



PARENT / STUDENT HANDBOOK 2011-2012



1 Washington Street, Newburyport, MA 01950 ~ Tel (978) 465-7780 Fax (978) 234-7331

School Web Site: www.icsnewburyport.com ~ Parish Web Site: www.newburyportcatholic.org

Rev. Timothy A. Harrison, *Pastor* ~ Mrs. Mary Reardon, *Principal*

PARENT'S PRAYER

Most loving God, you have entrusted our children to us to bring them up for you and prepare them for everlasting life. Assist us with your grace, that we may fulfill this sacred duty with competence and love.

Teach us what to give and what to withhold. Show us when to reprove, when to praise and when to be silent. Make us gentle and considerate, yet firm and watchful. Keep us from the weakness of indulgence and the excess of severity.

Give us the courage to be disliked sometimes by our children, when we must do the necessary things, which are displeasing in their eyes. Give us the imagination to enter their world in order to understand and guide them. Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety. One day with them, may we enter into the joys of our true and lasting home with you in heaven. Amen.



Immaculate Conception School

Mrs. Mary Reardon, *Principal*
1 Washington Street
Newburyport, MA 01950
Tel (978) 465-7780
Fax (978) 234-7331
www.icsnewburyport.com

STUDENT AGREEMENT

After reading the Immaculate Conception School **Parent/Student Handbook**,
complete the form below and return it to the school.

I have read the Immaculate Conception School **Parent/Student Handbook**,
and accept the policies contained therein.

Parent / Guardian Signature Date

Student Signature

Date

Please remove this page, sign it and return it to the school office.

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HISTORY OF IMMACULATE CONCEPTION SCHOOL



Green Street



Court & Washington Street



Class of 1925

HISTORY OF IMMACULATE CONCEPTION SCHOOL

On September 4, 1882, the Immaculate Conception School opened formally with 520 pupils under the tutelage of the Sisters of Charity of Nazareth, Kentucky. The first school was located on Court Street on the site now used as the parish parking lot.

The following year saw an influx of an additional two hundred students. The increase caused the parish to rent two vacant public school buildings in order to make Catholic training possible for the maximum number of children.

A high school was inaugurated the following year, but due to the fact that only a small number of students went on to secondary training in those days, Catholic high school training was declared impractical. The high school closed for boys in 1889 and girls in 1905. In 1946 the high school was reopened and served the parish well until economic conditions forced the closing in 1964.

In 1937, the parish purchased the vacated Newburyport High School building which was located right next to the church, and used the facility until it was destroyed by a tragic fire on May 9, 1945.

The Sacred Heart Chapel and its adjoining hall were converted to classrooms, and the Immaculate Conception School reopened its doors the following September in a refurbished facility serving close to 400 students.

A long time dream became a reality in 1955 when a new brick building was constructed consisting of eight classrooms, a large auditorium/gymnasium and a spacious cafeteria. The present facility serves our students well, and is used by other parish and civic groups throughout the year.

The Immaculate Conception School is well respected in the community. Many of the professional, political and business leaders of the city, as well as the parents and grandparents of many present day students, have graduated from the school.

At the heart of the Immaculate Conception School, today as in past years is the profound belief that each child is a special individual created by God and endowed with natural intelligence, curiosity and a yearning to learn and discover. Its daily curriculum includes art, computer literacy/applications, language arts, math, music, religion, physical education, science, Spanish, and social studies.

The school is accredited by the New England Association of Schools and Colleges. This accreditation attests to continuing involvement in updating and goal setting, emphasizing both curriculum development and education in Catholic doctrine and values.

At the present time three religious women are members of the faculty. There are fifteen lay teachers who also continue the tradition of excellence that characterizes Immaculate Conception School. All full time faculty members are required to be certified by the Commonwealth of Massachusetts.

MISSION STATEMENT

Immaculate Conception School communicates Catholic Christian values, provides a quality academic program, and develops an awareness, empathy, and respect for the needs of all people.

PHILOSOPHY

Immaculate Conception School endeavors to develop the whole child in the Gospel spirit of love, justice and responsibility.

In an atmosphere of unity and cooperation among administration and faculty, we strive to honor and cultivate individual gifts and abilities.

We believe it is our responsibility to provide skills to become life long learners in a safe environment.

We believe that students learn best in a structured environment, with clear standards and expectations.

ABSENCES

Regular school attendance is strongly encouraged as fundamental to optimum learning. Perfect attendance awards will be presented each quarter to those students who have 100% attendance. Students, who have more than one tardy during the quarter, will be ineligible to receive a perfect attendance award at the end of the quarter.

Parents should contact the school at 1-978-465-7780 before 8:00 a.m. if a child will be absent that day. Please leave a message on the voice mail.

When the student returns to school an absent note is required. Anyone attending school for less than three hours on a given day will be considered absent for the day. **It is the student's responsibility to make up the work after returning to school. Parents should not ask teachers to prepare homework during the day to be sent home. Work will be available on the website, www.icsnewburyport.com. Individual teachers will establish guidelines and time limits for makeup work.**

If the student is absent for an extended time and is able to do school work, then the teacher will cooperate with the parent to provide this work. Students may also access the school website for homework information at: www.icsnewburyport.com.

Before any plans for vacations during the school year are firm, parents must contact the child's teacher(s) to discuss the impact of this absence on the child's academic progress.

Frequent or prolonged absences must be reported to the attendance officer of the public school district.

ACADEMIC PROGRAM

The education of children is a collaborative effort produced in the partnership of parent and school. Academic excellence is the heritage of Immaculate Conception School. A caring, dedicated faculty provides a strong basic curriculum, which emphasizes mathematics, science, reading, English, social studies and religion. These core subjects offer each child intellectual challenges, stimulation to think and Programs in Spanish, music, art, computer literacy, and physical education complement the basic curriculum. Appropriate field trips and other experiences at each grade level give the students the opportunity to enrich their classroom learning.

Students graduating from Immaculate Conception School are recognized by their preparation and are accepted at some of the outstanding private and Catholic high schools in the area including: Bishop Fenwick, St. Thomas, St. John's Prep, Governor's Academy, Phillips Exeter Academy and Brooks Academy.

ADMISSIONS

Registration of all present and prospective students generally takes place in January. Transfer students from other schools may be accepted during the year at the discretion of the Principal.

Acceptance of students at Immaculate Conception School depends upon several factors including, but not limited to the following:

- É Age of the student
- É Ability of the school to meet student's needs
- É Available space
- É Willingness of parents to pay tuition/fees

As recommended by the ICS School Advisory Board, the following policy was instituted in 2007:

- É As per the Covenant document, supporting, Immaculate Conception Parishioners will be given preference.
- É Siblings will be given preference for admissions on all grade levels
- É Admission is then open to children who are members of the neighboring seacoast parishes.
- É All non-seacoast parishioners, followed by non-Catholics, will then be considered.
- É Upon review of the educational data and an interview with the principal, parents and perspective students, will receive notification of their acceptance status by mail.

