

***Parent/Student  
Handbook***



***Immaculate  
Conception School  
of Revere***

[www.icrevere.org](http://www.icrevere.org)

***REVISED EDITION 2017/2018***

***Please keep this handbook in a convenient spot so that you can refer to it when necessary. These rules and regulations are for the protection and safety of your child as well as our means of ensuring a safe environment in which your child can learn. All deadlines and rules will be strictly enforced.***

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Office by September 20, 2017**

## **Mission Statement**

The Immaculate Conception Parish School in Revere prepares a culturally diverse student community to become responsible, well-rounded, faith-filled citizens by focusing on Catholic values and high academic standards. Our school celebrates its faith by practicing the ideals of peace, justice, and service to others, thereby witnessing to Christ's teachings.

## **Philosophy**

As strong advocates of the home-school partnership, Immaculate Conception School in Revere exists primarily to develop and enrich the full potential of children, intellectually, spiritually, socially, and physically. Consequently, the staff provides the highest quality of learning in order that students may eventually contribute to society as witnesses to the teachings of Christ in thought, word, and action. Moreover, by instilling a sense of responsibility and high self-esteem, students acquire the skills necessary to resolve conflicts in a non-violent manner.

This total effort must be experienced in the light of Christ's truths and society's changing needs. These beliefs become a reality when pastor, principal, faculty, parents, students, and support staff work together fully and collaboratively. This shared responsibility then ensures students' success.

## **Goals & Objectives**

In line with fulfilling its mission, as well as being faithful to its philosophy, Immaculate Conception School in Revere identifies its purpose and objectives as follows:

### **Goal 1:**

- to make the Catholic faith a viable, vital experience in the lives of students and teachers
- to open and end the school day with prayer
- to use formal and informal forms of prayer
- to employ para-liturgical services
- to stress the importance of the religion period using varied methods to learn the tenets of faith
- to identify the Eucharist as central to all Catholic experience
- to promote programs that increase the faith life of teachers and students

### **Goal 2:**

- to imbue students with Catholic values so they can make sound moral judgments applicable to all facets of everyday life
- to teach students to know the difference between right and wrong
- to teach students to recognize the difference between judging the sin and not the sinner

### **Goal 3:**

- to employ current methods and materials at all grade levels with consistency
- to use sequentially developed publications in all areas of academics
- to apply the latest technology wherever and whenever possible
- to utilize classroom procedures by upgrading pupil participation in activities such as cooperative learning techniques

- to match learning and teaching styles insofar as possible
- to require accountability in terms of homework, projects, etc.

*Goal 4:*

- to instill in students a sense of responsibility stemming from high self-esteem in order that they resolve conflicts in a non-violent manner
- to encourage teachers to use strategies appropriate to grade level that recognize students' strengths and limitations
- to delegate classroom responsibilities
- to allow students to determine resolutions over conflicts through adult Christian guidance

*Goal 5:*

- to adhere to high standards of academics
- to work collaboratively to set and enforce high standards
- to nurture strengths of student performance through public relation activities
- to recognize weakness of curriculum programs through collaborative remediation efforts.

*Goal 6:*

- to respect cultural diversity by appreciating students' heritage
- to research the heritages present in the student population
- to publicize the richness of each heritage in and out of school
- to promote activities that generate appreciation and pride in students' heritage.

*Goal 7:*

- to promote service to others
- to identify service needs in the Revere area
- to collectively adapt groups to service
- to determine how and whom to serve

*Goal 8:*

- to encourage all groups associated with the school, e.g., pastor, principal, faculty, PICS Planning Committee, School Board, parents, and others to work together for the benefit of the students
- to communicate effectively with parents, staff, students, and parish
- to acquire specific responsibilities for each group, arriving at strategies that benefit parish and school

## **School Hours**

- 7:45 a.m. School Office Opens
- 7:55 a.m. Pledge of Allegiance  
K-8 Children enter school
- 8:10 a.m. Morning Prayer
- 2:30 p.m. Dismissal

## **Dropping off and picking up students**

1. Before school, parents may drop off children in the school yard beginning at 7:45 a.m. They will be supervised by a member of the IC faculty beginning at 7:45 A.M.; therefore, no child should be dropped off before 7:45 A.M. Early students go into building when the weather is inclement.
2. Once children enter the school yard in the morning, they are not to leave the school grounds.
3. Students will line up with their class before entering the school building. Each class has a designated area in which to form a line.
4. A student will be considered tardy if he or she is not in his/her classroom at 8:05 A.M. Tardiness, as well as absences, appear on the student's report card. Also, all teachers give students assignments before class in the morning. If your child is late, he or she will miss much of this work.
5. Parents must not block school exits. Please wait outside school. Parking in the school yard is NOT permitted. This applies both to before school and at dismissal. Please do not double park or block any other vehicles or driveways on any of the streets surrounding the school. Parents are to park in the church parking lot. Please respect other people's property and do not use the handicapped parking spots designated for those who need them. Also, please be aware of the fire lanes as they need to be clear in case of an emergency.
6. Because of the congestion in this building, parents are asked to wait for their children outside the building. No parent is permitted in the square around the door to allow students to enter and exit the building safely.
7. Dismissal is at 2:30 P.M. If a student has not been picked up by 2:45 P.M., he/she will be sent to after-care.

## **Preschool and Pre-kindergarten Schedule**

- Preschool 8:00 - 2:20 p.m. (Mon.-Wed.-Fri. or 5 day)
- Pre-Kindergarten 8:00 - 2:25 p.m. (Mon.-Wed.-Fri. or 5 day)

## **Student Pickup Policy for Preschool and Pre-kindergarten**

To avoid confusion at dismissal time, the following policy is in effect immediately:

No student will be released to anyone other than the parent, guardian, or designated person unless a written note is sent in that morning. For safety sake, there will be no exceptions to this rule. Consequently, please make your arrangements prior to school so that you have adequate time to write a note to the teacher. In the case of an emergency, contact the school office.

## **Admission Policy**

### **Introduction**

“Young people of the third millennium must be a source of energy and leadership in our Church and our nation. Therefore, we must provide young people with an academically rigorous and doctrinally sound program of education and faith formation designed to strengthen their union with Christ and his Church.” (“Why We Value Our Catholic Elementary and Secondary Schools,” *Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*, United States Conference of Catholic Bishops, Inc., 2005.) **Archdiocese of Boston – Catholic Schools Admission Policy**

The goal of our Catholic School is to present the Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual, and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the Gospel teachings. Catholic school students work together, build community, and give service to others. Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student.

The Immaculate Conception School in Revere does not discriminate on the basis of race, sex, or national origin. Reasonable accommodations that exist at Immaculate Conception, or can become available for children who may physically need them, will be used to assist the child to access a Catholic education at Immaculate Conception School.

