

## MISSION STATEMENT

*Immaculate Conception High School strives, within the context of a family, to develop the whole person: morally, intellectually, socially, and physically. Recognizing the worth and uniqueness of each individual, we prepare students for life beyond high school, so that as responsible Christians, they will make a positive difference in the world of today...and tomorrow.*

## PHILOSOPHY

*Immaculate Conception High School, rooted in Roman Catholic beliefs, is committed to provide an atmosphere in which its community will mature spiritually, academically, physically, emotionally, and socially. This community strives to identify and share the resources and talents of all its members, regardless of their backgrounds, and to nurture this growth on the tradition of Christianity and on the democratic ideals of our country.*

*The mutual maturing and development experienced by the entire Immaculate Conception community is meant to provide a learning experience in which all the students may develop their academic skills, moral principles, beliefs, creativity, ambitions, and to learn to respect the same development in other community members.*

*Immaculate Conception's faculty, through a four-year college preparatory curriculum, endeavors to guide students to investigate their own potential for higher learning and development, and to establish the personal, moral, and professional values that afford a productive life. The establishment of a lifetime process of caring for the well being of both their bodies and minds is essential.*

## TELEPHONE NUMBER AND EXTENSIONS

MAIN NUMBER.....(973) 744-7445

Main Office.....	ext.10
Principal.....	ext.30
Vice Principal.....	ext.14
Development.....	ext.12
Guidance Director.....	ext.18
Guidance .....	ext.16
Admissions.....	ext.24
Athletics.....	ext.23
School Nurse.....	ext.22
Field House.....	(973) 783-7933

**Emergency/Snow Closing Message..... Ext. 33**

## **PURPOSE AND USE OF HANDBOOK**

The handbook exists to foster the efficient operation of Immaculate Conception High School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

## **ACCREDITATION**

Immaculate Conception High School is accredited by the Archdiocese of Newark and the Middle States Association of Colleges and Schools. Immaculate Conception High School is also a member of the New Jersey State Interscholastic Athletic Association and the Colonial Hills Conference.

## **NONDISCRIMINATION POLICY**

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

## **RELIGIOUS EDUCATION AND RELIGIOUS SERVICES**

The non-Catholic student is welcome at Immaculate Conception High School. The non-Catholic student is expected to understand and agree that the School exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and the liturgical services schedule for students during the school year.

## **GRADUATION REQUIREMENTS**

The following course and credit requirements must be satisfied by all students before a diploma certifying graduation from Immaculate Conception High School is awarded.

Students must:

- A. Complete satisfactorily a minimum of 120 credits.
- B. Complete satisfactorily all classes in the senior year.
- C. Repeat and pass any course failed in a given year in an accredited summer school immediately in order to receive proper credit.
- D. Students who fail three or more courses are asked to withdraw from the school.

The following courses are required of all students:

Religious Studies	4 years
Communication (English)	4 years
Mathematics	4 years
United States History	3 years
Global History	1 year
Science	3 years (with lab)
(Physical Education and Health, Safety)	4 years
Fine or Practical Art	1 year
Modern Language	2 years
Electives	Totaling 23 credits

## CURRICULUM

The curriculum of Immaculate Conception High School is established so that students can meet the entrance requirements of colleges and universities of their choice. Subjects should be chosen carefully since colleges vary widely in their admission requirements: college catalogues should be carefully studied. An acceptable program might include:

English	4 units	Foreign Language	2 – 3 units
History	4 units	Mathematics	4 units
Science	2 or 3 units (with a lab)		

Remaining units to total 14 should be selected from electives.