Acceptance of an applicant is not a guarantee of continued enrollment at Immaculate Conception School. Continued evaluation takes place to ensure that there is an appropriate match between child and the program offered by the school. After extensive discussions, if it is found that a student's needs are not being met at Immaculate Conception; appropriate steps will be made to place the student in that school which best serves his/her needs.

Parents are required to update personal information forms each September.

ART / COMPUTER / MUSIC / SPANISH

Art, computer, music and Spanish classes are taught by specialists on a weekly basis in grades 1 - 8. Art, music and Spanish classes are taught by specialists on a weekly basis in Kindergarten.

AWARDS

We recognize the high academic standing of students in grades 5 - 8 with an academic honor roll. The following criteria are used to determine each award.

Principal's Award:

All Academic Subjects: 95 or above
Conduct/Effort: 3 or better

First Honors:

All Academic Subjects: 90 or above
Conduct/Effort: 3 or better

Second Honors:

All Academic Subjects: 85 or above
Conduct/Effort: 3 or better

Honorable Mention:

All Academic Subjects: 80 or above
Conduct/Effort: 3 or better

A Good Citizenship Award may be given to those students who exhibit exemplary conduct and effort by receiving a rating of "five" in General Conduct and in each subject area for conduct and effort.

Any mark of less than satisfactory in conduct or effort in any class will prevent a student from attaining an honors status.

CHEATING

It is expected that all students will perform to the best of their God given abilities and in an honorable fashion. Cheating, unauthorized assistance on an exam, quiz, paper, project, homework, etc. is considered a major infraction and will not be tolerated. Any student who is found to be cheating will receive a grade of zero on that assignment. Parents as well as the principal will be notified by the teacher involved.

COMMUNICATION

Notices containing important information, school calendars, and a menu for the coming month, are posted on the school website: www.icsnewburyportcatohlic.org. A paper Communicator may be sent home in grades Pre-K through 4.

DEVELOPMENT PROGRAM

In keeping with the goals of Immaculate Conception School a Development Team is appointed by the principal to address issues of:

- É Public Relations
- É Fundraising
- É Grant Research/Writing

All families are requested to support the Team's efforts throughout the year. These funds go directly to the operational budget and benefit all students. A list of scheduled events/activities is sent home in September.

DISCIPLINE

One of the assumptions of an effective school program is that the school is responsible for providing the overall environment in which teaching and learning occur. Our discipline policy is based on the need for respect, honesty, and courtesy to be demonstrated in all aspects of our school culture. A safe, orderly environment and student self-discipline are prerequisites for academic success. When serious or repetitive unacceptable behavior indicates the need for consequences, the principal, will determine appropriate logical consequences. Classroom teachers are responsible for determining the scope and extent of consequences which apply to classroom behavior issues.

Guidelines for Expected Behavior

- É We expect that students will show respect for an atmosphere conducive for learning by moving quietly throughout the building, walking in an orderly manner.
- É We expect that students show respect for the knowledge and authority of teachers. Students must be courteous and speak respectfully to adults.
- É We expect that students will respect the rights and human dignity of fellow students. Students must refrain from name-calling or any attempt to embarrass fellow students.
- É We expect that students will not deface or destroy school property, that they will help keep school property clean, neat and free from litter.
- É We expect that students will seek the assistance of a teacher, aide or other adult in the school when having problems with another student. Fighting, pushing, rough play, tackling, shoving, acts of intimidation, etc. will not be tolerated.

- É We expect that students will not throw any objects ó rocks, dirt, snowballs, pebbles ó that could cause injury to another person.
- É We expect that students follow all the basic rules of good manners when eating in the cafeteria. Talking is allowed. No shouting is permitted.
- É We expect that students will not bring unsafe objects to school such as matches, knives or other objects (toy or real) which may be considered or used as a weapon.
- É We expect that students will not leave the school grounds at any time during the school day unless they have permission from the office to do so, such as dismissal.
- É We expect that students will not exhibit behavior that could disrupt classroom activities or interfere with someone's right to an education.
- É Students are expected to help keep restrooms safe and clean by refraining from and reporting damage, disruptive, unsafe/or unclean conditions in restrooms. Infractions should be immediately reported to an administrator or other staff members.

Consequences for disregard of behavior guidelines include, but are not limited to the following:

- É Talking with a student, in a positive manner, informing them of their behavior infraction and planning a way to change that behavior.
- É Completion of a discipline form, which may be sent home for the parent to sign and/or a phone call home to parents.
- É Meeting with the student and principal to discuss the behavior issue.
- É Assignment to detention for grades 4 to 8. Faculty or staff may complete a behavioral referral and recommend to the principal that a student serve detention. Detention will be held at the discretion of the staff or faculty member.
- É Other appropriate consequences, to include suspension/expulsion.

Serious Behaviors

Often, student misbehaviors are resolved most effectively by school staff directly responsible for supervising a group of students. However, severe misbehavior will result in the student being referred to the principal or other person in charge of corrective action. Serious misbehaviors are defined as follows:

- É Physically dangerous behavior (fighting and assault)
- É Defiance
- É Vandalism
- É Stealing

Anti-Bullying Policy

Everyone at Immaculate Conception Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows: bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include but are not limited to the following:

- É Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- É Stealing or damaging another person's things.
- É Ganging up on someone.
- É Teasing someone in a hurtful way.
- É Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- É Touching or showing private body parts.
- É Spreading rumors about someone.
- É Leaving someone out on purpose or trying to get other students not to play with someone.

Staff at our school will try to do the following things to prevent bullying and help children feel safe at school:

- É Closely supervise students in all areas of the school and playground.
- É Watch for signs of bullying and stop it when it happens.
- É Take seriously families' concerns about bullying.
- É Look into all reported bullying incidents.
- É Assign consequences for bullying based on the school discipline code.
- É Provide immediate consequences for retaliation against students who report bullying.

Students at our school will try to do the following things to prevent bullying:

- É Treat each other respectfully.
- É Refuse to bully others.
- É Refuse to let others be bullied.
- É Refuse to watch, laugh, or join in when someone is being bullied.
- É Try to include everyone in play, especially those who are often left out.
- É Report bullying to an adult.

If the principal determines that disciplinary action is appropriate, said disciplinary action will be taken at the discretion of the principal. This action will take into account the seriousness of the offense, the number of times the aggressor(s) has been disciplined, the ages of the students involved and the need to balance accountability with teaching appropriate behavior. Disciplinary action may range from issuance of a warning up to and including expulsion from the school.”

Conduct inside or outside of school which is detrimental to the school is subject to discipline.

DISMISSAL

Early dismissal, as well as a subsequent return, is disruptive to the focus of all students in the class. Please arrange Doctor’s appointments etc. for times that do not conflict with school hours.

A student will not be released to anyone other than a parent unless that person is listed on the emergency form or we receive a signed and dated note from the parent indicating the person who will be picking up the child.

Students to be dismissed early will be met in the office by a parent or approved person who will sign the early dismissal book.