IC does give preference in admission to students in the following order:

1. Siblings of IC students.
2. Catholic children living within city boundaries.
3. Catholic children living outside of city boundaries.
4. Non-Catholic children.

## **Accidents and Illness**

It is imperative for the school to have information as to where the parents or other responsible adults can be reached in case of illness or accidents at school. This information is requested on the opening day of school. If the emergency card information should change during the school year, you must notify the office immediately.

In the event a student becomes ill or injured at school, the school office will attempt to contact the parents or guardians and emergency names immediately. In case of a serious accident when no one can be reached, the school office will call the proper authorities for emergency assistance and put the matter in their hands.

Information regarding chronic illness (asthma, diabetes, etc.), which might require attention during school hours must be on file in the office.

Any child with a fever or vomiting must be kept home for 24 hours after the fever breaks, and or after the vomiting ceases.

The office must be notified if a student is on any drug or if a student has a medical problem or any disability. In order for a student to take cough drops in the course of the school day, parents or guardians must send in a written note for the day on which this special permission is granted.

Our staff is not permitted to dispense any type of medical treatment other than First Aid. Staff may be trained to do so if the need arises; for example, a staff person may learn how to use an epi-pen. All medications must be kept in the office. Medication cannot be transported to and from school by the student. It will only be accepted from and

returned to the parent or guardian. All over-the-counter and prescription medication must be administered by the parent.

## ***Athletic Eligibility***

1. A student who receives a disciplinary detention will be suspended for a practice. If the same student receives a 2<sup>nd</sup> disciplinary detention, he or she will then be suspended for a game (which would entail sitting on the bench in “regular” clothes). In the case of a 3<sup>rd</sup> disciplinary detention, that student will be removed from the team for the remainder of the year.
2. A student who has a “D” average in any core subject should be making every effort to go for extra help, tutoring, and/or completing extra credit. If the student is not making any attempt to bring his or her grade up, then he or she will miss practice. The student will be required to attend the game but have to sit on the bench in “regular” clothes.
3. If a student receives a “D” on his or her report card and works to his or her full potential, seeks help, and attends/completes tutoring or extra credit, the principal will address the situation and decide what would be in the best interest of the student. The student will remain on probation. Athletic suspension could occur if grades drop lower or student does not seek the necessary help. If a student is suspended from the team, the athletic suspension will remain in effect until the grade has been brought up to a passing level.
4. If a student is absent from school or dismissed prior to 11 A.M., then he or she will be unable to attend any practice or games on that same day. If the dismissal or absence takes place on a Friday, then the student will be suspended from any weekend practices or games.

Conduct at all games must be satisfactory in order to be a member of the team. Students must show respect to all sports directors and instructors. Any form of disrespect will be subject to school disciplinary rules.

## ***Honor Roll***

In order to be eligible for the Honor Roll, students in Grades 6-8 must achieve all A and B grades in their academic subjects and have earned satisfactory comments in all classes. High Honors is awarded to students who have achieved all A's.

## ***Attendance/Dismissal/Tardiness***

Massachusetts General Law Chapter 76, Section 2, states that it is the duty of parents/guardians to assure that children attend school regularly.

1. No student should be absent without sufficient reason. Students in violation of this law, without proper medical excuses, are reported to the Superintendent of Schools for the city in which they live and are also reported to D.C.F.
2. It is important that students be present each day that school is in session unless illness or other serious reasons prevent attendance. Students who have been absent are required to present a form filled out properly by their parent or guardian to the teacher on the day they return.
3. Any student absent with a communicable disease is required to produce medical documentation in order to return to school. An absence of three (3) or more consecutive days requires completion of medical documentation. No student will be admitted to school without the necessary documentation.

4. Students are held responsible for work missed due to absence. All work must be made up to the satisfaction of the individual teachers involved. If a student is not in attendance, **parents MUST report the absence and the reason by calling or emailing the school office before 9:00 A.M. Children are responsible for meeting with their teachers to review missed assignments and to develop a schedule for completing the work.**
5. **Vacationing during school time is unacceptable and not allowed.** Therefore, no teacher will provide work prior to this absence or assign work to be completed during the unauthorized vacation. Homework and class work missed due to traveling can only be made up by independently completing the work within five days. If a student requires extra help to complete the work, he or she may join the teacher's regularly scheduled help sessions. Tests and quizzes missed during traveling may be made up within the five days, but will have 20 points deducted automatically.
6. **Absences:** Students who accumulate more than seven (7) unexcused absences in a trimester will receive a grade of 59% for any course average greater than 59%. Similarly, students not in attendance more than twenty-one (21) days in a year-long course will receive a 59% for all course averages greater than 59%, may be excluded from participating in year-end activities, and will be considered for retention.

#### **Clarification of "Excused" Absence Policy**

Absences are excused for the following reasons:

1. Death in the family
2. Mandated court appearance as either victim or a witness

**Generally, medical reasons are not excused absences.** The first day of consecutive absences is never excused. If a student has a doctor's note for two or more consecutive days, this may be considered by the principal as one incident and therefore as an absence of one day.

**Absences and dismissals for routine physicals or dental visits are not excused.**

Students absent from school may not be eligible to participate in any after-school activity on the day of the absence. Excessive absences may be reported to the attendance office for further action, which may include but is not limited to intervention by the Department of Children and Families.

**Dismissals:** Any dismissal prior to 11:00 A.M. is legally an absence. If a student must be dismissed, he or she must bring in the appropriate form signed by a parent or guardian. An adult must pick the child up in the school office; no student will be allowed to walk home during the school day. If an adult other than the parent or guardian is to pick the student up, written authorization must be submitted to the office. Remember that any adult that you have listed on the student's emergency card is a person who is authorized to accept the early release of the student.

When an early dismissal is required for a specific, as well as a legitimate reason, the student must bring in the appropriate form signed by the parent or guardian. Early dismissals or late arrivals for doctor and/or dental appointments are discouraged; please try to make these times after school hours. Dismissals must be recorded on all attendance records.

When a student is to be dismissed, an adult must pick up the student at the school office. The student will not be allowed to walk home during the school day. We must have written permission from the parent or guardian before we will allow a student to be dismissed to another adult. No student will be dismissed for an appointment without a completed dismissal form.



#### Tardiness:

1. Students are considered tardy if they are not in their class room by 8:05 A.M.
2. There are times when tardiness is not the fault of the student, so we ask your cooperation in assisting us in getting your child(ren) to school on time.
3. Any student who is tardy must report to the office.
4. Students in grade 3, for every five (5) unexcused tardies, a twenty minute detention will be given. Students in grades 4-8, for every five (5) unexcused tardies, a thirty minute detention will be given. After excessive tardiness, a meeting with the student's parents and Principal will be scheduled to discuss tardiness.