## COURSE OFFERINGS

The following courses are offered at Immaculate Conception High School:

### Grade 9

Religious Studies  
Peer Ministry  
Algebra I  
Pre-Algebra  
English I  
Global History  
Spanish I  
Physical Science  
Health  
Physical Education  
*Honors by Choice Program*  
Art I

### Grade 10

Religious Studies  
Algebra I  
Geometry  
English II  
U.S. History I  
Spanish II  
Biology  
First Aid  
Physical Education  
Music  
Computer Studies  
Careers/College Exploration  
*Honors by Choice Program*  
Art II

### Grade 11

Religious Studies  
Christian Service Project  
Algebra II  
Geometry  
Pre-Calculus  
English III  
U.S. History II  
Chemistry  
Spanish III  
Computer Studies  
Driver Education  
Elective Choice  
*Honors by Choice Program*

### Grade 12

Religious Studies  
Peer Ministry  
Contemporary US History  
AP US History  
English IV  
AP English Literature  
Mathematics: Algebra II, PreCal, Calculus,  
Senior Math  
Physical Education/Health  
Economic  
Elective Choices:  
Art III  
Art IV  
Creative Writing  
Adv Computer Studies  
Forensic Science  
Business Education  
Criminal Justice  
S.H.A.R.E.  
*Honors by Choice Program*

## **Honors By Choice and Performance**

Honors by Choice and Performance is a program which allows any interested student to attempt honors credit in a course of his/her choosing. Students and parents must sign an Honors contract in October and students must fulfill the stipulations of the contract with the help of the subject area teacher. At the end of the year if the terms of the Honors Contract are met, the student will receive Honors Credit which will affect his/her cumulative GPA. Students are strongly encouraged to take part in this program.

## **PROGRESS REPORTS**

Progress reports will be issued halfway through each marking period. The progress reports should be signed by the parent/guardian and returned, care of the student, within two days of distribution. Students with poor progress reports may be required to attend mandatory study hall.

## **REPORT CARDS**

Four report cards are issued a year corresponding to the four marking periods of the school year. The first two report cards will be given out at the November and February Parent/Teacher meetings. The last two report cards will be mailed to parents/guardians in April and June. The marking period grade represents a composite of daily class work, homework, class projects, quizzes, and testing. A passing grade in all subjects is 65. A failure is any grade below 65. All failures under 65 necessitate attendance at an approved summer school. If a student fails three or more subjects, he/she is automatically dropped from the roll. Students who fail three major subjects during a marking period will be prohibited from participating in athletics and extra curricular activities. Administrative approval is needed for re-entry into the athletic and activity program.

## **HOMEWORK**

Immaculate Conception High School considers homework to be an integral part of the learning process. Homework may include written assignments, research, reading or review. The purpose of homework is two fold: to reinforce material presented in class and to introduce the student to supplementary and extended areas of the curriculum. All students should spend between two and three hours per night on homework.

## **ATTENDANCE POLICY**

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Immaculate Conception High School requires that all students enrolled in the school attend classes regularly in accordance with the laws of the state. Illness, death in the immediate family, and quarantine are the only legal absences.

In case of absence, the parent/guardian of the student must notify the school before 9 a.m. (973) 744-7445 ext. 10. Unexcused absences of five (5) or more days within one month will result in Saturday detentions.

## **ABSENTEEISM**

Pupils absent in excess of seven (7) days will receive a warning letter for possible no credit. A student absent in excess of fourteen (14) days may receive no credit for courses taken. At this time a parent conference will be held to discuss further procedures.

Upon returning to school after an absence the student will present to the attendance officer a written, dated excuse in writing from his/her parent/guardian. These notes are kept on file for the year. The school reserves the right to verify such statements and to investigate the cause of each absence. Failure to submit a note of excuse on the date of return may make the absence illegal.

Medical excuses will only be accepted on the day the student returns to school after an illness. At times, documented medical proof of absence may be requested.

No student is excused before the end of the school day without the permission of the principal. Any student who leaves the school grounds without the proper permission is considered truant and will be suspended after a parent

or guardian has been notified. No student may participate in extra curricular activities who is not in attendance at the school that day.

### **LATE TO SCHOOL**

A warning bell will ring at 7:50 a.m. This is followed by the first (1<sup>st</sup>) bell that rings at 7:55 a.m. Students arriving at school after 7:55 a.m. must report to the attendance officer for a late slip to be presented to their teachers. At the discretion of the attendance officer, any student who arrives at school after 8:30 a.m. will have to notify a parent/guardian of the time of arrival.

Lateness will result in an after-school detention. Students who are late more than five times a month will serve Saturday detention in addition to daily detention.