EDUCATIONAL TRIPS

Students participate in a variety of field trips appropriate to the grade level. Written permission from a parent/guardian is required prior to the trip. Permission forms are sent home in advance of all trips. Permission will not be taken over the phone. A field trip is an extension of the school; therefore, the school rules will be in effect. Students who do not abide by these rules could lose this privilege.

It is expected that all students participate in the field trip as part of curriculum requirements.

ELECTRONIC DEVICES

While we understand the safety issue of students having use of a cellular telephone to keep in contact with parents, we will not allow students to use these phones during the regular school hours or extended activities without the permission of the faculty or staff in charge. Should a student make use of a cellular phone at inappropriate times while at school, the phone will be collected and returned only at the end of the school day.

IPods and handheld entertainment devices are prohibited because of the potential for interference with focus on the learning taking place in the classroom, the potential for theft, as well as the limitation of staff to monitor appropriate content.

E-MAIL GUIDELINES

This e-mail policy has been developed with high regard and respect for the central responsibility of an elementary school teacher: to be present to the children in his or her care for the purpose of instruction. For this reason, teachers are not generally able to check e-mail while classes are in session. Teachers e-mail addresses are published on the school’s website.

Teacher E-Mail Guidelines

- É Teachers/administrators are encouraged to use e-mail as a line of communication and additional resource for enhancing parent-teacher/administrator relations.
- É **Confidential information and/or sensitive information regarding any student shall not be sent via email. E-mail shall not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent or other individual.**
- É Teachers are NOT expected to provide individual homework assignments via e-mail.

Appropriate Uses of E-mail:

1. To request or set up conferences or appointments
2. To provide a mutually agreeable periodic report, the parameters of which have been previously outlined in writing determined in a face to face meeting

Teachers are not required to reply to any e-mail that does not conform to the guidelines stated in this policy. Teachers should alert an administrator should they receive any e-mail that is not in keeping with this policy.

Parent E-Mail Guidelines

- É Parents are invited to use e-mail as line of communication and additional resource for enhancing parent teacher/administrator relations.
- É Confidential information and/or sensitive information regarding any student shall not be sent via email. E-mail shall not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, or personal information about any person: faculty, staff, student, parent or other individual.
- É In general, parents may anticipate a response from the respective teacher or an administrator within two school days via e-mail, telephone, handwritten note, or other appropriate form of communication at the discretion of the staff member.
- É Professional staff will not be required to check e-mails on non-school days, including weekends and school vacations.
- É Parents should not expect to use e-mail as a means of retrieving homework assignments, grades, class schedules, or information that is available through other communication methods.
- É Parents are advised that e-mail is not considered private and that Immaculate Conceptions School does not guarantee privacy for electronic mail.
- É Parents should exercise caution in sending and opening attachments in order to prevent the potential spread of computer viruses.

Appropriate Uses of E-Mail

1. To request or confirm a phone call or conference.
2. To review a previously agreed upon special report of progress.
3. To provide information that has been requested by the teacher or administrator.

Prohibited Uses of E-Mail

- É Discussing a child's behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting).
- É Discussing issues regarding other students, critical issues that require an in-person meeting or a timely response.
- É Explanation of homework, discussion of low test/quiz grades.
- É Sending or forwarding e-mails containing libelous, defamatory, offensive, racist, or obscene remarks or graphics.
- É Sending e-mails not related to school activities, including advertisements, unwanted spam, or messages such as "Joke a Day" or greeting cards.
- É Transportation changes

EMERGENCY FORMS

An emergency form is sent home with the summer mailing. This form must be returned before or on the first day of school. The emergency information serves as our only source of information in case of an emergency. It is the parent's responsibility to see that the information is kept up to date. Likewise, it is the parent responsibility to notify the school if you have changed your address, telephone number or place or employment anytime during the school year.

EMERGENCY EARLY DISMISSAL

In the event of an emergency early dismissal, parents will be called using the Honeywell System. Students will be held in After Care until they are picked up by the responsible party. Please register with Honeywell at instantalert.honeywell.com.

ENTRANCE / EXIT

The school day begins with the bell at **8:20 a.m.** It is preferred that students not arrive prior to 8:15 a.m. However, in an effort to accommodate those parents who must get to the work place, students may enter the parking lot, after 8:05 a.m. In inclement weather students may enter the cafeteria after 8:05. Those students who need to arrive at school prior to 8:05 a.m. must register for the Before School Program. Information is available at the school office.

The school day ends with a bell at **2:50 p.m.** **For safety, it is recommended by the principal, faculty and staff, as well as in compliance with our New England Association of Schools and Colleges (NEASC) accreditation, that all students be dismissed to either the bus or to the car line in the parking lot.**

At the end of the day the bus students are dismissed from the front door. Walkers, kindergarten - grade 2, are dismissed to parents through the grade one door. Older students who walk are dismissed through the kindergarten door on Washington Street.

If a student is given written parental permission to be a walker (filed in the office) it is assumed by the school that the student is walking home.

Car pick up is dismissed from the parking lot. Teachers will be on duty with all students. After 3:10 p.m. students must report to the After-School Program and be charged the appropriate fees.

EXTRACURRICULAR ACTIVITIES

All events that take place before of after the regular school day are considered extracurricular activities. They are not a part of the regular school program and attendance and participation in these is optional.

Extracurricular Athletic Program

The students, who have been selected as members of Immaculate Conception teams, have a responsibility to represent their school with pride. Their conduct in school, at practices and at games should reflect an attitude of respect for others and their property. Good sportsmanship and team work should be evident. Parents should

not drop off students at off site events unless they are assured IC School Personnel are present.

The following are guidelines of appropriate behavior:

1. The student may participate in sports if all grades are passing (above 60); with no more than (1) grade 60 ó 68. A player is permitted to have no more than two 2's (Needs Improvement) and no 1's (unsatisfactory) for Effort and Conduct. A student may be suspended from team activities for two weeks if these criteria are not met. If no improvement is evident at the end of this probationary period, the player may be dismissed from the team indefinitely. Note: This policy applies for all players, at all times, not only at report card/progress report time.
2. All participants must abide by school rules. If students are referred to the principal for a discipline problem they may be suspended or removed from the team.
3. The student will not participate in athletics if they are unable to participate in regularly scheduled physical education classes.
4. Students may not participate in any practices, games or meet if absent from school that day, unless unusual circumstances exist.
5. If students are unable to attend practice or games they should notify the coach with a reasonable excuse.
6. The principal reserves the right to interpret the guidelines in individual cases.

FACULTY MEETINGS

On one Thursday of each month, usually the first, school is dismissed at 11:30 a.m. in order to provide time for faculty meetings and Professional Development.

In addition to these days the Archdiocese may plan days of professional development. These dates are scheduled in the school calendar.

FIELD DAY

An annual field day takes place in the spring at Pioneer Park in Newburyport. The entire school gathers for athletic events coordinated by the Physical Education teacher. Additional information is sent home prior to the event.