### ***Birthday Celebrations/Parties***

Birthday and party invitations are not to be given out during the school day or on the school grounds. All invitations are to be handled at home. Because of assorted allergies, birthday cupcakes for grades 1-8 are not permitted.

### ***Books and Book Bags***

Students are responsible for the school text books and other learning materials entrusted to them. All textbooks must be covered at all times, and students will be required to pay for any form of defacement or loss. Bindings, hard and soft, of all school books must be protected. All books must be kept free of added sheets of paper. Parents are asked to see that their children use a school bag and recover their books when necessary. Oversized bags will not fit in our small closets.

### ***Change of Address/Telephone***

Please notify the secretary immediately if you should have a change in address or telephone number. This also applies to your work and emergency numbers.

### ***Conferences***

Any parent is free to make an appointment to meet with any teacher by writing or emailing for a conference. To contact the principal for an appointment, please call the office. Please contact teachers at school, not their homes. No teacher is permitted to see parents during school hours.

### ***Courtesy***

Courtesy has often been defined as a sensitive awareness of the feelings of others. Today, more than ever, in our fast paced world it is very important that we constantly remind the children of respect for their elders. It is also of great importance that they give respect to their fellow students. When passing by another elder or student in the halls a courteous greeting needs to be given.

### ***Emergency Closing Information***

In case of severe weather conditions, we follow the **Revere Public Schools School Cancellation Policy**. Please do not call the school. If it becomes necessary to close school, the following television stations/website will be notified to make the announcements:

WCVB - Channel 5- <http://www.wcvb.com/weather/closings> In the event of an emergency while school is in

session (i.e. snow storm, lack of heat, etc.), parents must provide an alternative place for students. We will make every effort to contact parents and also to make media announcements.

## **Faculty Meetings & Workshops**

Professional Days and early dismissals for faculty meetings will be noted on the monthly calendar. When school is dismissed at 11:30 A.M., please be sure your child is picked up promptly or he/she will be sent to after-care.

## **Field Trips/School Functions**

1. If a student is absent or dismissed due to illness, he or she is not allowed to attend after school events.
2. Field trips are an important part of the learning process and, therefore, are mandatory. If we do not receive an official school permission slip from your child, he/she will not be allowed to attend the trip. We will not call a parent on the day of a field trip if we have not received the student's signed permission slip. The student will remain at the school in another classroom. By law, the school cannot let a student out of the building without signed parental permission. **If a student is unable to attend for any reason, the teacher will assign an appropriate project in lieu of participating or attending the trip.**
3. Parents who are asked to be chaperones are required to stay with the children to whom they are assigned. Chaperones need to have cleared a CORI check. No student should be left out of the eyesight of the chaperone to whom he or she has been assigned. This is for legal protection of the school and the chaperone. Chaperones are asked to be aware of the rules and regulations of the school and enforce them even outside of the building.
4. All field trips and school functions are an extension of school policy. All school rules are in effect unless otherwise noted.
5. Any student who is not current with immunizations will not be allowed to participate in any field trip per the Revere Board of Health.

## **Physical Education**

Physical education is a school requirement; all children are expected to participate unless we have a notice from the parent or doctor.

Children must wear gym uniforms to school on their assigned Gym day. See page 15 for uniform information.

## **Health**

All health records are reviewed by the City of Revere's Public Health Nurse. You will receive a letter from her when information is missing or needs updating in your child's health record.

Any student requiring medication must have a form signed by his/her physician. The medication must be accompanied by the prescription and dispensing information. The medication must be kept in the nurse's station cabinet. **No student may carry medication with them.**

*State required immunizations:*

<i>Grade</i>	<i>Immunizations</i>		
Pre-kindergarten	1 Varicella	1MMR	4 DTaP/DTP
	3 Hepatitis B	3 Polio	
Kindergarten	5 DTaP/DTP	2 MMR	4 Polio
	3 Hepatitis B	2 Varicella	
Seventh Grade	3 Hepatitis B	4 DTaP	3 Polio
	2 Varicella	2 MMR	1 Tdap

## **Homework**

It is the responsibility of the students to accept the fact that purposeful home assignments are part of the school program and should be completed on time. Parents can help their children by providing a place for work and study, where conditions are as favorable as possible. Parents can also adopt an attitude of encouragement toward home assignments by helping their children work out a realistic study schedule. It is very important that the student develop good independent study habits and learn responsibility. Once school has begun, homework/projects will not be accepted from parents. No student may re-enter the building after 2:45 P.M. to retrieve forgotten homework. No student may call to have their homework or class materials brought into school. The school wishes to encourage responsibility for homework on the student's part.

Homework assignments should be written in the assignment book provided by the school for grades 2-8. **This is the first place for parents to look for homework.**

Homework will not be provided for absenteeism of 1-3 days. In case of long term illness for more than 3 days, teachers will work with the parent and student regarding the homework assignments. Each school day, homework is posted on schoolnotes.com and gradebook wizard.com for middle school.

## **Computer/Library Center**

Our Computer/Library Center is supplied with laptops, flat screen, internet, books, magazines, encyclopedias and various reference materials. Grades K-5 have two weekly computer/library periods. We encourage students to use the resources for enjoyment as well as for completing assignments. Parents will be expected to pay for lost or damaged books.

The Computer/Library Center is place to acquire computer literacy skills, conduct research and have quiet reading time. Students who abuse the privilege of its use by misbehaving or who fail to return books or pay fines after repeated reminders will forfeit their library privilege.

## **Lunch Period**

Lunch A (Grades 3, and 4)      10:45 a.m. to 11:25 a.m.

Lunch B (Grades 5, 6, 7, and 8) 11:30 a.m. to 12:00 p.m.

Lunch C (Grades 1, 2 and K)    12:05 p.m. to 12:50 p.m.

Students are to stay seated and eat quietly. If a student does not follow lunch room rules, he/she will lose lunch recess. Lunches are available for purchase through pre-ordering. Lunch menus are provided every two months. Hot lunches are available Monday-Friday.

Milk may be ordered and paid for at the beginning of September for the entire school year.

Students are **required to bring any necessary plastic utensils (no knives)** for lunch each day.

Carbonated drinks, coffee, tea, cocoa and glass containers are not allowed in school. No fast food style lunches are to be delivered to students in school.

## **Cafeteria**

All school rules of behavior apply to the cafeteria. Specifically, in relation to the cafeteria, are the following rules:

1. Deposit all lunch litter in wastebaskets.
2. Leave the table and floor around the student's place in clean condition.
3. All food must remain in the cafeteria.
4. Cooperate fully with adult supervising.
5. For safety reasons, all students must exit cafeteria silently.