### **SEVERE WEATHER – SCHOOL CLOSING**

In case of severe weather or an emergency school closing, please call (973) 744-7445, ext. 33. This information is also available on New Jersey 12. Parents will receive a call from ONECALL NOW phone tree in the event of emergency closing. It is the responsibility of the parent to inform the school of changes in phone numbers. Emergency closings will also be posted on the school website (ICHSPRIDE.ORG) and email messages will be sent to students' school emails.

### **GENERAL DISCIPLINE POLICY**

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. **Appropriate discipline is within the discretion of the principal. The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause.** The administration reserves the right to implement new policies and regulations when it is deemed necessary.

### **CODE OF CONDUCT**

1. The teacher is the final authority in the classroom.
2. The teacher's decision will be adhered to and respected at all times.
3. If a student would like to discuss a teacher's decision, time will be provided after school.
4. Students going to and from school are representing Immaculate Conception High School and should conduct themselves in a manner consistent with the school philosophy. Complaints concerning student misbehavior will be handled by the vice principal.
5. We will always meet problems in life. What distinguishes an adult from a child is how we deal with those problems. At Immaculate we expect "more". We expect an Immaculate Conception High School student to handle his/her problems in a mature way.

### **SUSPENSION**

The principal and the vice principal reserve the right to suspend a student for any infraction of the school policy. Action is taken after notification of a parent or guardian. No credit will be given for schoolwork missed during the term of suspension. Immediate suspension may be imposed for the following infractions:

1. Disrespect of faculty and staff.
2. Cutting school and/or class.
3. Leaving the school grounds during the school day.
4. Defacing/destroying school property (Restitution must be made.)
5. Fighting. (If you do not walk away from a conflict, you are considered a part of it).
6. Smoking in school or on school grounds or use of smokeless tobacco.
7. Refusing to leave class when ordered by a teacher. A student asked to leave class must immediately report to the vice principal's office, notify the secretary, and wait for an administrator for further instructions.
8. Creating an incident by "confronting" another student in a public place. A student grievance should be brought to the vice principal or a peer mediator for resolution.
9. Trespassing on any private property will be considered a serious offense.
10. Being charged with a crime.

## **DISMISSAL**

The school reserves the right to discontinue on roll any student whose attitude and cooperation are contrary to the school philosophy or disciplinary code. Dismissal may result for the following infractions.

1. Gross disrespect for the school staff, students, or property.
2. Actions that are detrimental to the reputation of the school, staff or the student body.
3. Continual violation of Immaculate's Code of Conduct.
4. Any serious situation determined by the administration.
5. Stealing or in possession of stolen property. (Restitution must be made.)
6. The sale or possession of alcohol or any type of drug or controlled substance on school property or at any school related activity or function.
7. Students who engage in verbal threats or physical abuse.
8. Any Immaculate Conception High School student who involves outside parties in threatening or physical actions against other members of the Immaculate student body will be referred to the Juvenile Authorities and dismissed from Immaculate Conception High School.
9. Possession of any instrument that could inflict bodily harm or endanger the welfare of another person.

## **DISCIPLINE CODE**

**Consequences in Action** (C.I.A.) is a segment of Immaculate's Disciplinary Code. C.I.A. detention will be held immediately after dismissal for twenty minutes. No other after-school activity will take precedence over C.I.A. Uniform violation, food violation, disrespect, class disruption, persistent lateness to class, and continual inattention are offenses which will result in a C.I.A. detention.

## **SATURDAY DETENTION**

Saturday detention is an alternative to in-school or out-of-school suspension. It imposes on students a severe consequence without causing them to miss valuable instruction time. The hours are 9:00 a.m. to 11:00 a.m. The principal and vice principal reserve the right to issue a student Saturday detention. Suspension will still be utilized as disciplinary measure at the discretion of the administration.

## **SUPERVISION**

The school's responsibility for supervision of students begins at 7:15 a.m. and ends at 3:15 p.m. Only students involved in supervised school activities should be on school property beyond these hours. At no time should a student be in an unsupervised area of the school. Students involved in after school activities must leave the building when their coach or moderator dismisses them. They must be picked up promptly within half (1/2) an hour of dismissal if they are not taking public transportation.