FIRE DRILLS

Fire safety is a priority concern for us. Fire drills are held approximately once a month to practice this important activity with the students. As this is a serious time, we ask all students to move quickly and safely to their designated spot outside the school. These designated areas will be reviewed with all students at the beginning of the school year and will be posted in each room for reference during the year. After teachers have taken attendance and the all-clear signal has been given, the students will re-enter the building in an orderly fashion. No talking is permitted during the fire drill.

FORGERY

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

GUM

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

HEALTH SERVICES

When a student is injured at school, a determination is made as to the extent of the injury. School personnel handle minor scrapes and cuts. In the case of a more extensive injury, the parents are contacted for their decision regarding the desired course of action. In life threatening instances, the child is immediately transported to the nearest medical facility.

For purposes of safety and effective monitoring of unauthorized medications or drugs, students may not carry or self-administer any medication during the school day. While this procedure may in some ways be an inconvenience for the parents or be counter to the philosophy of encouraging a child to assume responsibility for his/her own health, the need for administrative control in school has stronger weight.

As a general principle it is preferable that prescription medication not be dispensed to children in school and therefore dosage schedules should be adjusted accordingly. If possible the second dosage of the day can be given when the child arrives home.

Under certain circumstances, when it is necessary for the child to take internal medication during school hours, the nurse, principal or person designated by them may administer the medication if the following requirements are met:

É The parents submit a written request to the school accompanied by a signature from the attending physician indicating the frequency, dosage, and name of the prescribed medication.

É The parents should deliver the medication to the school in the container labeled by the physician or pharmacist.

No prescription medication will be dispensed unless the above requirements have been met.

NO OVER THE COUNTER MEDICATIONS WILL BE ADMINISTERED BY THE SCHOOL WITHOUT WRITTEN PERMISSION BY THE PARENT/ GUARDIAN.

If parents wish a child to take medication during the day they are encouraged to come to school and administer it to the child. Otherwise, no medication will be administered without first contacting the parent for permission and informing the parent about the circumstances requiring medication.

If a parent cannot be reached, then the school administrators will be allowed to use their best judgment as specified by the written permission slip. Children may not carry such medication on their persons. A note should be sent to the classroom teacher requesting permission to use cough drops. The school nurse is in the building four days a week, 10:00 ó 2:00 for such duties as measuring, weighing, vision and hearing test, scoliosis screening and record keeping, etc. She is available to parents as necessary.

Immaculate Conception School will abide by the rulings of the Newburyport Department of Health when it is necessary for them to become involved.

HOMWORK

Homework reinforces what is being taught within the classroom. Specific classroom policy will be presented the first week of school to all students as well as at the annual parent meeting. While time frames may vary with each student, the guidelines listed below should serve as suggested time frames for on-task directed homework assignments. The time allocations listed are the total of all subjects.

Grades 7 & 8	1 1/2 to 2 hours
Grades 5 & 6	1 1/4 to 1 1/2 hours
Grades 3 & 4	45 minutes to 1 hour
Grades 1 & 2	30 to 40 minutes

Kindergarten sharing their day with family

Parents are asked to work with the school to monitor the child's homework for both quality and length of time on-task. Completed homework is essential to the development of a child's independent work skills. **It is expected that parents will check the homework when completed and insist that it be done over if the quality of work is poor. Since this is homework it should be monitored by parents/guardians.**

Homework is usually not assigned over the weekend or during vacations, with the exception of long-term projects or make-up work. Please discuss any concerns regarding weekend work with your child's teacher.

INSURANCE

Insurance is offered through the school each September. There is a school time plan which covers school hours and extracurricular activities sponsored by the school. Twenty-four hour coverage is also available. **Parents who have no other insurance are obligated to enroll in this plan.** Parents preferring another insurance arrangement should explicitly indicate that the family has adequate coverage in case of accident in or on school property.

LEADERSHIP TEAM

The mission of the Immaculate Conception School Leadership Team is to encourage students to use their God-given gifts and talents to lead by example, to serve others and to foster an environment where Catholic Christian values

can thrive. A student invited to serve on this team will be in good academic standing and of exemplary character. Meetings are usually held on the second Wednesday of the month.

LIBRARY

Students are allowed to borrow books from the school library during their scheduled library period each week as well as any individual study times, which are scheduled by the librarian. Students are responsible for replacing lost or damaged books. A fine will be charged for late returns.

LITURGY

In an effort to foster the spiritual and faith development of all students opportunities are provided for a variety of liturgical and Para-liturgical services.

The student body will celebrate a Liturgy together once a month. A different grade is responsible for planning the Liturgy on these occasions. Parishioners, family and friends are invited to celebrate with the faculty and students. Eucharistic Liturgies are celebrated in Church at 9:00 a.m.

LUNCH

The lunch period is an important part of the school day. Social interaction, manners and other skills are taught as students gather together for this meal. Lunch may be purchased at school for \$3.50 or brought from home. A monthly menu is posted on the school website: icsnewburyport.com. Milk may be purchased separately for \$.50 per carton.

It is recommended that students prepay by the week or month. Your child should make the payment in an envelope with the name and amount written on the outside of the envelope.

In addition to lunch, students may purchase cookies and/or ice cream. Students must eat a lunch before purchasing these additional items. It is strongly recommended that parents find some way to monitor if and what the student eats for lunch. There is a strong tendency for students to "save" the lunch money for other things and not buy the lunch.

LUNCHROOM GUIDELINES

Cafeteria guidelines have been developed to ensure that students enjoy their lunch while socializing with their classmates in a safe, calm environment. Students need to comply with the following guidelines:

Cafeteria Guidelines

1. Students are expected to speak softly.
2. Students are expected to walk at all times.
3. Students are expected to be polite at all times.
4. Students are expected to use good table manners.
5. Students are expected to remain in their seats until they are given permission to get up.
6. Students are expected to keep the tables as well as the cafeteria neat and clean at all times.
7. Students are expected to consume food or drink in the cafeteria.

NO SCHOOL ANNOUNCEMENTS

The monthly calendar gives notification of school holidays or other days of NO SCHOOL. Immaculate Conception School will follow the decision of the Newburyport Public Schools in the event of inclement weather. If the Newburyport Public Schools call off or delay school, Immaculate Conception School will do the same. **If there is a delayed opening, there will be no PRE-KINDERGARTEN classes.**

If there is a delay on a scheduled half-day, school will be cancelled for all grades.

NO SCHOOL announcements are broadcast over radio stations WBNP - WHDH as well as the major television stations. Parents and staff will be informed of school cancellations, delayed openings and early dismissals through the Honeywell Alert System. Parents must be registered with this system to receive these alerts. This may be done online at www.instantalert.honeywell.com.

PARENT / TEACHER ORGANIZATION

Immaculate Conception School Parent/Teacher Organization meets once a month. All parents are encouraged to join this group and take an active part in its activities. The objectives of the organization are:

- É To promote cooperation between parents and school in order to achieve the best educational environment for the child
- É To be a vehicle for communicating school related information to parents and the community
- É To fund educational enrichment programs
- É To organize social events that will encourage better communication within the school community

PARENT / TEACHER CONFERENCES

Formal conferences are scheduled after the first Report Card. Parents may request a conference at any time during the school year and are encouraged to do so if there is a concern.

