

**IMMACULATE CONCEPTION
ELEMENTARY SCHOOL**

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

**PARENT/STUDENT HANDBOOK
2016-2017**

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TABLE OF CONTENTS

| | |
|---|-----------|
| INTRODUCTION | 4 |
| MISSION STATEMENT | 4 |
| ARCHDIOCESAN POLICY FOR ADMITTANCE | 4 |
| SCHOOL PHILOSOPHY | 4 |
| MESSAGE TO PARENTS | 5 |
| FACULTY 2016-2017 | 6 |
| AUTHORIZED PERSONNEL | 7 |
| HOME AND SCHOOL OFFICERS 2016-2017 | 7 |
| ADMISSIONS POLICY | 7 |
| ATHLETIC CODE OF ETHICS | 8 |
| ATTENDANCE | 9 |
| SCHOOL HOURS | 9 |
| BEFORE SCHOOL PROGRAM | 10 |
| BOOKS-EQUIPMENT-MATERIALS | 10 |
| BULLYING | 11 |
| BUS | 11 |
| CANCELLATIONS | 11 |
| CARE OF SCHOOL PROPERTY | 12 |
| CLASSROOM PARTIES | 12 |
| COMMUNICATIONS | 12 |
| COMPLAINTS | 12 |
| COMPUTER/INTERNET | 13 |
| CONFERENCES | 13 |
| DETENTION/SUSPENSION/EXPULSION | 14 |
| CHILD ABUSE LAWS | 15 |
| DISMISSAL | 15 |
| DRESS CODE | 16 |
| UNIFORMS | 16 |
| GYM UNIFORM | 18 |
| SKI MONDAYS | 19 |
| DRESS DOWN DAY | 19 |
| EMERGENCY INFORMATION | 21 |

| | |
|--|-----------|
| ENTRANCE | 21 |
| EVALUATION AND TESTING | 21 |
| EXTRACURRICULAR ACTIVITIES | 21 |
| FIELD TRIPS | 22 |
| FINANCIAL AID | 23 |
| FIRE DRILLS/CRISIS PLANS | 23 |
| HOMEWORK | 23 |
| HOMEWORK CLUB | 24 |
| HONOR ROLL | 24 |
| KIDS' CLUB | 24 |
| LAVATORIES | 24 |
| LUNCH | 24 |
| PROGRESS REPORTS | 25 |
| PROMOTION/RETENTION POLICY | 25 |
| PUPIL RECORD CARD | 26 |
| RECESS | 26 |
| REFUND POLICY | 26 |
| REPORT CARDS | 27 |
| RESPECT FOR INDIVIDUALS | 27 |
| RESPECT FOR TEACHERS | 28 |
| IMMACULATE CONCEPTION PARENT ASSOCIATION | 28 |
| SCHOOL NURSE | 28 |
| TELEPHONE | 29 |
| TUITION, REGISTRATION, BOOK AND GRADUATION FEE PAYMENTS | 30 |
| VISITORS | 30 |
| WITHDRAWALS | 31 |
| IMMACULATE CONCEPTION SCHOOL PARENT ASSOCIATION (ICSPA) | 32 |
| PARENT RESPONSE FORM | 33 |

INTRODUCTION

This handbook has been prepared to provide information regarding the policies and procedures of the Immaculate Conception School. Upon review of this document, please sign the attached page and return it with your son or daughter on the first day of school.

MISSION STATEMENT

The Immaculate Conception School strives to create a Catholic spiritual environment and a productive academic program committed to excellence.

ARCHDIOCESAN POLICY FOR ADMITTANCE

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

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

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

SCHOOL PHILOSOPHY

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

MESSAGE TO PARENTS

The privilege of a child brings with it a God-given responsibility. The development of a child is the responsibility of parents, (their first teachers) with the assistance of our Catholic School. Both parents and the school community must set forth the child on his/her road to God. We will work together to develop the basic needs of your child to love, to be loved, and to achieve. We welcome the opportunity during the coming academic year to share with you this God-given task of educating your child.

The school will try its utmost to meet your child's spiritual, intellectual and social needs. By doing this, we aim to aid your child in becoming a well-adjusted, responsible young Christian.

In order to provide your child the best education that the Immaculate Conception School can offer, we need more than your good will. We desire and require your whole-hearted cooperation. Together, the policies set forth in this handbook are to assist us in achieving our educational goals. We realize the confidence you have placed in us and we will endeavor to bring about the academic, social and spiritual development of your child.

IMMACULATE CONCEPTION SCHOOL
218 E. Merrimack St.
Lowell, MA 01852

978-454-5339
978-454-6293 (Fax)

FACULTY 2016-2017

| | |
|--|------------------------------|
| Director | Rev. Nicholas Sannella |
| Principal | Miss Catherine Fiorino |
| Pre-Kindergarten 3 year old | Mrs. Karen Mercuri |
| Pre-Kindergarten 4 year old | Mrs. Kathi Battaglia |
| | Miss Amanda Marquis |
| Preschool Specialist | Mrs. Janice Rogers |
| Kindergarten | Miss Amy Donovan |
| | Miss Pam Marquis |
| Grade 1 | Mrs. Lindsey Daniels |
| | Sister Charlene Favreau |
| Grade 2 | Mrs. Patti Dalimonte |
| | Mrs. Kathleen Lawton |
| Grade 3 | Miss Alexander Farrell |
| | Mrs. Becky Connors |
| Grade 4 | Mrs. Sue Normandin |
| Grade 5 | Mrs. Kelly Farias |
| Grade 6 | Mrs. Pamela Regnery |
| | Mrs. Kelly Paradise-Brothers |
| Grade 7 | Mrs. Teri Buckley |
| Grade 8 | Mrs. Linda Gallotto |
| Art | Mrs. Alyce Gavriel |
| Music PK-8 | Ms. Irene Lavallee |
| Physical Education | Mr. Christopher Cullen |
| Reading Specialist | Ms. Joanne Kelleher |
| Spanish | Mrs. Judith Papp |
| Spanish | Mrs. Mavis Willegal |
| Technology | Mrs. Georgia Katsikis |
| Pre-Kindergarten-3 Aide | Mrs. Jessica Bolarinho |
| Pre-Kindergarten-4 Aide | Ms. Nicki Taylor |
| Administrative Assistant | Ms. Catherine Emrick |
| School Nurse | Ms. Paula Hyde |
| After School Program | Miss Amy Donovan |
| | Ms. Catherine Emrick |
| | Arona Man |
| | Miss Pam Marquis |
| Safety Personnel and Cafeteria Helper | Mrs. Melissa Shemchuk |