Students who arrive before 7:15 a.m. must report to the first floor office and sign in. They must remain in the gym until 7:15 a.m. At that time they will be allowed on the school floors. Students may not play any sports at this time. They should use the time for reviewing homework assignments.

## **HARASSMENT POLICY**

Immaculate Conception High School maintains an atmosphere free of violence, personal abuse, or any other form of harassment. Threats of violence, and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendos that create a hostile environment, and/or comments directed at person's gender are all inappropriate and will not be tolerated. Violations of this no-harassment policy will be treated as a significant disciplinary matter and should be reported the administration.

## **POLICY ON GANGS**

No student may add to the specific school uniform by wearing or carrying a bandana or any other item identifying him/herself with a particular group in school or at school activities except those pins or designations approved by the school itself, such as honor pins or activity pins.

Any student who in any way promotes “gang allegiance” or who tries to recruit others to align themselves with a gang, or who persistently presents the appearance of gang allegiance will be severely disciplined.

Such discipline is at the discretion of the principal and may include suspension from school, school activities, and athletic events. The administration may require such a student to meet with the local authorities and gang task force members before returning to school. Any student with confirmed gang ties may be expelled from Immaculate Conception High School.

## **USE, POSSESSION, AND DISTRIBUTION OF CONTROLLED SUBSTANCES**

### **Definitions:**

**Controlled Dangerous Substances** are defined in sections I through V of the NJ Criminal Code. They include but are not limited to; marijuana, heroin, and anabolic steroids. The term “controlled dangerous substance” shall also include alcohol.

**Under the Influence:** A student is judged to be under the influence whenever he/she exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions), which are commonly associated with the use of controlled dangerous substances.

**Possession** is defined as knowingly or purposely obtaining or possessing actively or constructively\*, a controlled dangerous substance or drug paraphernalia:

- a) on of off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag, or knapsack);
- d) in a locker or desk; and
- e) in a private or school owned vehicle.

\*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he/she does not have physical possession of the item. Anyone who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

**Distribution** is defined as sharing, selling, or dispensing of a controlled dangerous substance:

- a) on or off school property;
- b) with or without receiving payment; and
- c) to individuals enrolled or not enrolled in the school.

**Possession with the Intent to Distribute** applies regardless of whether or not a student intended:

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off the school property.

### **Policy:**

1) A student shall be considered in violation of school policy if he/she is observed:

- a) to be under the influence
- b) in possession
- c) engaged in distribution or
- d) have possession of a controlled dangerous substance with intent to distribute.

- 2) Such a student shall be subject to the following provisions and to the general discipline policy stated in the handbook.
  - a) When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the principal **MAY** refer the matter to the local law enforcement officials. Parents may be required to have student tested for drugs within 24 hours of offense.
  - b) When a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the principal **MUST** refer the matter to local law enforcement officials.
- 3) A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The students and parents/ guardians shall be given a reasonable opportunity to respond to the allegations as quickly as possible.
- 4) If the principal determines that there:
  - a) was no violation of policy, the student will be permitted to return to school.
  - b) was a violation of policy, the principal may discipline the student according to the general discipline policy stated in this handbook up to and including expulsion.
- 5) The principal may require the student to participate in an appropriate treatment or counseling program as a condition to the student’s eventual return to the school.
- 6) When violation of this policy involves “distribution” or “possession with intent to distribute” the discipline imposed will normally be expulsion.

#### **STATE REGULATIONS FOR IN-SCHOOL MEDICATION**

Students are not permitted to carry or take medication in school. The following procedures must be followed of this becomes necessary:

- 1) Both the doctor and the parent/guardian permission forms must be filled out completely and sent to the school.
- 2) Medication must be in an original pharmacy bottle, labeled with the child’s name, dose, frequency, and the doctor’s name.
- 3) NO over-the-counter medications will be administered unless ordered by a doctor.
- 4) Asthma inhalers and Epipen may be carried by a student only after the proper forms have been submitted. Forms and procedural guidelines are available at the nurse’s office.
- 5) All medications and forms should be handed in to the main office upon arrival at school. The school nurse will pick up all medications and dispense them at the proper time, from the nurse’s office.
- 6) **NO MEDICATION WILL BE DISPENSED UNLESS PROPER FORMS AND PROCEDURES ARE FOLLOWED.**
- 7) **ANY UNAUTHORIZED MEDICATION FOUND IN SCHOOL WILL BE CONFISCATED AND PARENT/GUARDIAN WILL BE NOTIFIED.**

#### **ASSEMBLIES/ SPORTS EVENTS**

Student behavior should be refined and courteous at all times. An indication of the cultural level of a school is in the conduct of its student body at assemblies and sports events. Unacceptable behavior includes talking during an assembly and unsportsmanlike behavior at a sports event. Booring is never acceptable behavior.