## **Recess**

The school takes its responsibility for each child's safety quite seriously. Students are expected to respect the safety and rights of other students. Those students who repeatedly endanger the safety of others by excessive roughness on the playground will be asked to forfeit their play time. On certain rare occasions, parents may request in writing that their child remain indoors during break. Each request will be handled individually by the Principal.

## **Yard Rules**

Due to the number of students using the school yard at one time, the following rules will be enforced to promote safety and order.

1. In the morning students should remain in the school yard until the bell rings. Before school and at dismissal, no ball playing or running is allowed. On rainy days and/or in extremely cold weather special arrangements will be made to allow students to enter the building before the bell rings.
2. Student will leave the building at recess and lunch time and remain the school yard until the bell rings.
3. While on school property there will be no fighting, no pushing or pulling of other children or of their clothing, running/chasing games or any behavior which is considered rough or disruptive. **Our school prescribes to a "No Touching Rule" for all children at all times.**
4. Students are not allowed to make snowballs or play in snow in the school yard.

## **Uniforms**

Uniforms are ordered directly from Collegiate House, Inc., 970 Fellsway, Medford, MA 02155. Telephone - (781) 219-4952.

1. Students enter and leave school property in full uniform.
2. Uniforms are worn daily with exception of a few pre-announced special occasions.
3. If a child is not in complete uniform, the child will receive detention in grades 3-8.
4. Preschool, Pre-kindergarten and Kindergarten students will wear a fleece uniform at all times .
5. Full gym uniforms must be worn for Physical Education. Only IC T- shirts and sweat shirts are acceptable.

6. The only jewelry allowed is a watch without an alarm, religious necklaces and bracelets, and small stud earrings. Bracelets, rings, necklaces (non-religious) are not allowed as they provide a distraction for the student in class. Boys are not allowed to wear earrings of any type.
7. Uniforms, sweaters, boots and lunch boxes should be clearly marked with the student's name and grade.
8. Any sneakers can be worn on Gym Day, Dress Down Day, and with the uniform dress shorts. Sneakers with primary colors are permitted with uniform pants. **Sneakers with roller skates and/ or lights are not permitted.**
9. No leggings, boots, sandals, clogs, moccasins, platforms or heels are allowed. All shoes should be flat with rubber heels.
10. No printed T-shirts under school shirt. Undershirts should not be visible except for at the neckline.
11. All Collegiate House purchases must be from the I.C. approved list.
12. Body piercing or tattoos (stick on or otherwise) are not allowed.
13. No fake nails, acrylic enhancements, or nail tips allowed. Only clear polish is allowed.
14. Make-up should look natural.
15. Boys' hair must be off the collar and off the ears. Eyebrows must be visible.
16. Hair decorations should be simple headbands or barrettes, free of glitter or adornments.
17. No unnatural hair color is permitted on either girls or boys. Only natural colored hair extensions are allowed for girls.
18. Students may not have shaved heads, shaved lines, or shapes or Mohawk.
19. Hats, for boys and girls, cannot be worn inside the school building.
- 20.

*Preschool and Pre-kindergarten Uniforms (boys and girls):*

- Navy sweatshirt with school logo.
- Navy sweatpants.
- Light blue school polo shirt.
- No light up sneakers.
- White athletic socks.
- No lace sneakers allowed
- Optional (until Nov. 1 and after May 1st):
  - Navy fleece shorts.
  - Any of the following white or navy sneakers are acceptable:
    - Velcro sneakers
    - Zipper sneakers
    - Slip on sneakers

Girls Uniforms Grades K-5:

- White uniform blouse
- Jumper - **must be of appropriate length (touching the knee).**
- Dark colored bike shorts must be worn under jumpers
- Dress shoes in navy and black (no boots, sandals, clogs, heels, light up sneakers or platforms). Shoe laces must coordinate with the shoe color. Only black and blue sneakers can be worn with a jumper.
- Navy blue knee socks or navy blue tights may be worn year round.
- No white socks with the Jumper

#### *Girls Uniforms Grades 6-8*

- Navy skirt or pants with grey knit polo shirt
- Khaki skirt or pants with navy knit polo shirt
- Navy blue uniform sweaters, fleece, or school sweatshirts only.
- Navy blue knee socks or navy blue tights may be worn year round.
- School uniform dress shorts and school polo shirts with logo are optional until Nov. 1 and after May 1. Sneakers, with white athletic socks visible, are acceptable except for bright, multi-colored, or neon colored. No platforms, high tops, or lights.
- Only uniform drawstring bags are allowed. These can be purchased from the school office for \$10.00.
- Navy, black, or white socks only.

#### *Boys Uniforms Grades K-5:*

- Light blue short/ long sleeve school regulation polo shirt with navy blue uniform dress slacks.
- No jeans of any style.
- No cargo pants or cargo shorts.
- Dress shoes in navy, black, or brown. All black or navy blue sneakers are permitted.
- No light up sneakers
- Navy blue uniform sweaters or school sweatshirt only.
- Navy, black, or white socks only.
- School uniform dress shorts and school polo shirts with logo are optional until Nov. 1 and after May 1. These must be worn with plain white athletic socks and sneakers. (No high tops, platforms, or lights).

#### *Boys Uniforms Grades 6-8:*

- Navy pants with grey knit polo shirt
- Khaki pants with navy knit polo shirt.
- No cargo pants or cargo shorts
- No jeans of any style.
- Dress shoes in navy, black, or brown. Sneakers are acceptable except for bright, multi-colored, or neon colored. No platforms, high tops, or lights.

- Navy, black, or white socks only.

#### *Gym Uniforms (Boys & Girls) Grades K-8*

- Navy gym uniform sweat pants.
- Gray school gym tee shirt.
- Navy gym sweat shirt to be worn only on gym day.
- White Athletic socks.

#### *Optional (until Nov. 1 & after May 1):*

- School shorts (Must be purchased from Collegiate House)

**Violations of Dress Code will result in a uniform detention.**

## ***Personal Appearance***

Good dress habits go hand in hand with good work habits. Students are to be neat, clean, and dressed appropriately for school. Neat hair styles are part of good grooming. The obligation of having the child's hair style conform to school regulations lies with you, the parents, not with the school faculty. We count on you to see that the hair is always trimmed. No excessively long hair will be allowed. Hair must be clean and no longer than the collar in the back (boys) and away from the eyes. Hair decorations should be subtle and tasteful. This policy applies from Grades 1-8. Hats, for boys and girls, cannot be worn inside the school building.