AUTHORIZED PERSONNEL

Authorized personnel in and about the school include: administrative assistant, school nurse, librarian, music/art/computer/physical education/PK teachers, teacher's aides, custodian, lunch coordinator and all other people approved by the principal to work in Immaculate Conception School. All faculty and staff have undergone background checks and have taken the VIRTUS child safety program.

HOME AND SCHOOL OFFICERS 2016-2017

Co-PresidentsMrs. Sandra Meneses-Faria and
Mrs. Amy McCartin
TreasurerMrs. Maria Picardi
SecretaryMrs. Tara Hastie

ADMISSIONS POLICY

Immaculate Conception School does not discriminate on the basis of gender, race, color, national origin, or religion in the selection of students. Every Catholic child, whether his/her parents are Catholic or not, has a right to a Catholic education. Neither race nor national origin is to prevent a child from being accepted in the school. Non-Catholic children are eligible provided space is available.

All students are expected to participate in the same religious classes and functions.

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

Kindergarten applicants must be five years of age as of September 1 of that year and participate in a developmental screening process. Birth and baptismal certificates as well as proof of immunization are required. The administration may make exceptions to the September 1st age requirement based on academic testing.

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

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

The principal will meet with the perspective family first, then encourage the perspective student to come and visit for a day. The principal may require a period of probation to ascertain if the school can adequately meet the needs of the individual student and that the student is able to adjust to the academic and disciplined climate of the school.

No child will be accepted at the Immaculate Conception School if, in the judgment of the administration of the school, it is felt that this school cannot meet the educational/developmental needs of the child.

The criteria listed below are used to admit students to Immaculate Conception School:

1. Children from families already enrolled in the school and members of the ICS Parishes.
2. Children from non-parish Catholic families
3. Non-Catholic children

Sufficient notice should be given to the school regarding the transfer of a student.

Official records are sent directly from the Immaculate Conception School to the receiving school. This is done only after written permission has been received from the parent to release such records. Transcripts will be mailed to schools directly! Parents may have copies of medical records.

ATHLETIC CODE OF ETHICS

Students must maintain at least a C in all scholastic subjects and maintain satisfactory behavior in order to be eligible for participation in athletic activities. **If students are absent from school or sent home due to illness they may not attend sports for that day.** Good sportsmanship is expected at all times. Failure in this matter could result in removal from the team. The principal will make the final decision in the matter after consultation with the coach, athletic director and homeroom teacher.

All students must comply with directives of the town/state concerning yearly physicals, etc. before participating in tryouts for any sports team.

Students are responsible for all uniforms and equipment issued to them. These must be returned to the school at the end of the season. A student failing to return items will be billed for the unreturned items/or items that are damaged through improper use.

Students must arrange for parents to pick them up at a designated time after practices and games. Students must always be supervised by parents during games.

ATTENDANCE

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

The daily school schedule is as follows:

| | |
|--|-----------------------------|
| School begins for PK-8 students | 7:40 a.m. Bell rings |
| Morning prayer and assembly | 7:45 a.m. |
| Bus Dismissal | 1:45 p.m. |
| Walkers and Car Rider Dismissal | 1:55 p.m. |
| Early Dismissal Days | 11:30 p.m. |

SCHOOL HOURS

Regular school hours for Grades Pre-K through 8 are 7:45 a.m. - 1:55 p.m. We ask that no student arrive at school before 7:00 a.m. The school is not responsible for any child who is in the schoolyard before that time. Students may be dropped off at school as early as 7:00 a.m. for a small fee, and must report to the cafeteria. Students should report to the cafeteria for morning prayer and assembly at 7:40 a.m.

If the child is absent for **three or more days**, a doctor's note is required before he/she may return to school. The student is also responsible to make up work he/she missed while absent.

Parents must call the school office by 8:45 a.m. if their child will be absent from school. **If you want to request a teacher to send homework home, please call the school office by 8:45 a.m.** The school office will begin contacting parents who have not called the office by 9:00 a.m..

Students must bring a written note following any and all days absent. These notes should be dated and signed by the parent/guardian and give clear indication of the reason(s) for, and dates of absence.

A student will be considered tardy if he/she arrives to school later than 7:45 a.m. unless on a late bus. These will be recorded as "late for school". Students must stop at the office for a late pass before going to their classrooms.

Any student absent or dismissed from school on the day of a school sponsored event may not attend the event without permission from the Principal.