A note should be sent to the teacher requesting an appointment. A message may also be sent to the school office. The teachers will notify parents of the need for additional conferences.

Teachers and staff should not be contacted at home concerning school business, nor should teachers be expected to make phone calls to a student's home during the evening hours from their homes. School held functions are not to be considered opportunities for parent-teacher conferences.

PRE-KINDERGARTEN

The Pre-K program consists of a five day, 3 hour 10 minute session, with the option for a three day, 3 hour 10 minute session on Monday, Wednesday and Friday.

Pre-K is dismissed at 11:30 a.m. each day.

ROOM PARENTS

Responsibilities include facilitating the flow of communication between the school and parent as well as, aid in support of classroom activities, when directed by the classroom teacher.

Our room parents are an absolutely necessary resource for notifying other parents of entertainment, classroom functions, cancellations, etc. **All activities and notifications are under the direction of the classroom teacher.** We depend on the room parents for help in so many matters.

PARKING LOT/PLAYGROUND SAFETY ISSUES

The safety and well being of the students is always a primary concern. Therefore all are requested to follow the policy on traffic listed below:

For morning drop-off:

É All traffic must enter the parking lot at the driveway next to the rectory on Court Street. Students should be prepared to be let off immediately with backpacks ready to disembark. Parents should not have to get out of their cars to assist students. **Cars should pull down to the end of the school yard when letting students out. NO ONE SHOULD BE LET OUT AT THE TOP OF THE COURT ST. DRIVEWAY!**

É All traffic leaving the parking lot must exit by the driveway at the corner of Court and Washington Streets. The driveway on Washington Street should not be used as an exit.

É No vehicular traffic is allowed beyond the CENTERLINE in the schoolyard.

For PM pick up:

When picking up children, parents are to enter the parking lot by the Court St./Washington St. entrance and form a horseshoe shaped line around the inside parking lot, stopping at the cafeteria door school entrance. Students will be assisted into the cars by the staff. **ALL CARS MUST HAVE A FAMILY NAME SIGN, (with the names and grades of the children) DISPLAYED IN THE PASSENGER SIDE WINDOW FOR EASY PARENT IDENTIFICATION.** Students are expected to wait quietly in designated areas with their siblings. Students are expected to watch for their own ride and to proceed to top or bottom of the flagged divider before leaving the secured area. **We are very concerned about the safety of everyone during dismissal. The parking lot must be free from pedestrian traffic during this time. Parents must not get out of their cars to assist students. Students will enter the car on the passenger side and be assisted, if need be, by the staff.**

If you have business in school during the day please park at the edge of the lot, facing Court Street, thereby leaving the middle area free for recess after lunch.

PHYSICAL EDUCATION PROGRAM

The physical education curriculum contains activities in movement exploration, gymnastics and team games. The primary objective of the physical education program is to develop the students physically, mentally, emotionally and intellectually. Physical education is provided once a week for all students in grades Pre-K ó 8. All students are required to attend and participate in activities unless excused by the principal, doctor, school nurse, physical education teacher or a parent. A signed note indicating the reason for non-participation must be sent to the school.

POLICY ON NON-DISCRIMINATION

Immaculate Conception School admits students of any race, color, national and/or ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

PROPERTY DAMAGE

Students are responsible for all school property assigned to them and must pay for repairs/replacements needed due to negligence or carelessness. This includes textbooks, especially new ones that are being used for the first time. Text books are to be covered.

REPORT CARDS / PROGRESS REPORTS

Report cards are distributed four times a year. Formal parent/teacher conferences are scheduled once a year. The dates for these, as well as the marking periods, are indicated on the school calendar posted on the website www.icsnewburyport.com.

Parents of students in grades 5-8 may monitor grades on <https://www.edline.net>. This site can be accessed with a user name and password which is distributed in the fall. Please call our office with any questions.

Parents should monitor agenda books, checking that assignments are written down and completed in a timely manner. Parents are expected to monitor their child's progress by examining homework and tests.

SCHOOL ADVISORY BOARD

1. The School Consultative Board gives advice and assistance to the pastor and principal. This is the function of the Board. The pastor does not authorize individual members to speak or act on his behalf in educational matters.
2. The School Board fulfills its role by assuming responsibilities in the areas of policy formulation, finance and development.
3. Members of the Board are appointed by the principal and pastor. A listing of members is made available at the beginning of each school year.

SCHOOL HOURS

The school day begins at 8:20 a.m. Students are not permitted to enter the parking lot prior to 8:05 a.m., as there is no supervision until this time.

The bell for dismissal rings at 2:50 p.m.

On early dismissal days, such as the first Thursday of the month dismissal is at 11:30 a.m.

At dismissal, all students, except bus riders, proceed to the parking lot where they await transportation. Parents are requested to be on time. After 3:10 p.m. any students still waiting in the parking lot must report to the After School Program.

Pre-K classes begin at 8:20 a.m. and end at 11:30 a.m. Parents are asked to please be on time when picking these students as delayed parents may cause anxious children. If you will be late, please call the school office so that we may inform your child.

SECURE-IN-PLACE

(Lock Down)

In the event of an exterior or interior threat, a command of "Secure-In-Place" may be given by the principal in consultation with the Police Department and the Superintendent of Schools. Students will be sequestered in their classrooms until the threat is deemed over unless otherwise instructed by law enforcement officials. Students will be instructed not to use cell phones or computers. Parents will be given information appropriate for the situation. Every effort will be made to keep parents informed without jeopardizing safety. No one except for Police Personnel will be allowed to exit or enter the building until the threat is announced "over."

SPECIAL OCCASION CELEBRATIONS

Classroom parties are under the control of the school. Students who hand out invitations to private parties at school may do so with the homeroom teacher's permission, provided that an invitation is distributed to everyone in the class. Students may not receive flowers or balloons at school nor visits by dress-up characters as these can be a disruption to the planned school day.

SPORTING PRACTICES AND EVENTS

Members of IC sports teams are permitted in the building for practice sessions and scheduled games only when accompanied by the team coach or other designated adult.

Team members are *never* permitted on the school playground or in the building unless supervised by an adult. Team members report for practice or a scheduled game at the direction of the team coach.

Parents should not drop off students at off-site events (practice, meets, and games) unless they are assured IC School personnel are present.

Children spectators are not permitted in the gym at practice sessions unless accompanied by a parent.

Students in grades K-4 are welcome to attend a game only if accompanied by an adult who remains with them during the game. All spectators must enter and exit the building by way of the front door on Washington Street.

All transportation arrangements must be made prior to the date of the game, as the school phone will not be available for this purpose either before or after a game.

Children spectators are not permitted to run in and out of the gym or the building during a game. They are not permitted to return to the classrooms or other parts of the building. They *must* remain in the gym under the supervision of the monitors. All spectators should be seated on the bleachers or chairs during the game. Sitting on the floor or on the stage during the game is not permitted.