#### **AUTOMOBILES**

A limited number of parking spaces will be made available to students in the faculty parking lot on a first come, first serve basis. Parking permits must be obtained in the main office. Students are not permitted to go to their cars during the school day. Students who speed in or out of the school parking lot or on the street will lose their parking place and the privilege of driving a car to school.

#### **CAFETERIA**

Lunch may be purchased in school or may be brought from home. Food or drink visible outside the cafeteria will result in detention.

Some simple rules of courteous behavior, which make the lunch period pleasant and relaxed, are:



- 1) Students should speak in a moderate tone.
- 2) Students should leave tables and surrounding areas clean.
- 3) Students should put trash and recyclable materials in proper container.
- 4) Students should deposit trays in the proper place.
- 5) Microwaves are not available.
- 6) Students may not order lunch to be delivered to school at any time.
- 7) Students may eat in the cafeteria only. Food and drinks are not allowed anywhere else in the building.

### **CELL PHONES AND TECHNOLOGICAL DEVICES**

Cell phones, smartphones, iphones may not be used during school hours. No technological devices are allowed on classroom floors. Students are strongly advised to leave all expensive technology at home. Students are referred to the Anti-bullying policy and should keep this policy in mind when accessing any form of social media.

### **COMPUTERS**

Students are expected to make responsible, ethical, and appropriate use of computers and information services such as the Internet, at all times. Students may not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authorization; may not unlawfully copy software or information; may not use illegal software; may not make any attempts to disrupt any computer system or destroy data; may not use obscene, vulgar, rude, threatening or otherwise irresponsible language; and must cite properly all information that is acquired from electronic sources and used in assignments. Students who have personal blogs and who identify themselves as Immaculate students are reminded that any behavior which detrimentally impacts school's program or reputation can be grounds for disciplinary actions. The school owns the school's name and has a right to restrict its use.

Students are strongly advised to leave personal laptops at home. Students with smartphones and Iphones are advised they may not tap into the school wireless account without permission and they may not use these devices without teacher's permission in class and they may not use them during the school day on classroom floors.

### **DRESS CODE**

All students must be in full uniform at all times. Students out of uniform will not be able to attend classes until properly attired.

Uniform pants for boys and girls must be purchased from Co-ed Uniform Company, however, brand name dress pants and/or trousers of good quality may be worn provided they are khaki colored, not brown, tan or stone. They cannot be of denim material, nor can they be cargo or painter's pants. Administration has the right to assess whether they are in code.

**GIRLS:** The girl's uniform consists of a school sweater, skirt, and a uniform blouse. The girls are required to wear either a white or light blue oxford blouse tucked into the skirt. The skirt is not to be rolled up around the waist. **UNIFORM SKIRTS MAY NOT BE MORE THAN 2" ABOVE THE KNEE.**

Girls are permitted to wear golf shirts the same color as their uniform blouse during warm weather months. Make-up, jewelry, and hairstyles that are not discreet and in good taste must be removed or modified. No hoop or dangling earrings; only small post earrings allowed. No beads are permitted with the uniform. A single silver or gold necklace is permissible. Headbands cannot be larger than one inch. No head scarves are allowed. The administration reserves the right to determine what is discreet and in good taste.

**Girls may wear khaki pants instead of a blue skirt only from November 1<sup>st</sup> to March 15<sup>th</sup>.** Blue or white socks, or blue or white stockings must be worn with blue uniform skirts and pants.

**BOYS:** The boy's uniform consists of a school sweater, white or light blue **dress** shirts, a tie, and khaki dress slacks purchased from Co-ed Uniform Company. In the warm weather, Immaculate golf shirts are permitted.