All appointments with doctors should be made outside of school hours. Emergencies are exceptions. **FAMILY VACATIONS SHOULD COINCIDE WITH SCHEDULED VACATIONS ON OUR SCHOOL CALENDAR.** Pupils are responsible for the work missed. Parents who decide to anticipate the beginning or extend the end of a vacation or weekend, or who arrange to take trips and/or vacations during time when the Immaculate Conception School is in session, should note that such absences are “unexcused”. As such, the student will **NOT** be excused from any matter that was covered, or from any test and/or exams that took place during such absences. Academic learning is not just based on assignments and reading, but also include lectures, note taking, class discussion, and cooperative learning activities. **Teachers do not have to prepare work for students while they are away on vacations outside of the school calendar. Teachers need not provide make-up work and tests for such “unexcused absences.” It is the student’s responsibility to go to the teacher to get assignments after the vacation and to make-up work and tests within one week.**

If work is not made up within the time allotted by a teacher (especially for an absence due to sickness), students will receive a zero for the missing work.

All students are expected to be present to participate in our school concerts during the Christmas and Spring season. If a student does not participate in the school concerts, this may result in an “unsatisfactory” grade for the term.

If a student makes a commitment to an extracurricular activity, the student is expected to fulfill the commitment.

BEFORE SCHOOL PROGRAM

ICS offers a Before School Program from 7:00-7:40 for \$1.00 which is paid directly to the teacher who runs the program.

BOOKS-EQUIPMENT-MATERIALS

The parent or guardian must provide general supplies, i.e. paper, pencils, glue, and crayons. **Each teacher will send home a required supply list.**

Textbooks, which are the property of the school, must be properly covered. No marks should be made in these books. Students are to have a school bag or backpack in which to carry their books and papers. Any books belonging to Immaculate Conception School that are lost or damaged will be billed to the parents.

Immaculate Conception School is not responsible for lost articles. **Your child’s name should be put on the inside of his/her school bag, lunch box, sweaters, jackets, uniform clothing etc.** A lost and found area is located outside the cafeteria on the bottom floor.

The school is co-tenant of desks and lockers and reserves the right to search them at any time without notice.

BULLYING

Bullying can be defined as but not limited to intimidation, social isolation, physical violence and harassment. Immaculate Conception School does not tolerate such behavior in any way. Students found to be bullying in any way are subject to disciplinary procedures. Please see section on Bullying in the Appendix.

BUS

Bussing is available to all Lowell students who are 5 years of age. Parents should contact the Lowell Public Schools to complete necessary forms. Bus students will be picked up at locations designated by the Town of Lowell. Parents should watch for routes in newspapers or letters from the Lowell Public School which will outline where your child will be picked up and dropped off. Bus times will vary in the morning but all students will be picked up at 1:45 p.m. for dismissal. Some students will be dropped off on the way to the Sullivan School and others will transfer to a different bus to be brought home. Appropriate and safe behavior is required of all students who choose to ride a bus. To ride a bus is a privilege, not a right.

CANCELLATIONS

Immaculate Conception School follows the Lowell Public School system with regard to cancellations, delays, and early dismissals. This information can be found on the TV Channels 4, 5, and 7 snow alert system. Please do not phone the rectory or school offices for this information. We will send out an alert through the Honeywell Emergency Alert System to notify families of school cancellation, delays and early dismissals. Please make sure you register your emergency phone numbers on line on their website.

When there is an early dismissal called due to inclement weather, there will be NO KIDS CLUB PROGRAM.

On early dismissal days, efforts will be made to reach by parents through the Honeywell Emergency Alert System. Parents are responsible to keep updated phone numbers in the school office and on Honeywell Emergency Alert System.

Parents who live out of town should use discretion in driving their child to school. If the road conditions are not good in your town, please feel free to keep your child home.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of school property. This includes school grounds, school buildings, furniture, and school materials. Students are expected to make restitution for any damage to school property, including the loss or damage to textbooks and library books. Students are also expected to show respect for the belongings of other students.

Deliberate destructive behavior toward property will be deserving of a consequence. Parents will be notified if vandalism of any kind takes place.

CLASSROOM PARTIES

Teachers will notify room parents when classroom parties will take place in their classroom. Teachers will notify room parents of what supplies will be needed for the party so room parents can contact parents for donations.

Parents may bring in cupcakes or popsicles for their child's birthday. Please check with the classroom teacher to make sure there are no allergies in the classroom. Parents of children with allergies may wish to send in a food item that their child can eat on special occasions so no child feels left out.

PLEASE NOTE THAT CLASSROOM TEACHERS WILL NOT GIVE OUT PRIVATE BIRTHDAY INVITATIONS TO SOME STUDENTS. IF THE WHOLE CLASS (ALL BOYS OR ALL GIRLS) ARE NOT INVITED TO A CHILDS PARTY THEN INVITATIONS WILL NOT BE GIVEN OUT IN CLASS. ICS FACULTY AND STAFF VALUE THE FEELINGS OF ALL CHILDREN AND DON'T WANT ANYONE TO FEEL LEFT OUT.

COMMUNICATIONS

Once a month we will send home a large envelope with the youngest child with a letter and hot lunch information for the next month. **The envelope is to be returned to school empty the following school day.**

COMPLAINTS

Complaints concerning individual school staff members should first be discussed in a courteous manner with the staff member. If this does not bring about a satisfactory resolution, the matter should then be referred to the school principal, who will make arrangements for a meeting with herself, the teacher, parents and students, if necessary. If the problem remains the principal will notify the pastor, and if necessary, schedule a meeting between the parties.

Any anonymous letter or email will not have any response. Only signed or in person communication will be acted upon.

COMPUTER/INTERNET

Acceptable Use Policy

The Internet is free to all Immaculate Conception School students. It is a privilege, not a right, to access the Internet. A responsible user of the Internet may continue to enjoy this privilege as long as he/she adheres to the school policy.