### ***Dress-Down Day Guidelines:***

Dress-down days are an opportunity for the students to come to school in more casual, informal attire. While, we enjoy seeing the students in regular clothes, we request that parents or guardians adhere to dress code guidelines, especially on these days. The casual attire must be modest, safe, and appropriate for a Catholic School environment. Sandals/flip flops are dangerous on the stairs and fire escapes, and are not permitted at any time, including dress-down days. Shoes must be safe. For safety reasons, sandals and Crocs are not allowed. Shorts and skirts must touch the top of the knee. No short shorts, extreme mini-skirts, muscle shirts, cold shoulder tops, torn jeans, crop tops, logo T-shirts, or form fitting spandex may be worn on Dress-down days.

Gym clothing is acceptable dress-down day attire.

God's Word encourages modest dressing. Clothing that is in any way too revealing or otherwise inappropriate does not belong in a Catholic school setting. A complete list of inappropriate styles is too far-reaching to produce, and styles change constantly. Therefore, please remember that the best school environment is conducive to learning and free of unnecessary distractions, including those that inappropriate clothing may cause.

**Any student who is not dressed in the appropriate school uniform or who is in violation of the dress code, including the school policies on make-up and hair, will be subject to disciplinary measures. Parents may also be called to pick up their child and take him/her home to change. Uniform code will be enforced, and we ask parents' assistance in enforcing the dress code of the school.**

## **Reporting Progress & Testing**

The school year is divided into trimesters. At the close of each trimester, report cards will be issued. If a student is performing less than satisfactorily, a progress report will be issued mid-term.

It is good policy to check for regular class tests results, and if the teacher requests a signature please sign. Students in Grades K-8 receive an Interim Assessment in the fall and spring, as well as regular classroom testing. All report cards for grades 1-8 must be signed by a parent/guardian and returned to the teacher.

## **Summer Sessions**

If a student in grades 3-8 fails any subject, that child will be required to attend an accredited summer school or be tutored by a certified teacher for an amount of class time equal to that of an accredited summer school.

Students who enroll in summer remediation programs must provide proof of attendance, completion, and achievement.

If any student receives more than two F's as a final grade, the student will be retained.

## **Registration Procedures**

To be eligible for Kindergarten, the child must be 5 (five) years old by August 31.

To be eligible for Pre-kindergarten the child must be 4 (four) years old by August 31 and toilet trained.

To be eligible for Preschool, the child must be 3 (three) years old by August 31 and toilet trained.

New students entering any grade must present the following at the time of registration:

1. Birth Certificate
2. Baptismal Certificate
3. Report cards, test results, and a transfer card if the child enters any grade after Kindergarten.
4. A record of immunizations, boosters, and illnesses or allergies.
5. New admissions for grades 1-8 require an interview, a placement test, a copy of the most recent report card, and MCAS scores (or other standardized test scores).

## **CONDUCT CODE**

School discipline is a must if learning is to take place. A respectful, responsible, and Christian attitude is expected at all times at The Immaculate Conception School for all students. Therefore, there will be ZERO TOLERANCE at school and school-sponsored activities for any of the following behaviors that are contrary to the school mission and violate the Conduct Code:

Bodily injury to another  
Bullying  
Fighting  
Foul Language  
Gross disrespect (to the principal, teacher, parent or any other person)  
Continuously disruptive behavior in class, halls, cafeteria, or in the school



## **DISCIPLINARY ACTIONS**

The severity of the offense will determine which of these disciplinary actions to be taken.

Detention  
Teacher/Parent/Child Conference  
In-house Suspension  
Principal/Pastor/Family Conference  
Expulsion

### **Self-discipline**

Continual lack of growth in self-discipline disturbs the learning atmosphere in our school and infringes on the rights of other students. Some specific examples of lack of self discipline follow:

1. Failure to listen to teachers
2. Frequent acts of disobedience or disrespect
3. Continual disregard for dress code
4. Chewing gum at any time on the school premises
5. Frequent tardiness to school or class
6. Plagiarism is copying anything or taking the information from the internet, book, magazine, newspaper article, etc., and claiming it is the student's work. To avoid plagiarism, the student must use quotation marks and cite the sources, and give credit to the author.
7. Cheating is copying another student's homework, assignment, test or quiz. To avoid cheating, the student must practice the skill and independently complete a test or quiz.
8. Leaving the school premises without permission.
9. Vandalism to books, equipment, buildings and grounds, or theft.
10. Making threats/fighting/swearing.
11. Possession of a weapon, alcohol, drugs, or smoking of any substance. This example is a list of more serious offenses, which would result in expulsion.
12. Throwing anything at people, vehicles, or school property
13. Any type of disturbance on a bus, thereby endangering the safety of others.

Use of electric or electronic items is not allowed on school property, in the building, or in class during school hours. These items may **not** be used during after school clubs, detentions, or classroom activities, either. The following list is not inclusive, but is meant to suggest the types of items that are not permitted during the school day.

1. For grades 5-8, cell phones will be collected in the morning and returned to students at the end of the school day.
2. For grades 1-4 cell phones will be turned off when in school and left in their backpacks.
3. No cell phones and tablets allowed during afterschool program.
4. No electronic, wireless equipment, or electronic games.

Should a student use any of the items during school, they will be confiscated and returned at the end of the day.

The school office phone is available to students to call their parents/guardians for important matters only. The phone cannot be used to arrange for the delivery of homework, classwork, or other materials.

## **Respect**

The teachers and Principal need the support of all the parents and guardians. We are partners in the education, training, and moral development of our student body. We all are striving for the same goals. It is important that there be complete unity in authority between parents, guardians, and teachers. It is a good policy to WITHHOLD JUDGMENT on what appears to be a problem or grievance until you receive all the facts from the proper person.

Problems discussed with neighbors and friends may not be factual at times and can hurt all involved. The final authority of all disciplinary problems will rest with the Principal.

Disrespect for teachers or others in positions of authority will not be tolerated. An effectively run school depends upon school spirit, high morale, cooperation, and mutual respect between faculty and student. A cooperative spirit ensures the best educational results.

Any parent or guardian who is verbally or physically abusive to any staff member, or otherwise behaves in a disrespectful, disruptive manner, may not be allowed on school property or in attendance at any school sponsored activities. Another family representative must be appointed as a contact guardian to deal with school matters on the student's behalf.

## **Channel of Communication**

Since we are all human, we all make mistakes. This is IC's channel of communication for sharing information and solving problems should the need arise:

**Step 1. Child and parent discuss problem/question. If no solution...**

**Step 2. Parent calls to arrange a meeting with the teacher involved.**

**Step 3. Parent, teacher, and student have a meeting. If more information is needed...**

**Step 4. Parent sets up an appointment with the Principal. Then...**

**Step 5. Parent, teacher, student, and Principal meet.**

We ask that you please go through the proper channel of communication if you have any questions or problems. It is only through proper communication that questions can be answered and problems can be resolved. The Principal will not deal with any problems brought directly to the office without having gone through the proper channels.