Students who consistently violate the above policy will not be permitted to attend further games.

No food or drinks are allowed in the gym.

SUBSTANCE ABUSE

Immaculate Conception School recognizes that, in addition to many other pressures on today's children, the use of tobacco, alcohol and other drugs and the problems associated with such use are becoming increasingly commonplace in our society. We believe that the early experimentation with tobacco, alcohol or other drugs interferes with the specific goals and values of Catholic education and may lead to illness and/or chemical dependency. We have a responsibility not only to promote mature attitudes and values toward tobacco, alcohol and other drugs but also to provide support and assistance to children living in chemically dependent families. Our goal is to establish and maintain a healthy environment for all students. We feel that the collaboration of school, parish and civic communities is essential for the realization of these goals.

We believe that preventative education, early identification and support for our children are the most effective ways of addressing these issues in our elementary schools.

The possession, use, manufacture, sale or distribution of alcoholic beverages, controlled substances, or tobacco by students in school or at school sponsored events is expressly forbidden and subject to consequences as outlined in the school procedure stated below.

- É The incident is reported to the principal.
- É The principal questions the student about the offense.
- É The principal arranges a parent conference. The student, principal, parents and the accuser (if warranted) are present at the conference.
- É The principal takes appropriate actions, such as out of school suspension (until an investigation can take place) even immediate expulsion if necessary.
- É The principal acting *in loco parentis* has the legal right to search the person or their personal property and its contents of any student suspected of the possession of tobacco products, drugs or alcohol as it pertains to the safety of the student population.

SUSPENSION / EXPULSION

Immaculate Conception School aims to develop standards of conduct, which will create an atmosphere conducive to learning. In order to maintain such an atmosphere, the school requires that appropriate behavior be demonstrated at all times. Repeated behavior that the administration considers inappropriate may result in suspension or expulsion. The principal will hold a conference with parents, student and teachers before any official action is taken.

In-School Suspension

A student may receive an in-school suspension for a major infraction of school rules. The suspended student is required to report to the principal's office at the beginning of the school day for each of the suspension days and remain in an assigned place for the entire school day. Suspended students must do all class work as assigned by the teacher. The principal will contact the parents or guardian to inform them of the suspension. If the actions of the student continue to not conform to school rules, additional consequences may result to include out-of school suspension.

Out-of School Suspension

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

Students who are on In-School suspension or Out-of School suspension may not participate in any after school activities or sports programs on the days of the suspension.

Expulsion

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

TARDINESS

Students who arrive after 8:20 a.m. are considered late for school, and must stop at the office to receive a late slip before reporting to class. **Parents are strongly encouraged to see that students arrive prior to 8:20 a.m.**

Students, who have more than one tardy during the quarter, will be ineligible to receive a perfect attendance award at the end of the quarter.

Dismissals for appointments are discouraged because they are disruptive to the student as well as the class, as is a student returning after an appointment. Dismissals with more than one hour remaining in the school day will affect eligibility for a perfect attendance award.

Students who travel by Newburyport school buses and arrive late to school will not be marked tardy.

TESTING PROGRAM

Standardized tests, as required by the Catholic School Office, are given in March to grades 2 - 8. Please make every effort not to schedule vacations or appointments during this week. Standardized tests are but one, but an important way, we evaluate all students and our academic program.

TRAVEL

In order to ensure the safety of all children, any change in normal travel arrangements requires that the parent notify the school. This is subject to the authorization of the principal. A note is required for any change in travel arrangements.

The town of Newburyport provides busing for all students in grades K - 8 living in town. Students in grades 1 - 8 who live one or more miles from school will be bused. Tickets must be purchased.

The following is a list of important bus procedures:

The driver is the one responsible for the behavior of all the students. If a student misbehaves on the bus the driver will fill out a misconduct slip and bring it to the principal who will address the situation. After the first offense parents will be notified. Repeated offenses will result in appropriate action by the principal to include exclusion from riding the bus.

Parents are requested to remind their children frequently about proper conduct on the bus and the respect due to the bus driver.

TUITION AND FEES

A registration fee of \$200 is payable at the time of registration. This helps to cover the cost of textbooks and other programs.

This is a non-refundable fee.

Tuition rates and fees are determined each year by the Administration after consultation with the School Board. Every effort is made to hold increases to a minimum, while still offering an excellent academic program.

Students are not registered for the new school year if the tuition account is in arrears.

The principal should be contacted if it appears there will be a delay in tuition payments due to unforeseen circumstances. Arrangements will be made on an individual basis to assist families in a time of need.

If a student transfers out of the school prior to November 15 a partial refund of tuition will be made. After November 15 no tuition refund will be available.

Specific information about tuition can be found in the registration packet through the school office. Payment plans are available.

UNIFORMS

The purpose of a uniform is to provide a level playing field in the educational environment and to diminish social status and material goods as distractions. Students at Immaculate Conception School wear a distinct school uniform which is detailed in the following pages. Some additional helpful guidelines are listed below:

General Uniform Information - All Students:

1. Uniforms must be worn from the first day of school to the last day unless otherwise instructed.
2. Uniforms must be worn into school in the morning and out of school at the end of the day. (Exceptions must be approved by the principal)
3. Clothing must be neat and clean.
4. Shirts and blouses must be tucked in.
5. Shoelaces must be tied.
6. No sneakers (except on gym days), clogs, flip flops, backless shoes, or work boots. Snow boots may be worn to and from school but not in class.
7. Students may wear an optional warm weather uniform during September, May, and June. Girls may wear an optional cold weather uniform from November through March. Plaid jumpers and skirts are mandatory during October and April.
8. Students in grades 3 ó 8 must wear a belt with pants and shorts.
9. Students may not wear make-up during the school day. For girls only, light-colored nail polish is acceptable.
10. Hairstyles must be simple. Hair must be kept clean and neat, avoiding fad haircuts or styles. Boysø hair length is not to exceed the top of the collar or below the eyebrows. Styles must not interfere with vision.
11. Jewelry must be simple. Large jewelry items, pocket watches, neck collars (chokers) are not allowed. Body piercing of any kind is not allowed (except girlsø single-hole pierced ears). Girls only may wear a small ring and one pair of small and simple earrings; dangling earrings are not permitted. Students may wear a watch.

12. Charity sponsored bracelets are not allowed without permission from the principal.
13. Heelies may not be worn in school at any time.
14. Each spring, Amesbury Skate and Sport and J. B. Edward Uniforms provide uniform fittings at the school. Fitting dates will be posted on the communicator. Uniforms can also be purchased from vendors as needed throughout the year.

É Amesbury Skate and Sport is located in Amesbury.

É J. B. Edward Uniforms has a store in Woburn and accepts phone/internet orders. Our J. B. Edward Preferred Customer No. is 163. **Orders must be placed with J.B. Edward by June 30 to guarantee delivery for the start of the school year.**

É LandsøEnd accepts phone/internet orders. Our LandsøEnd Preferred Customer No. is 900116393.