A Responsible Computer/Internet User:

1. Accesses the Internet to research assigned classroom projects
2. Asks for guidance if there is a question regarding the appropriateness of a particular site's content
3. Does not use the Internet for any illegal purpose
4. Does not use impolite or abusive language
5. Does not violate the rules of common sense and etiquette
6. Does not change any computer files that do not belong to the user
7. Does not view offensive or inappropriate material
8. Does not send or receive electronic mail from his/her own private account
9. Does not attempt to gain unauthorized access to systems programs or computer equipment
10. Does not reveal information about him/herself or other students

***Internet access will be withdrawn immediately and permanently from any user who does not respect the rights of others or who does not follow the rules and regulations established by Immaculate Conception School.

An Internet and Web Publishing Parental Consent Form must be signed in order for children to use the Computer and Internet in classes. Forms will be provided.

NO CHILD IS TO RECORD DIGITALLY ANY IMAGES OR PERSONAL INFORMATION FOR PUBLICATION WITHOUT SPECIAL SCHOOL PERMISSION. THIS RELATES TO FUNCTIONS ON SCHOOL GROUNDS OR SCHOOL SPONSORED EVENTS. PERMISSION MUST BE IN WRITING FOR USAGE.

CONFERENCES

Conferences with teachers are strongly recommended. Conferences will be granted only by appointment. Requests for conferences during school hours are not always possible. Any parent/guardian wishing to see a teacher should send a note to the teacher or call the school office and request a return call from the teacher.

All parents are required to attend the report card conference in November. Parents may sign up for a conference time that is convenient for both them and the teacher.

PARENTS ARE ASKED NOT TO CALL TEACHERS AT THEIR HOMES.

Please transact school matters through the school.

DETENTION/SUSPENSION/EXPULSION

DETENTION

Detention is given for un-Christian-like behavior. Pupils are always given notice of a detention period. Detentions will be the following day for 30-45 minutes after school. If a child is given a detention, parents are asked to **sign the detention slip and return it to the school the following day. It is the responsibility of the parents to arrange transportation for the student detained.**

Detention notices may be issued for, **but not limited to**, any of the following infractions of school conduct.

1. Repeated disobedience
2. Cheating on any work
3. Disrespect for religious and lay faculty members, classmates, or anyone giving services at Immaculate Conception School
4. Destruction of property that belongs to Immaculate Conception School or the property of others
5. Using vulgar language (written or verbal) or making improper gestures
6. Not following dress code (WARNINGS WILL BE GIVEN FIRST)
7. Failure to complete assignments satisfactorily and on time
8. Failure to observe classroom rules
9. Inappropriate behavior anywhere on school property

Classroom teachers will give detentions related to classroom issues. The principal will give detention when it involves serious matters.

SUSPENSION

Suspension means that a student is excluded from classes for a given period of time. During this time, the student is expected to be under the supervision of the parents. The student is given assignments that are to be completed and handed in on his/her return to school. During the suspension, the student is not to be in school, on the school premises, or at a school function (this includes sporting events).

Actions which can result in suspension include, **but not limited to**, the following:

1. Frequent repetitions of the above listed infractions.
2. Bringing lewd or pornographic material to school e.g. books, magazines, photos, etc.

3. Fighting on Immaculate Conception School grounds (depends on age and grade level)
4. Bringing to school or having on one's person tobacco products.
5. Repeated disobedience or failure to observe school policies
6. Possession of matches, lighters, firecrackers or potentially dangerous materials, this includes empty gun shells, or BB pellets
7. Threatening harm to oneself or others will be taken seriously. This includes verbal or written threats.

Smoking, use of alcohol, use of drugs, or any potentially dangerous materials (matches, fireworks, etc.) at a school activity, on school grounds, or at a school function of any kind will result in suspension or expulsion depending upon the gravity of the offense.

EXPULSION

Expulsion means that a student is permanently removed from the school and is thereafter, not expected to be found in the school, on the school premises, or at any school function.

Any of the listed infractions for suspension can result in expulsion from Immaculate Conception School.

In addition, the following infractions could result in expulsion:

1. Bringing to school or have on one's person any controlled substance, drugs, or alcoholic beverages
2. Violence toward faculty, staff or fellow students (depends on severity of violence and age of child)
3. Bringing to school or having on one's person any type of facsimile of a weapon or an item that could be used as a weapon.

When a student is expelled, the Office of Catholic Schools will be notified as soon as such a process begins and before a final decision is made.

CHILD ABUSE LAWS

Immaculate Conception Catholic School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Family Service.

DISMISSAL

Bus students will be dismissed at 1:45 p.m. The principal or designated person will make announcements and a student representative will close the school day with a prayer at 1:50 pm. Teachers will lead their students to the cafeteria to the appropriate table or line. Teachers will dismiss their students to the parent, designated person or school bus.

After school, all children are to leave when dismissed. There should be no loitering in the hallways. Kids Club Program is available for those families in need of this service. Children who will be attending the Kids Club Program must go to the specific area and check in with the adult in charge.

Any child that is not picked up by 2:15 p.m. will be placed in the Kids Club Program and will be billed a fee.

DRESS CODE

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

The basic uniform must be purchased from:

**JB Edwards Pride Uniform
39 Cummings Park
Woburn, MA 01801
1-800-654-5148**

The Immaculate Conception School uniform consists of the following:

UNIFORMS

FOR ALL PRE-K STUDENTS

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

Boys - Grades Kindergarten – grade 3

Navy twill or corduroy pants (J.B.EDWARD PRIDE UNIFORM CO. ONLY) Navy dress shorts may be worn in September to Columbus Day, April (after vacation), May and June.

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

Dress Shoes (No sneakers except with gym shorts, no running shoes, no boots of any kind including work boots) TAN, BROWN OR BLACK TIED SHOES

Navy belt or Black belt

Crew Socks--White, Navy SOLID CREW SOCKS--no emblems or stripes or ped socks

OPTIONAL - Navy sweater with the ICS monogram

Boys – Grades 4--Grade 8

Gr. 4-5-Navy twill or corduroy pants (J.B.EDWARD PRIDE UNIFORM CO. ONLY)
Khaki dress shorts may be worn in September to Columbus Day, After April Vacation, May and June.