Remember, questions, and concerns can only be addressed through school communication. You will not receive accurate information by having discussions with others not directly involved in the matter. The school will not tolerate gossip or slanderous remarks regarding teachers, students, or parents as it is not Christ-like and does not support the Catholic teachings of IC School. We are all part of God's family and as such should be treated with respect and understanding.

## **Discipline in Specialist Classes**

**(e.g., gym, music, art, library and computer)**

All students are expected to give the same respect and attentiveness in the specialist classes as they do in their regular classrooms. Conduct expectations are the same in Specialist classes as they are in any class.

## **Discipline Policy for Grades 3-8**

The following is a list of some violations for which disciplinary measures will be taken:

1. Any acts inconsistent with the philosophy and mission of Immaculate Conception School
2. Tardiness
3. Disobedience
4. Improper uniform (including gym uniform)
5. Failure to complete homework assignments
6. Plagiarism and cheating
7. Unacceptable classroom/ lunch/recess behavior
8. Gum chewing
9. Foul language
10. Fighting (verbal or physical)
11. Spitting
12. Truancy
13. Smoking
14. Threatening a student or teacher
15. Disrespect/ sexual harassment to any adult or student
16. Vandalism (student will also be responsible for any repair or replacement costs of damaged item)
17. Drinking/ drugs
18. Possession of weapons
19. Possession of lewd or suggestive material
20. Any threats involving guns or knives will be handled on an individual basis by the principal.

### **Disciplinary Measures:**

#### *Bullying Consequences: Grades 3-8*

Verbal Insult	Verbal Threat of Physical Harm	Intentional Physical Contact
1. Verbal Warning	1. Suspension at discretion of Principal	1. Parent /Pastor/Principal Conference with expulsion and option at discretion of Pastor and Principal
2. Detention and Parent/Parent Conference		2. Parent/Pastor/Principal Conference with expulsion an option at discretion of Pastor and Principal
3. Suspension		
4. Principal/Pastor/Parent Conference with expulsion an option at discretion of Principal and Pastor		

DOCUMENTATION OF EVERY OFFENSE WILL BE KEPT IN THE OFFICE. Because of the age and immaturity of the students below grade 3, any incidents will be handled on a case by case basis.

## **General Information**

1. Students are not permitted to use the office phone except in emergencies and with the permission of the Principal or the office manager.
2. **READ ALL NOTICES THAT ARE SENT HOME.** This is an important means of communication. **WE WILL ADHERE TO DEADLINES!**
3. No iPods, cell phones, electronic toys of any kind, laser pointers, CD players, tablets, or tape recorders are allowed in the classrooms.
4. During the school year, students will be photographed and/or videotaped on different occasions as part of school promotional material.
5. The Immaculate Conception School and school yard are smoke-free and pet free.
6. All monies sent into the office must be in envelopes clearly marked with child's name, grade, and purpose.
7. Please go to our website [www.icrevere.org](http://www.icrevere.org) for important information and the monthly calendar.

## **Transfer Procedure**

Parents are asked to notify the school office in advance of the date of transfer. The following information should be given:

1. Name and grade of child
2. Reason for transfer
3. Name and new address, including zip code, of the school your child will attend
4. Last date your child will attend this school
5. Release of Records Form must be signed

Upon receipt of the above information, the school office will mail out the accumulated scholastic records, standardized test results, and health records directly to the school provided that:

1. All text and library books have been returned
2. All bills are paid to date

## **Fund Raising and Volunteering**

Catholic schools in America have flourished for the past 200 years by the dedication and self-sacrifice of our Catholic people. They perceived value in Catholic schools and they labored to perpetuate it. That value still exists, and we will be soliciting your help in the PICS (Parents of I.C. students) Planning Committee fund raising projects and individual school sponsored fund raisers. All families are required to participate in fundraising efforts. Either a parent or guardian of each child must volunteer for a school related activity. At the beginning of each school year parents will be notified of volunteer opportunities at the school.

## **Public Relations**

During the school year many photos are taken of the students participating in various activities. These photos are used for newspaper releases, church bulletins, the school website, and bulletin boards inside and outside of the school. If you do not wish your child's image to be included in any of these public relation contexts, kindly contact the school office during the month of September.

**FAIR SHARE CONTRACT 2017- 2018**  
**Sample only**

Tuition alone does not cover the cost of educating a student at Immaculate Conception School. Consequently, each family is required to do their "Fair Share" by participating in each of the following:

- 1. School Volunteer** You can avoid paying the \$200 Activity Fee by volunteering for at least one school activity. Volunteer opportunities will be offered to each family at the annual Back to School Night in September. If a family chooses not to volunteer, the family will be assessed the \$200 Activity Fee.
- 2. Money Calendar Raffle:** Each family is required to purchase (10) ten \$10.00 raffle money calendars for a total of \$100.00 during the month of November.
- 3. Pot of Gold Ticket:** Each family is required to purchase (1) **one** Pot of Gold raffle ticket (\$100.00) during the month of March.
- 3B. Student Pot of Gold Ticket:** Each student will participate in the class Pot of Gold ticket by contributing \$5.00 toward the ticket.
- 4. Christmas Bazaar Basket and Teacher Appreciation Day:** Each student is responsible for a \$10.00 donation, half of which will go toward the grade level basket for the Christmas Bazaar and the other portion as a thank you on Teacher Appreciation Day.
- 5. Candy Drive:** Each child is responsible for the purchase of one box of candy. If s/he wishes to participate in the competition of the drive, they are encouraged to do so.

Participation in the above activities not only provides fiscal support for the school but builds school community while allowing parents opportunities to work together for the betterment of their child(ren)'s school. Working together we can make so much happen for our children.

**\*\*\*Please note, items 2-3B are incorporated as part of the tuition.**

The signing of this agreement confirms your understanding and acceptance of its terms and conditions.

Signature of Parent or Guardian \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Date: \_\_\_\_\_

Name and grade of child(ren) attending Immaculate Conception School:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Additional Information**

### *Preparation for the Sacraments*

Programs are provided to assist parents and guardians in preparing their children for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Parents' and guardians' active participation in these programs is of utmost importance.

### *Handbook*

The school and /or Principal retain the right to amend the handbook for just cause, and parents will be given notification if such changes are made.

### *PICS- (Parents of Immaculate Conception School)*

The Immaculate Conception PICS Association exists as a part of the Immaculate Conception School. The purpose of the Association shall be to encourage a sense of spirituality, community and understanding between the Faculty, parents, and students of the school. The major responsibility of the PICS Association is to raise funds for the benefit of the IC School. It is a vision of this Association to provide not only fundraising activities but also social activities that will provide enjoyment to the entire age range of families attending our school. Each class is assigned two homeroom parents. In the event that more than two parents volunteer for a particular grade level, the homeroom parents will be selected randomly from the pool of parents.