É Important, use our Preferred Customer No. to ensure that the correct uniform is ordered and a percentage of the sale is donated to our school.

Vendor Contact Information

Amesbury Skate and Sport
(978) 388-4544
rob@amesburysport.com

J. B. Edward Uniforms
1-(800) 654-5148
www.jbedwarduniforms.com
ICS code - 163

LandsøEnd School
1-(800) 469-2222
www.landsend.com/school
ICS code ó 900116393

UNIFORMS: GIRLS' PRE K – GRADE 4

Required:

Plaid jumper (Mandatory during October and April) - See note 1 below	J. B. Edward
Light blue, round collar, button-down blouse, short sleeve or long sleeve (without ruffles, without puff sleeves), choice of: <ul style="list-style-type: none"> J. B. Edward ó woven fabric LandsøEnd ó knit fabric 	J. B. Edward or LandsøEnd - NEW
Navy blue knee socks or tights	Your choice
Brown, black or navy blue dress shoes with low heels	Your choice

Optional: See note 2 below

Navy blue crew-neck cardigan sweater with embroidered IC logo, plain or cable knit (without ruffles, without hood)	J. B. Edward or LandsøEnd
Navy blue zippered cardigan sweater with embroidered IC logo (without hood)	LandsøEnd
Navy blue zippered fleece vest with embroidered IC logo (may be worn in class)	Amesbury Sport or J. B. Edward
Hair accessories ó simple headbands, scrunchies, barrettes in the IC plaid or colors that coordinate with the uniform	J. B. Edward or Your choice

Optional warm weather dress code September, May and June:

Navy blue knee-length knit skort	LandsøEnd - NEW
Navy blue knee-length shorts (without cargo pockets) <ul style="list-style-type: none"> with brown, black, or navy blue belt (belt for grades 3 & 4 only) no shorter than 2 inches above the knee, no longer than 2 inches below the knee; fits at or just below the waist 	J. B. Edward, LandsøEnd or Your choice
Navy blue crew (ankle) socks or knee socks (no athletic socks)	Your choice

Optional winter dress code November through March:

Navy blue chino pants (without cargo pockets) – See note 3 below <ul style="list-style-type: none"> with brown, black, or navy blue belt (belt for grades 3 & 4 only) and navy blue (ankle) socks or knee socks (no athletic socks) pant features allowed - plain/pleated front, boot cut or straight leg, must fit at or just below waist pant features not allowed - hip huggers, wide flares/bell bottoms, skinny leg, jean stitching/studs, capris or leggings; must not drag below shoes 	J. B. Edward, LandsøEnd or Your choice
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Notes:

- Plaid V-neck jumpers may be worn or passed along to younger siblings/friends. Limited inventory is available from J.B. Edward. All new jumpers to be manufactured will be in the round neck style only.
- Sweaters without logos currently owned may be worn until outgrown. All new sweaters purchased must include the embroidered logo.
- Khaki colored pants may no longer be worn.
- J. B. Edward orders must be placed by June 30 to guarantee delivery for the start of school.**

UNIFORMS: GIRLS' GRADES 5 – 8

Uniform Exception for Girls in Grades 7 and 8 Only (Graduating Classes of 2012 and 2013):

Girls in grades 7 and 8 may finish their IC careers wearing light blue oxfords or the polo shirts detailed below. Oxfords are available through J. B. Edward.

Required: (See exception above for grades 7 & 8 Only)

Gray or Light blue polo shirt with IC logo, unisex or girlsøfit, short sleeve or long sleeve, choice of: <ul style="list-style-type: none"> J. B. Edward - screen-printed or embroidered logo, girlsøfit in short sleeve only LandsøEnd - interlock or mesh fabric, embroidered logo only 	J. B. Edward or LandsøEnd - NEW
Plaid skirt (Mandatory during October and April) - See note 1 below	J. B. Edward
Navy blue knee socks or tights	Your choice
Brown, black or navy blue dress shoes with low heels	Your choice

Optional: See note 2 below

Navy blue V-neck cardigan sweater, pullover sweater or sweater vest with embroidered IC logo	J. B. Edward or LandsøEnd
Navy blue zippered cardigan sweater with embroidered IC logo (without hood)	LandsøEnd
Navy blue V-neck micro fleece sweater with embroidered IC logo	J. B. Edward
Navy blue zippered fleece vest with embroidered IC logo (may be worn in class)	Amesbury Sport or J. B. Edward
Hair accessories ó simple headbands, scrunchies, and barrettes in the IC plaid or colors that coordinate with the uniform	J. B. Edward or Your choice

Optional warm weather dress code September, May and June:

Navy blue knee-length shorts (without cargo pockets) <ul style="list-style-type: none"> with brown, black, or navy blue belt and navy blue crew (ankle) socks or knee socks (no athletic socks) shorts must be no shorter than 2 inches above the knee, no longer than 2 inches below the knee and fit at or just below the waist 	J. B. Edward, LandsøEnd or Your choice
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Optional winter dress code November through March:

Navy blue chino pants (without cargo pockets) – See note 3 below <ul style="list-style-type: none"> with brown, black, or navy blue belt and navy blue crew (ankle) socks or knee socks (no athletic socks) pant features allowed - plain/pleated front, boot cut or straight leg, must fit at or just below waist pant features not allowed - hip huggers, wide flares/bell bottoms, skinny leg, jean stitching/studs, capris or leggings; must not drag below shoes 	J. B. Edward, LandsøEnd or Your choice
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Notes:

1. Plaid pleated skirts/kilts may be worn or passed along to younger siblings/friends. Limited inventory is available from J.B. Edward. New skirts to be manufactured will be in the kick pleat style only.
2. Sweaters/vests without logos currently owned may be worn until outgrown. All new sweaters purchased must include the embroidered logo.
3. Khaki colored pants may no longer be worn.
4. **J. B. Edward orders must be placed by June 30 to guarantee delivery for the start of school.**

UNIFORMS: BOYS' PRE-K – GRADE 4

Required:

Light blue polo shirt with IC logo, short sleeve or long sleeve, choice of: <ul style="list-style-type: none"> • J. B. Edward - screen-printed or embroidered logo • LandsøEnd - interlock or mesh fabric, embroidered logo only 	J. B. Edward or LandsøEnd - NEW
Navy blue chino pants, pleated or plain front (without cargo pockets) <ul style="list-style-type: none"> • with brown, black, or navy blue belt (belt for grades 3 & 4 only) • pants must fit at or just below the waist and not drag below shoes 	J. B. Edward, LandsøEnd or Your choice
Navy blue dress socks (no athletic socks)	Your choice
Brown, black or navy blue dress shoes	Your choice

Optional: See note 1 below

Navy blue V-neck cardigan sweater, pullover sweater or sweater vest with embroidered IC logo	J. B. Edward or LandsøEnd
Navy blue zippered cardigan sweater with embroidered IC logo (without hood)	LandsøEnd
Navy blue V-neck micro fleece sweater with embroidered IC logo	J. B. Edward
Navy blue zippered fleece vest with embroidered IC logo (may be worn in class)	Amesbury Sport or J. B. Edward

Optional warm weather dress code September, May and June:

Navy blue knee-length shorts (without cargo pockets) <ul style="list-style-type: none"> • with brown, black, or navy blue belt (belt for grades 3 & 4 only) • shorts must be no shorter than 2 inches above the knee, no longer than 2 inches below the knee and fit at or just below the waist 	J. B. Edward, LandsøEnd or Your choice
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Notes:

1. Sweaters/vests without logos currently owned may be worn until outgrown. All new sweaters purchased must include the embroidered logo.
2. **J. B. Edward orders must be placed by June 30 to guarantee delivery for the start of school.**

UNIFORMS: BOYS' GRADES 5 - 8**Uniform Exception for Boys in Grades 7 and 8 Only (Graduating Classes of 2012 and 2013):**

Boys in grades 7 and 8 may finish their IC careers wearing light blue oxfords or the polo shirts detailed below. Oxfords are available through J. B. Edward.