Gr. 6-8 Boys wear Khaki colored pants. Khaki dress shorts may be worn in September to Columbus Day, after April Vacation, May and June.

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

Dress Shoes (No sneakers except with shorts, no running shoes, no boots of any kind including work boots)..BROWN, BLACK, OR TAN COLORED. SPERRY'S ARE ALLOWED NO SPARKELS OR PRINTS ON SHOE. SPERRY SHOES MUST BE SOLID COLORS OF TAN, BLACK OR BROWN.

Navy belt or Black belt

Crew Socks----SOLID White, Navy CREW SOCKS--no emblems or stripes..No peds

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

Girls - Grades Kindergarten--Grade 3

Uniform plaid jumper

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

Solid Navy knee socks or navy tights

Dress shoes (no sneakers, clogs, sandals, boots, platform shoes or other high-heeled shoes) TAN, BROWN, NAVY OR BLACK TIED OR BUCKLE SHOES. SPERRY'S ARE ALLOWED NO SPARKELS OR PRINTS ON SHOE. SPERRY SHOES MUST BE SOLID COLORS OF TAN, BLACK OR BROWN.

OPTIONAL - Navy pants (J. B Edwards Uniform Co only) - December 1 - March 31.
Navy shorts in September to Columbus Day, April (after vacation), May and June.

OPTIONAL - Navy sweater with the ICS logo

GIRLS - Grades 4-Grade 8

Uniform plaid skirt - of modest length

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

Solid Navy knee socks or navy tights

Dress shoes (no sneakers, clogs, sandals, boots, platform shoes or other high heeled shoes) BROWN, TAN, BLACK Tied or Buckle shoes ...SPERRY'S may be worn if Tan, Brown or Black. SPERRY'S ARE ALLOWED NO SPARKELS OR PRINTS ON SHOE. SPERRY SHOES MUST BE SOLID COLORS OF TAN, BLACK OR BROWN.

OPTIONAL - Navy pants (J. B Edwards Uniform Co only) - December 1 - March 31.
Navy shorts in September to Columbus Day, April (after vacation), May and June

OPTIONAL - Navy sweater with the ICS monogram or ICS Zip Hooded Sweatshirt

GYM UNIFORM

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

The gym uniform will consist of the following:

Uniform navy sweatpants with the ICS logo

Uniform gold T-shirt with the ICS logo

Sneakers

Uniform navy mesh jams with the ICS monogram during the months of September to Columbus Day, April (after vacation), May and June

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

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

SKI MONDAYS

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

DRESS DOWN DAY—JEAN DAY

Periodically throughout the year you will see reference made to a “Dress Down JEAN Day” on the calendar or a parent notice. The dress code for those days is as follows: Students may wear jeans and appropriate shirt.

No baseball caps may be worn in the school building

No T-shirts with inappropriate logos or sayings

No tank, tube or spaghetti strap tops

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

All clothing must be neat and clean

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

The school reserves the right to make the final decision whether a child’s casual wear is appropriate for the school setting.

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

Open toed shoes, open heeled shoes or sandals--Flip-Flops

Slippers

High-heels

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

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

JEWELRY

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

HAIRSTYLES

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

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

GIRLS: Extreme (bright, distracting or unnatural) hair color and hairstyles are not allowed. Hair must be kept clean and neatly styled. **BOWS IN HAIR MUST BE SOLID COLOR AND THE SAME COLORS THEME AS THE UNIFORM**

TATTOOS/BODY PIERCING

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

MAKEUP

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

EMERGENCY INFORMATION

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

ENTRANCE

In the morning, in order to safeguard the children, parents that drive their children to school and just wish to drop them off should use High Street and drop the children off by the gates. Parents who wish to park and walk their child into the school should park in the driveway coming in through the hospital road and formulate a line. **Children may be dropped off at 7:40 a.m. unless they are attending the Before Care Program. Teacher supervision is available at 7:40 a.m. All students are to report to the cafeteria.**

No parent is to enter the school corridors without checking into the office.

EVALUATION AND TESTING

A student's grade includes many components, NOT JUST WRITTEN WORK. A grade is based on the total performance of the child, including written work and testing, BUT also on class participation, extra work, homework, projects, effort, attitude, and conduct. Work must always be completed on assigned dates and done neatly and legibly. **All assignments must be written in pencil, or black or blue ink only. Children are to use their planners to keep track of assignments. It is the child's responsibility for assignments.**

We endeavor to meet each pupil's needs in so far as we can and challenge each one to his/her potential.

Standardized tests are given in the spring to students in Grades 2-8. These tests are administered to help teachers ascertain what students have accomplished during the year. Careful study of the test results shows strength and weaknesses of each student. Results will be sent to parents.

EXTRACURRICULAR ACTIVITIES

During the school year extracurricular activities will be announced through the monthly letter or individual flyers. It is hoped that students will avail themselves of the programs. Good conduct and best effort are always required.

Parents should see that students registering for these activities take them seriously and make a genuine commitment, and not drop out when effort is required.

FIELD TRIPS

Field trips are always planned with a particular educational objective in mind and all students are expected to participate with their class.