## **Helpful Hints**

1. **Money should always be in an envelope with student's name, grade, purpose, and amount.**
2. All students must use book bags, and all hard cover text books must be covered.
3. Show an interest in the school work your child takes home.
4. Give the child responsibility suitable to his/her age and ability.
5. Attend meetings that have to do with your child.
6. Cooperate with the school in all regulations that will assist your child.

## **Study Habits Checklist**

Discussing this checklist with your child may help establish good home study habits.

<i>Topic</i>	<i>Ask your child these questions...</i>
Understanding the Assignment	<ul style="list-style-type: none"> <li>• Do you make sure you understand the assignment before you leave class?</li> <li>• Do you make sure you understand the purpose of the assignment?</li> <li>• Do you write the assignment in an assignment notebook?</li> </ul>
Finding Materials Quickly	<ul style="list-style-type: none"> <li>• Do you use textbook aids efficiently, table of contents, index, chapter and section headings?</li> <li>• Do you use the library card catalog, the Readers' Guide and other tools for locating information rapidly?</li> <li>• Do you keep accurate notes of teacher suggestions and directions for doing assignments?</li> </ul>
Applying Yourself to Your Work	<ul style="list-style-type: none"> <li>• Do you plan your work in advance?</li> <li>• Do you begin work promptly?</li> <li>• Do you keep your mind on the subject and not on distractions?</li> <li>• Do you try to develop your powers of concentration?</li> <li>• Do you anticipate deadlines so that you will have your work done on time?</li> <li>• Do you hand assignments in promptly?</li> </ul>
Providing Good Physical Conditions for Study	<ul style="list-style-type: none"> <li>• Do you have sufficient light, a comfortable area to work, and all the materials you need?</li> </ul>
Analyzing Study Habits	<ul style="list-style-type: none"> <li>• Do you make frequent checks of your study habits to make sure you are improving?</li> <li>• Do you work on increasing your vocabulary?</li> <li>• Do you try to improve your reading speed and comprehension?</li> </ul>

## **Financial Information**

### **2017-2018 Tuition Rates**

<b>Grades 1 -8</b>	<b>Tuition</b>	<b>Calendar Raffles</b>	<b>P.O.G Ticket</b>	<b>Fair Share</b>	<b>Total Tuition</b>
One Child	\$5,190	\$100	\$100	\$15.00	<b>\$5,405</b>
Two Children	\$10,180	\$100	\$100	\$30.00	<b>\$10,410</b>
Three Children	\$15,170	\$100	\$100	\$45.00	<b>\$15,415</b>
<b>Preschool and Prekindergarten</b>					
5 Days	\$6,585	\$100	\$100	\$15.00	<b>\$6,800</b>
<b>Kindergarten</b>	\$5,495	\$100	\$100	\$15.00	<b>\$5,710</b>

### *Registration Procedure 2017-2018*

If tuition is paid in full by June 6, 2017, a 3% discount will be given.

**Every family who does not pay the tuition in full by June 6, 2017, must enroll in the F.A.C.T.S. tuition program. This is mandated by the Catholic Schools Office of the Archdiocese of Boston.**

A \$200.00 sibling discount will be given to the second child in Preschool, Pre-K, and Kindergarten.

### *Tuition Refund Policy*

The Tuition Refund Policy at Immaculate Conception School is as follows:

1. Monthly (FACTS) payment – **No refund for withdrawal at any time.**
2. There will be a 50% refund for tuition that has been paid in full in June, if the student withdraws before the start of the school year.
3. If withdrawal is before the end of the first trimester, the refund will be 25% of the paid tuition.

**PLEASE NOTE: ALL REGISTRATION AND SEAT DEPOSIT FEES ARE NON-REFUNDABLE**

## **Graduation**

**A graduation fee of \$200 must be paid by February 28. This is all inclusive and covers graduation expenses for the students. All financial obligations must be completed by February 28. Students will not be allowed to participate in graduation activities until all financial obligations have been met.**



**Notification of Asbestos Re-inspections**

To: Parents and Staff of I.C. School  
From: Mr. Stephen P. Hanley, Principal  
Date: September 2017

In Compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspection of the asbestos materials every three years. Therefore, during the designated time, accredited asbestos inspectors perform these re-inspections. An Accredited management planner reviews the results of the re-inspections.

All asbestos materials in this school are in good condition, and we will continue to manage them in place, as recommended by the accredited management planner.

The results of the re-inspection are on file in the management plan in the school's administrative office.

**UNAUTHORIZED USE OF SCHOOL NAME**

No student, or student's parent or guardian, without the express prior written authorization of the school's principal (administrative head), may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trip, vacation or other accommodations
- To post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

## **INTERNET USE**

The purpose of making technology available is to enhance teaching and educational discovery. The use of Internet is a privilege not a right and therefore entails responsibility. Students are responsible for appropriate behavior while using computers and when on the network. Although there is an effective filter on our computers, it is the responsibility of the user to avoid sites containing objectionable material. Violations of network/computer use rules will result in loss of access and/or other disciplinary or legal action.

1. Students will access the Internet for research only, as assigned by teachers.
2. Appropriate network and interpersonal etiquette are expected. Vulgarities, abusive language, Offensive messages or pictures, and dishonestly are prohibited.
3. Academic honesty requires proper citation of sources, including electronic sources.
4. Students will notify the supervising teacher of any security problems.
5. Revealing home address, phone number or information about yourself or anyone else is prohibited.
6. E-mails, chat rooms, instant messages, Twitter, and Facebook are prohibited between students; however, E-mails may be authorized under the supervision of a teacher as part of a class assignment.
7. Damaging computer systems, computer networks, software will result in immediate disciplinary actions.
8. Transmission of any material protected by copyright laws and/or trespassing in another's files are prohibited.
9. Creating "home pages", employing the network for commercial purposes or advertising is prohibited.
10. Students and parents must sign the Handbook Verification form before any Internet use.

I hereby agree to comply with the stated expectations – communicating over the network in a reliable fashion and honoring all relevant laws and restrictions.

As a parent or legal guardian of this student, I grant permission for my child to access networked computer services on the Internet. I will hold my child responsible for any materials acquired on the network. I understand that FAS staff may also cancel my child's privileges for inappropriate use.