Required: (See exception above for grades 7 & 8)

Gray or Light blue polo shirt with IC logo, short sleeve or long sleeve, choice of: <ul style="list-style-type: none"> J. B. Edward - screen-printed or embroidered logo LandsøEnd - interlock or mesh fabric, embroidered logo only 	J. B. Edward LandsøEnd - NEW
Navy blue chino pants, pleated or plain front (without cargo pockets) <ul style="list-style-type: none"> with brown, black, or navy blue belt pants must fit at or just below the waist and not drag below shoes 	J. B. Edward, LandsøEnd or Your choice
Navy blue dress socks (no athletic socks)	Your choice
Brown, black or navy blue dress shoes	Your choice

Optional: See note 1 below

Navy blue V-neck cardigan sweater, pullover sweater or sweater vest with embroidered IC logo	J. B. Edward LandsøEnd
Navy blue zippered cardigan sweater with embroidered IC logo (without hood)	LandsøEnd
Navy blue V-neck micro fleece sweater with embroidered IC logo	J. B. Edward
Navy blue zippered fleece vest with embroidered IC logo (may be worn in class)	Amesbury Sport or J. B. Edward

Optional warm weather dress code September, May and June:

Navy blue knee-length shorts (without cargo pockets) <ul style="list-style-type: none"> with brown, black, or navy blue belt shorts must be no shorter than 2 inches above the knee, no longer than 2 inches below the knee and fit at or just below the waist 	J. B. Edward, LandsøEnd or Your choice
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Notes:

- Sweaters/vests without logos currently owned may be worn until outgrown. All new sweaters purchased must include the embroidered logo.
- J. B. Edward orders must be placed by June 30 to guarantee delivery for the start of school.**

UNIFORMS: GYM - ALL STUDENTS

- Royal blue T-shirts will remain a gym uniform option.
- Royal blue shorts/pants/sweatshirts and white T-shirts will be slowly phased out. Students may wear these items and pass them along to younger siblings and friends.
- All color combinations of gym uniform components are acceptable.
- Sneakers and white athletic socks are required for all students.
- Logo type:
 - ó Screen-printed white IC logo - Amesbury Sport and J. B. Edward
 - ó Embroidered white IC logo - LandsøEnd

T-shirt options for all students:

Royal blue with white IC logo, short sleeve or long sleeve	Amesbury Sport or J.B. Edward
Gray with royal blue IC logo, short sleeve or long sleeve	Amesbury Sport or J.B. Edward

Short options for all students – can be worn in September, May and June:

Navy blue mesh shorts	Amesbury Sport J.B. Edward or LandsøEnd ó “NEW”
Navy blue girls’ fit mesh shorts	LandsøEnd ó “NEW”

Pant options Pre-K – Grade 4:

Navy blue sweatpants, elastic leg	Amesbury Sport, J. B. Edward or LandsøEnd ó “NEW”
Navy blue wind pants, elastic leg	Amesbury Sport

Pant options Grade 5 – 8:

Navy blue sweatpants, elastic leg	Amesbury Sport, J. B. Edward or LandsøEnd ó “NEW”
Navy blue girls’ fit sweatpants, flare leg	LandsøEnd ó “NEW”
Navy blue wind pants (choice of elastic or open leg)	Amesbury Sport
Navy blue warm-up pants, open leg	Amesbury Sport or J. B. Edward ó “NEW”

Optional sweatshirt for all students:

Navy blue crewneck sweatshirt	Amesbury Sport, J.B. Edward or LandsøEnd ó “NEW”
Navy blue girls’ fit crewneck sweatshirt	LandsøEnd ó “NEW”

Notes:

1. J. B. Edward orders must be placed by June 30 to guarantee delivery for the start of school.

UNIFORMS: DRESS UP / DRESS DOWN DAY

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

Dress Up Day

- É No sneakers
- É No jeans
- É No khaki jeans
- É No sweatshirts
- É No T-shirts
- É No shorts
- É No kerchiefs or bandanas
- É No flip-flops
- É Pants must fit at or just below the waist and not drag below shoes

Note: Girls' skirts/dresses must be of modest length

Dress Down Day

- É No T-shirts with inappropriate logos or sayings
- É No jeans or tops that are torn or have holes in them
- É No tank, tube or spaghetti strap tops
- É No flip-flops
- É Pants must fit at or just below the waist and not drag below shoes.
- É Shorts may be worn during September, May and June. Shorts must be no shorter than 2 inches above the knee and fit at or just below the waist.

VACATIONS

During the school year, there are four scheduled lengthy vacations - Christmas, February, April and summer. Vacations taken during the regular school year are not encouraged. If circumstances require it, it is the parent's responsibility to notify in writing, both the principal and the teacher of an anticipated absence. It is not easy for your child to miss school for a vacation period.

Teachers will not give work ahead of time to students who will be absent due to an unauthorized vacation. It is the responsibility of the student to obtain any and all make up work. Due to curriculum schedule and time constraints "re-teaching" is impossible.

VISITORS

Any parent or visitor coming into school should report to the school office. Messages, forgotten materials, and other items will be taken and handled by the school secretary. If a parent needs to see a child, the secretary or principal will send for the student. **PARENTS OR VISITORS MAY NOT GO DIRECTLY TO ANY CLASSROOM WITHOUT PERMISSION FROM THE OFFICE.**

VOLUNTEERS

Parents are encouraged to take an active part in the school by volunteering their services especially in the area of fundraising and development. Please indicate how you can help us by completing the parent organization, school volunteer and development forms.

WEAPONS

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

The school shall immediately take the following actions:

- É Confiscate the weapon, if safe to do so.
- É Notify the parent/legal guardian of the student both verbally and in writing.
- É Notify the police.
- É Suspend the student (out of school) pending investigation.

Appropriate disciplinary measures will be taken by pastor and principal after consultation with the Catholic School Office. Expulsion from school may result.

WHITE-OUT

Students are not permitted to use whiteout in school. This is a toxic substance and must be used by adults, with care.