If a parent is to be a field trip chaperone, the guidelines listed below must be followed:

- The schedule prepared by teacher/or tour guide must be followed.
- Always keep group of students together. No one may stray from assigned group. Since all children are assigned in groups for chaperones, children may not switch to another parent or chaperone.
- Parent chaperones are responsible for every child in their group, not only their child. Please do not combine groups in order to socialize with other parents. Parents are to monitor the children.
- Parents may not give students permission to do something outside of the group without checking with the head teacher.
- Children will use the lavatory before leaving school property. Lavatory use should be used in emergencies only. The assigned chaperone must supervise all lavatory use. Children should never go alone.
- Food and drinks are never allowed on the bus or at the event unless noted by the teacher. Drinking alcohol, smoking and gum chewing is not permitted on trips.
- The children represent Immaculate Conception School; please make sure they are always on their best behavior.
- Politeness and respect for other groups and people, who are on the excursion, is expected. If a child in a group chooses not to follow the rules of respect, politeness and courtesy let the head teacher know right away.
- Chaperones are required to dress conservatively on field trips. No mini-skirt, short-shorts, low-cut shirts or halter top may be worn.
- No chaperone may leave one group to go with another group or class.
- Children must always stay with their teacher and grade on field trips.
- No siblings may be brought on a field trip since this is a school event.
- Discreet use of cell phones (for emergencies only) is advised. Do not use cell phones during a performance. Please turn cell phones off.

A teacher may request that a child miss a field trip if he/she has not been completing schoolwork or is continually displaying inappropriate behavior.

FINANCIAL AID

Financial Aid is available to those families who qualify through the Archdiocese of Boston, Catholic School Foundation Program. Parents may submit an online form (a link is located on our website...icslowell.com) Parents must also submit a current IRS Tax Form for the previous years. After a parent is verified that all information is complete, the school is notified who qualifies and letters are sent out to families with the amount given for scholarship. No financial aid is issued until parents are paid in full their portion of the tuition.

FIRE DRILLS/CRISIS PLANS

Fire drills are important for the safety of all. In order to ensure a quick and safe exit from the building, students must follow directions, move right along but **DO NOT RUN**. Talking is forbidden. In case of a **REAL EMERGENCY**, the response of the school personnel is automatic-**SOUND THE ALARM AND GET THE CHILDREN OUT OF THE BUILDING**. All parents should be familiar with the locations of the alarms.

Crisis Plan—If Immaculate Conception School had to be evacuated for whatever reason, the following plan would be conducted:

Children will be moved to ICS Church on Fayette St.

If Immaculate Conception School had to be evacuated due to a crisis situation you would be notified through the Honeywell Emergency Alert System. **Please make sure you keep up-to-date emergency phone numbers or emails.**

Each room has evacuation procedures posted prominently. Safe havens are located at ICS Church, Rectory or if needed, at Lowell Memorial Auditorium.

HOMEWORK

Homework serves a positive purpose and is closely related to class work. Total time of assigned homework should follow these approximate times:

| | |
|----------------|--|
| Primary grades | 20-30 minutes per night |
| Grades 3-5 | 50-60 minutes per night |
| Grades 6-8 | 1 to 2 hours per night (possibly more if in an above |

average group)
Homework does not only mean written work. Students should study every night.

HOMEWORK CLUB

On Monday-Thursdays from 2:00-4:00 there is a Homework Club available to those who would like their child to complete homework at school under the direction of a faculty member. Fee is \$5 per day per child which will be paid directly to the faculty member.

HONOR ROLL

| | |
|--------------------------------------|-------------|
| Student who achieves all A's | High Honors |
| Student who achieves all A's and B's | Honors |

****Chronic inappropriate behavior can prevent students from being placed on the HONOR ROLL. ***In special classes, all grades must be at least Satisfactory.**

KIDS' CLUB

Immaculate Conception School offers an extension of our day through KIDS' Club. It is held following dismissal whenever school is in full session. It is offered on most Early Dismissal Days (1/2 days). The program consists of supervised playtime, quiet study time for homework, and some crafts. Students need to bring a snack and drink. ICS does not have snacks or drinks available after school. Kids' Club runs until 5:00 p.m. In the event of inclement weather, a decision on whether or not to hold Kids' Club will be made by 11:30 a.m. It is the responsibility of the parent to call the office at that time to find out if the Kids' Club program will be held on that day. We will also notify you through the Emergency Alert System.

LAVATORIES

Students must have a teacher's permission in order to be excused from class. Some teachers elect to have a designated lavatory time for their class. Excellent behavior is expected in the lavatories at all times.

LUNCH

Students may bring their lunches to school. A hot lunch program is offered daily by the First Class Catering for those who wish to purchase a lunch. This program will begin the first full week of school in September. Order forms are sent home monthly. No refunds

are allowed on pre-paid food since orders are placed to the caterer in advance. No refunds for absences. Students may order milk through the catering service. No refunds allowed for pre-paid milk. **Checks should be written to FIRST CLASS CATERING.**

No glass bottles or soda may be brought to school for lunch. Juices in boxes or plastic containers are acceptable.

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

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

PROGRESS REPORTS

A progress report is sent home midway during a marking period. This will indicate progress or lack of progress of a student and why the teacher feels a lack of progress is occurring.

These, too, should be returned—with comment to the teacher if needed. Progress reports can be given to children who are also doing well in classes. **If a parent would like to have a conference regarding the progress report, the parent should call the school and schedule an appointment with the teacher.**

Grade 6-8 parents have the opportunity to review their child's grades on-line using the Engrade Program. Each parent will receive a code for their child and go online to keep track of their grades. If you have misplaced your child's code, please see your child's homeroom teacher.

PROMOTION/RETENTION POLICY

Every effort will be made to place pupils at their appropriate grade level, which provides for the continuous progress of pupils from grade to grade. However, when it is felt that a

pupil may not profit from an existing program, retention may be considered. Retention is possible at any grade level and would be considered in the following situations:

1. Retention will offer a growth that will benefit the child.
2. Retention will be considered when a pupil is achieving below his/her grade level.
3. Retention will be considered when poor attendance has been a contributing factor to poor educational progress. Serious consideration for retention will be given for absence in excess of 20 school days.

