of a general Parent Association meeting and approval of the Pastor and the Principal. Revised 4/99

The name of the organization shall be the Immaculate Conception School Advisory Board. (Hereinafter referred to as the Advisory Board).

The Immaculate Conception Parish School Community recognizes that every child is a unique creation of God. Our mission is to nurture the spiritual, moral, academic, social, creative, and physical development of each student within a Catholic-Christian learning environment. Our community service projects bring life to our mission and witness to our faith.

## **ARTICLE II PURPOSE**

The purpose of the Advisory Board shall be to serve as an advisory body to the Pastor and the School Principal, to continually promote the educational and spiritual development of all students of the Immaculate Conception School, and to foster a healthy, positive atmosphere that exemplifies the highest of quality education and Christian values. Consistent with canonical law, the Pastor is responsible to the Archbishop of Boston for the total operation of the parish. This includes the operation of the School. The Advisory Board is consultative in nature and has no direct operational responsibilities or authority except and only to the extent set forth herein.

## **ARTICLE III RESPONSIBILITIES**

The responsibilities of the Advisory Board shall include but not be limited to:

1. Setting goals and objectives for the school and designating the responsibility of their implementation. The Advisory Board should attempt to identify the school's long-range needs, ideals, and project goals that respond to those needs and hopes. Objectives are the more short-range plans towards achieving the goals. The Advisory Board delegates to the Principal the responsibility for implementing goals, which are administrative in nature.
2. Appointing a budget subcommittee consisting of the Principal and two members of the Advisory Board to prepare a budget draft and submit it for discussion and consideration by the full Advisory Board. The Advisory Board shall then vote to recommend the budget and forward it to the pastor for action.
3. Consulting on Principal selection. The Advisory Board shall have a participatory voice in the selection of the Principal in accordance with the current archdiocesan guidelines.
4. Consulting with the Pastor and the Principal on such matters as are relevant to the continuity of the school's mission. These include assurance of financial resources, institutional advancement, strategic planning, development of the Principal and faculty and such other matters as the Pastor or the Principal and faculty shall bring before the Advisory Board.
5. Reviewing performance. The Advisory Board shall annually review its own performance, including the effectiveness of its policies and projects, and periodically advise the Pastor with respect to the performance of the Principal.

## **ARTICLE IV MEMBERSHIP OF THE ADVISORY BOARD**

SECTION 1 The Advisory Board shall consist of at least seven (7) members. The Pastor shall appoint the members of the Advisory Board. The Pastor, the School Principal, and the President of the Immaculate Conception School Parent Association shall serve as ex-officio members of the Advisory Board. The Immaculate Conception School Parent Association President is the parent's representative to the School Advisory Board. No paid employee of Immaculate Conception Parish or Immaculate Conception School shall serve as an Advisory Board member, even as an ex-officio member with the exception of those noted above.

SECTION II – TERMS: The terms of the appointed members shall be determined by the Pastor, Principal and the member. It is expected that each member will hold office for at least two (2) years whenever practical. Any vacancies occurring shall be filled by the Pastor. The Pastor shall seek the advice of the Advisory Board whenever filling vacancies.

## **ARTICLE V OFFICERS AND DUTY**

SECTION 1 The officers of the School Advisory Board shall be the PRESIDENT and SECRETARY.

SECTION II The President of the Advisory Board shall be the Pastor. The President shall preside at all meetings of the Advisory Board and shall appoint members to any subcommittees of the Advisory Board and name a chairperson thereof. The President shall mediate any dispute during the course of Advisory Board meetings. The President shall serve as a member of every subcommittee, as necessary.

SECTION III The President shall designate a member for the Advisory Board to perform the duties of the President in the absence of the President.

SECTION IV The Secretary of the Advisory Board shall be the Principal or such other person as the Principal shall designate. The Secretary shall keep a record of all proceedings at all meetings of the Advisory Board. The Secretary shall oversee the preparation and distribution of correspondences, notices, agendas, and minutes of all official business as directed by the President.

**ARTICLE VI MEETINGS**

SECTION I The Advisory Board shall meet at least bimonthly on the day of the month established at the last meeting of the Advisory Board, commencing in August and concluding in May. The President, the Principal, and a majority of the non-ex-officio members of the Advisory Board shall have authority to call special meetings of the Advisory Board.

SECTION II The agenda for each regular meeting of the Advisory Board shall be prepared in advance of each meeting and forwarded to each member by the Secretary. Any member of the Advisory Board may submit agenda items to the Secretary no later than 10 days prior to the regular meeting.

**ARTICLE VIII AMENDMENT OF THE BYLAWS**

SECTION I The Bylaws of the School Advisory Board may be amended or altered at any regular or special meeting of the Advisory Board by a 2/3 (two-thirds) vote of the voting members of the Advisory Board. Any proposed amendment or alteration shall be submitted in writing to the Secretary in accordance with the provision of ARTICLE VI, SECTION II regarding submission of agenda items.

**ARTICLE VIII ETHICAL REQUIREMENT FOR SCHOOL ADVISORY BOARD MEMBERS**

Avoiding Conflicts of interest

1. A School Advisory Board Member should not participate in matters before the School Advisory Board if the member has financial, business, professional, property, or personal interest in the matter.
2. A School Advisory Board Member has an obligation to disclose to the Advisory Board the member has a conflict of interest as set forth above regarding a matter pending before the Advisory Board and to immediately excuse himself or herself from any participation on the School Advisory Board regarding this matter.
3. A School Advisory Board Member shall not acquire a proprietary interest in any matter of the Immaculate Conception School or Parish while a member of the School Advisory Board.
4. In keeping with the Ethical and Moral standards of the Immaculate Conception School, all members of the School Advisory Board shall avoid the appearance of impropriety and shall decline continued participation in a particular matter before the School Advisory Board if the member's independent judgment on behalf of the Advisory Board is likely to be affected by conflict in the members' financial, business, professional, property, or personal interest.

Restated By ICSAB, November 30, 2005

<b>33 Amendments for the Handbook</b>
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The Principal and the School reserve the right to amend the handbook for just cause. Parents/guardians will be given prompt notification if changes are made.

The attached bullying prevention and intervention policy is incorporated into the 2015-2016 Parent Student Handbook.