## **Acceptable Internet Use Policy for Students**

The Immaculate Conception School is pleased to make available to student's access to interconnected computer systems within the school's Local Area Network and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for Immaculate Conception School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of Immaculate Conception School and the Internet Service Provider that provides Internet access to The Immaculate Conception School. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Immaculate Conception School cannot provide access to any student who, if 18 years of age or older, fails to sign and submit the Policy to the School as directed or, if under the age 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. TERM OF THE PERMITTED USE**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed, will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in The Immaculate Conception School before they are given an access account.

### **III. ACCEPTABLE USES**

#### **A. Educational Purposes Only**

The Immaculate Conception School is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

#### **IV. Acceptable Use and Internet Safety Policy**

##### CONDITIONS AND RULES FOR PROPER AND ETHICAL USE

###### Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of the account must be in support of and consistent with the educational objectives *The Immaculate Conception School*.

###### **Privilege**

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these condition and rules, may result in the cancellation of this privilege.

###### **A: RESPONSIBLE USER**

A responsible user of the Internet may keep an account as long as the user is a staff member or student in *The Immaculate Conception School*.

A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (email) to other users only when corresponding on school projects.
- Use the Internet to explore other computer systems.

A responsible user:

- May NOT use the Internet for any illegal purpose.
- May NOT use Instant Messaging.
- May NOT sign onto social networks, i.e. Facebook, Twitter, Snapchat and Instagram.
- May NOT randomly search the Internet without a teacher's express consent.
- May NOT download images, files or music without a teacher's express consent.
- May NOT participate or generate hate mail.
- May NOT use the network to access obscene or pornographic material.
- May NOT use impolite or abusive language.
- May NOT violate the rules of common sense of etiquette.
- May NOT change computer files that do not belong to the user.
- May NOT receive copyrighted material without permission.

Note that system administrators have access to all user accounts, files, etc. including email. By signing this agreement you acknowledge that you:

- Understand the rules and regulations of *The Immaculate Conception School Acceptable Use Policy*.
- Realize that if the rules are violated your privileges will end.
- Understand there will be no second chances.

###### **B. Unacceptable Uses of Network**

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm virus, "Trojan horse" or "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

#### C. Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

### **IV. INTERNET SAFETY**

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name, or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. Active Restriction Measures. The Immaculate Conception School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

## V. PRIVACY

Network and Internet access is provided as a tool for your education. The Immaculate Conception School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of The Immaculate Conception School and no user shall have any expectation of privacy regarding such materials.

## VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which The Immaculate Conception School may refuse to reinstate for the remainder of the student's enrollment in The Immaculate Conception School. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Immaculate Conception School may also take other disciplinary action in such circumstances.

## VII. WARRANTIES/INDEMNIFICATION

The Immaculate Conception School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold The Immaculate Conception School the Internet Service Provider that provides the computer and Internet access opportunity to The Immaculate Conception School, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of the user's use of his or her access to its

computer network and the Internet, whether that use is on a School computer or on another computer outside enter School's Name's network.

#### VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.



## **Disclaimer for Computer and Network Use**

Roman Catholic Archdiocese of Boston  
Disclaimer for Computer and Network Use

This computer and the information network of the Archdiocese of Boston are owned and controlled by the Roman Catholic Archbishop of Boston, a Corporation Sole ("RCAB"). Information contained on this computer and on the network, including all email and attachments, shall not be considered the personal or confidential information of the user.

The use of this computer and the information network are subject to monitoring, recording, reading, copying, capture and storage by RCAB and its authorized personnel at any time.

A user of this computer and the network shall NOT HAVE ANY REASONABLE EXPECTATION OF PRIVACY WITH REGARD TO ANY INFORMATION STORED ON OR TRANSMITTED BY THIS COMPUTER OR THE NETWORK, INCLUDING ANY EMAIL OR ATTACHMENT. RCAB, in its sole discretion, may cooperate with law enforcement personnel with respect to the investigation of any criminal behavior, including the disclosure of information, including email and attachments, contained on or transmitted by this computer or the network, including any logs relative to the use of this computer and network.

You may not use this computer or the network to:

- (a) Act in a false, inaccurate, misleading, or fraudulent manner;
- (b) Defame, abuse, harass or threaten others;
- (c) Make any bigoted, hateful, or racially offensive statements;
- (d) Advocate illegal activity or violate any law, statute, ordinance or regulations;
- (e) Post or distribute any material that infringes and/or violates any right of a third party (e.g., copyright, patent, trademark, trade secret or other proprietary rights, or rights of publicity or privacy) or any law;
- (f) Post or distribute any vulgar, obscene, discourteous, or indecent language or images;
- (g) Advertise or sell to or solicit others; or
- (h) Post or distribute any materials that contain a virus or other harmful component. You may not use this computer or the network to:
  - (a) Send email that harasses any other person, whether through language, frequency of messages, or size of messages;
  - (b) Send e-mail to any person who does not wish to receive it
  - (c) Send unsolicited bulk mail messages ("junk mail" or "spam");
  - (d) Forward or otherwise propagate chain letters; or
  - (e) Send malicious e-mail.

This computer and network may only be used for business on behalf of the Roman Catholic Archbishop of Boston, a Corporation Sole and may not be used for personal use.

**USE OF THIS COMPUTER AND THE NETWORK BY ANY USER SHALL CONSTITUTE THEIR ACKNOWLEDGEMENT OF AND CONSENT TO THE PROVISIONS SET FORTH HEREIN**

## PARENT AND STUDENT AGREEMENT

As the parent or legal guardian of the student(s) listed below, I have read, understand, and agree that my child or ward shall comply with the terms of *Immaculate Conception School's* Acceptable Use and Internet Safety Policy for the student's access to The Immaculate Conception School's computer network and the Internet.

I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I am, therefore, signing this Policy and agree to indemnify and hold harmless the School, *Immaculate Conception School* and the Data Acquisition Site that provides the opportunity to *Immaculate Conception School* for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy.

Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access *Immaculate Conception School's* computer network and Internet.

Should my child commit any violation or in any way misuse the access to *Immaculate Conception School's* computer network and the Internet, I understand and agree that his/her access privilege may be revoked and School disciplinary action may be taken against him/her.

Young pre-readers and writers: *Parent or guardian must sign the statement indicating they have explained to their child in full what is and is not acceptable in regards to proper Internet use.*

**We have read, understand, and agree to be governed by this handbook in all matters pertaining to Immaculate Conception School.**

Parent or Guardian name(s) \_\_\_\_\_  
(Print clearly)

Parent or Guardian signature(s) \_\_\_\_\_ DATE \_\_\_\_\_

Student name(s) and grade(s) \_\_\_\_\_  
\_\_\_\_\_

Student Signature(s) \_\_\_\_\_

**Please tear out this page and return to your child's teacher by Wednesday, September 20, 2017.**

**Return of this page is mandatory for continued admittance of your child (ren) into the school.**