PUPIL RECORD CARD

A cumulative record card shall be kept for each student from his/her entrance into school until he/she leaves. The conditions to access these records shall comply with the Right to Privacy Law. Cumulative records are made available only to professional staff members, to a pupil who is 18 years or older, and to the pupil's parents or legal guardian.

The records of the school concerning individual students shall be used for the promotion of the welfare of the student. Copies of the student's records are released only to duly authorized persons and only after a release form have been signed by the parent or legal guardian.

RECESS

All students will receive a supervised recess period every day. It is expected that all students will use good judgment when playing games and should avoid rough behavior. The parents and teachers on playground duty will be the final decision-makers on what constitutes harmful or unnecessary rough behavior in the schoolyard. All students are to respect the person on duty. Any disrespect may result in a suspension from the playground for an appropriate length of time.

If a child needs to see the nurse or use the lavatory, permission must be asked of the volunteer or teacher on duty. At the end of recess, students are to walk to their designated spot and line up according to class. They should return to their classrooms quietly since other classes are in session.

Boys must remove their hats before entering the school building.

REFUND POLICY

ICS has a registration fee which is non-refundable. A book fee is refundable only if the child has withdrawn before the start of the school year.

Since budget projections and tuition fees are based on class size the following tuition policy is enforced: Those who pay full payment by September—payment is fully refundable if the student withdraws by September 6 EXCEPT FOR BOOK FEES.

Monthly Payments—Monthly payments are non-refundable.

If a parent decides to withdraw their child from Immaculate Conception School tuition will be prorated to the nearest quarter.

Each year by June 1, a \$200 (non-refundable for K-8 students) and \$350 (non-refundable deposit for PK students deposit on the next year’s tuition is required.

REPORT CARDS

Report cards are distributed four times a year: November, January, April and June. The following grading scale is used for Grades 2-8 students:

| | | | |
|----|--------|----|----------|
| A+ | 97-100 | C+ | 77-79 |
| A | 94-96 | C | 74-76 |
| A- | 90-93 | C- | 70-73 |
| B+ | 87-89 | D | 67-69 |
| B | 84-86 | D | 64-66 |
| B- | 80-83 | D- | 60-63 |
| | | F | 59-below |

For grades 1-2 report cards, the following scale is used:

O=Outstanding
S=Satisfactory
I=Improving
N=Need Improvement
U=Unsatisfactory

Academic Honors are given at the end of each quarter in Grades 6-8. To receive High Honors, a student must maintain A’s in all subject areas as well as good Conduct/Effort grades. To receive an award of Honors, a student must maintain grades of A’s and B’s and have good Conduct/Effort grades. *****In special classes, all grades must be at least satisfactory.**

RESPECT FOR INDIVIDUALS

In keeping with Christian values and recognizing the value of each person, we at Immaculate Conception School insist on respect for each person. Harassment will not be tolerated whether it is verbal, physical, or sexual. Violations of this policy will be treated seriously. The consequence will be determined by the seriousness of the violation. The

dignity of each person will be safeguarded by the administration. If a child is being harassed, please notify the teacher who will address the issue right away.

RESPECT FOR TEACHERS

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

IMMACULATE CONCEPTION PARENT ASSOCIATION

The purpose of this association is to help parents and teachers acquire a profound appreciation of the ideals of a Catholic Education, to promote a clearer understanding of mutual educational responsibilities of parents, , and to encourage parents to establish a community spirit in and out of school. The ICSPA raises fund for different reasons as decided by pastor or the principal. The ICSPA also promotes social events so family ties may be established.

SCHOOL NURSE

Immaculate Conception School is privileged to have a school nurse during school hours. The school nurse maintains all health records required by the state. State law does not allow children to attend school if they have not met the age appropriate immunization requirements. If your child received any immunizations from your doctor, notify the school nurse.

Administration of Medication: The school nurse administers medicine. **Medication will be given in school only upon a written order from the physician to the school and written parental permission. The parent or legal guardian of the child must bring medication (in the original prescription bottle) to the school office or school nurse. This is a law which cannot be violated (NOT EVEN ASPIRIN). Medication should never be sent with a child. In case of medication being taken for a brief period of time, a parent or legal guardian may come to the school office and administer the medication to the student or present the required written orders for the nurse to administer it.**

The school nurse shall allow students, who obtain written authorization for self-administration of medication from their physician and a parent or legal guardian, to administer medication only after approval and evaluation.

Medications covered under this policy include: ALL prescriptions from a doctor including: aspirin or aspirin substitutes (Tylenol) and all other over-the-counter medications. Over-the-counter medications must be brought in their original containers with labels, intact, and with child's name affixed. The nurse will examine on-site any new medications with the parent or legal guardian present and develop a plan for the administration of the medication for that child. No cough drops or throat lozenges are allowed in school without a note from the child's parent or legal guardian.

Medications may not be administered on field trips except:

*By teachers who have received specific training on the administration of medications, or

*By a parent or guardian who attends the field trip and administers medication to his/her own child, or

*By a student who has approval to self-administer.

Injuries—if a student's activities are limited due to injury or a health problem, a written note from a doctor is required.

Parents are required to complete and return the emergency form on each child. These forms must be updated yearly. Please notify the nurse if any information changes during the year, such as phone numbers for home or work, addresses, or who to call if a parent cannot be reached.

Physicals: State education law requires that a physical be recorded on each child's health record upon entrance to school in Kindergarten and Grade 6. If a parent is planning a physical with a family doctor, please request from the school nurse the proper forms so that the information regarding this physical is kept current.

PHYSICALS ARE ENCOURAGED YEARLY FOR CHILDREN WHO WISH TO PARTICIPATE IN OUR SPORTS PROGRAM.

The school nurse and all faculty and staff members are required by law to report suspected child abuse and neglect cases.

TELEPHONE

Please notify the school office if your phone number or address at home or work has changed or if the one you listed for emergencies has changed. It is very important that the school has on file the current telephone number and address for all students.

Students may use the school phone only for emergencies. This does not include forgotten items, e.g. homework, reports, and/or gym clothes.

Children must be taught to accept the responsibility of coming prepared to school. Children will not be called to the phone for messages. **Please take care of arranging transportation before coming to school. It is very disruptive to the office staff, teachers and students to interrupt the day to relay changes of transportation messages.**

In like manner, a parent who wishes to speak to a teacher should leave his/her phone number for the teacher to call, with the administrative assistant. PARENTS SHOULD NOT CALL TEACHERS AT THEIR HOMES.

NO CELL PHONES, INTERACTIVE ELECTRONIC DEVICES OR GAMES, WALKMANS, PORTABLE CD PLAYERS, MP3 PLAYERS, IPODS, CAMERAS OR ANY OTHER TYPE OF ELECTRONIC DEVICE ARE ALLOWED DURING THE SCHOOL DAY. Items that are used during the school day will be confiscated by the principal or teacher for an appropriate time. Teachers may make an exception to the electronic device for Kids Club games or when a student has an e-book. The Immaculate Conception School is not responsible for these items if they are lost, broken or stolen.

TUITION, REGISTRATION, BOOK AND GRADUATION FEE PAYMENTS

There are **two options** for tuition payments. For our K-8 program--A parent or legal guardian may pay in full by September 6th or you may choose to participate in a 10-month plan. **Monthly tuition payments begin in July and end in April.**

PK Tuition is weekly beginning the week after Labor Day. Parents pay a \$350 deposit in June and then a weekly payment of \$125 per week for 35 weeks. The Archdiocese does not offer financial aid for Pre-Kindergarten students.

Registration fees are payable during the scheduled registration period. **Book fees must be paid before the school year begins. No refunds will be given unless student is withdrawn before beginning of school year. Graduation fees must be paid during September. All tuition must be paid in full in order for Gr. 8, PK or K students to participate in any graduation or special end of the year events.**

Our bookkeeper will be calling to remind parents if they are not current in tuition. If tuition does not become current, parents will be called to remove their child from the school.

VISITORS

All visitors—including parents—MUST REPORT TO THE SCHOOL OFFICE upon entering the school building. NO ONE IS TO VISIT A CLASSROOM

WITHOUT THE PRINCIPAL'S PERMISSION. Parents may not interrupt a class or expect to have a teacher give an accounting of a child's grades without an appointment.

Items brought to school for a child, e.g. lunch, etc. should be left at the office with the child's name and grade printed on it. However, this should not be a regular practice.

WITHDRAWALS

The Catholic Church and the Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

To preserve unity and harmony of classes at Immaculate Conception School, once a parent chooses to remove a child from the school, that child will not be permitted to re-enter. The administration, however, may elect to review special circumstances.

THE ADMINISTRATION HAS THE RIGHT TO REVISE THIS HANDBOOK AT ANY TIME.

Please retain this copy of the Parent/Student Handbook. If you should lose your copy, please contact the school for a replacement.

**IMMACULATE CONCEPTION SCHOOL IS A
DRUG-FREE ZONE WHICH INCLUDES
A SMOKE-FREE ENVIRONMENT. THERE IS
NO SMOKING ALLOWED IN THE
BUILDING OR ON THE SCHOOL GROUNDS!!**

IMMACULATE CONCEPTION SCHOOL PARENT ASSOCIATION (ICSPA)

What is the ICSPA?

The **ICSPA** is a volunteer group of parents, faculty, administrators and clergy. The purpose of ICSPA is to provide a forum for the positive and productive exchange of ideas aimed at enhancing our children's spiritual, civic, and academic experiences at Immaculate Conception School. It also provides a means for regular and cooperative interaction between parents, faculty/administration, and the ICSPA board for the purpose of planning and organizing fundraising and non-fundraising activities, which are a necessary part of the operation of the school.

Why does the ICSPA exist, and why do they need ME?

The ICSPA is responsible for providing a vehicle through which families can provide service to the school for fundraising activities, as well as non-fundraising events. Parochial schools do not receive any public funding toward their operation. In fact, Immaculate Conception School starts the year with a deficit.

As with all parochial schools in Massachusetts, we rely on our students and families help to accomplish this task, and ask families to volunteer for various fundraising and school activities, which are undertaken to help meet our financial commitment.

This ICSPA section in the Parent/Student Handbook has been designed to help parents know where and when the school needs volunteers.

How can I help?

All families with students enrolled at Immaculate Conception School are required to join the ICSPA. During the school year, there will be periodic ICSPA meetings, the date and time of which will be announced. See monthly calendar for dates of meetings.

It is an expectation of Immaculate Conception School that each family have at least one representative present at a minimum at the ICSPA **mandatory** meetings scheduled for the school year. This occurs in August and November.



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2016-2017

PARENT RESPONSE FORM

WE (Parent/Guardian/Students- please print names: _____) HAVE READ THE STUDENT HANDBOOK OF THE IMMACULATE CONCEPTION SCHOOL. WE AGREE TO FOLLOW THE DIRECTIVES PUT FORTH IN THE HANDBOOK.

PARENT/GUARDIAN SIGNATURES _____

STUDENT SIGNATURES _____

DATE _____

PLEASE RETURN THIS FORM TO SCHOOL ON THE FIRST DAY OF SCHOOL!