Boys' hair shall be neat, clean and well groomed. NO extreme hairstyles are allowed. The administration reserves the right to determine what is acceptable. A neatly trimmed mustache is permitted. No other facial hair is allowed.

**DRESS PANTS MUST BE WORN AT THE WAIST AND SECURED BY A BLACK OR BROWN BELT.**

Sweatshirts and hats are prohibited at all times. Socks must be worn at all times. Tee shirts must be white and void of writing and may not be noticeable under either dress or golf shirt. Uniforms must be clean; hems may not be frayed.

Shoes for both boys and girls must be flat heeled, either tie or slip-on. Sandals, sneakers, boots, high tops, or high heels of any kind are not permitted. Shoes should be a dark, solid color. Dark leather walking shoes are permitted. Shoes must be worn laced and tied. Boots and high heels are not acceptable.

Students who are not in uniform or who wear the uniform sloppily will receive daily detention. Administration will have random uniform inspection. Students may not wear doo-rags, baseball caps or any head gear into the building or while in the building.

### **EXAM PROCEDURE**

The following will be enforced for midterms and final exams:

1. All books and bags will be placed in a designated space in the room.
2. Nothing may be with the student at his/her seat except a pen, pencil, and in some cases a calculator.
3. Any student found cheating on an exam will be issued an automatic zero for that exam.
4. If a student is absent for an exam, the student must present a doctor's note the day he/she returns to school. Otherwise, the student may not take his/her exam and he/she will be issued a zero. No cell phones allowed.
5. Students whose tuition is in arrears may not take exams until tuition is fully paid.

### **FIELD TRIPS**

On occasion, Immaculate Conception High School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip form is provided by the school.

### **FIRE AND CRISIS DRILLS**

Fire and crisis drills are required by law in all schools in New Jersey. Talking is prohibited during a fire drill. There should be a safe, calm, quiet and orderly evacuation of the building. Fire exit procedures are posted in each room.

### **FOCUS**

The Focus enrichment program is mandatory for all students. This program meets Monday – Thursday from 7:55 – 8:25 a.m.

### **ILLNESS OR IN-SCHOOL INJURY**

A student who is too ill to remain in class or who is injured during the school day is to report first to his/her subject teacher who will issue that student a pass to the nurse's office. If the nurse is not in her office, the student is to report directly to the main office. No student is to report the nurse's office without a pass from the teacher. No student should call parents when ill; nurse will call home and request parents to pick up student.

### **LIBRARY**

Students have the use of the library every day from 7:30 a.m. to 3:00 p.m. when school is in session. They may borrow books, magazines and periodicals; reference books, however, may only be used in the library. Students must have a pass from the teacher to use the library during school hours.

### **LOCKERS**

Students will be assigned a locker on the first day of school. Incoming freshmen will receive locks for their lockers. **ALL STUDENTS MUST USE LOCKS ON THEIR LOCKERS.** Students must keep track of their belongings and use their locked lockers to prevent loss of materials. The school cannot be held responsible for any lost articles. Students can check the LOST AND FOUND for missing materials. The school reserves the right to check lockers, if necessary.

### **MONEY**

No student may collect money for any reason without the supervision of an Activity moderator or permission of principal. No student may buy or sell food, water, candy or materials for profit or convenience in school or on school grounds.

### **SPORTS**

Immaculate Conception takes pride in its varied sports program and the excellent reputation of its teams. The following rules are to be observed by the student athletes.

1. No student may participate or play if he/she was not in attendance at school that day.

2. No student may participate or play if he/she has been suspended or placed on academic probation during the period of sanction.
3. No student may participate in sports without an up-to-date sports physical.
4. No student may participate in sports if he/she has not paid the athletic fee.

### **STUDY HALL**

Students must bring the necessary materials and be engaged in an academic activity during study period. Students who cannot follow these expectations will be sent to the vice principal's office. No card playing during school time or on school grounds will be permitted. No gambling or dice playing is allowed during school hours or on school grounds.

### **TAG DAY**

Various school organizations sponsor monthly tag days to raise funds. There is usually a small fee to participate and a requirement to dress in the theme of the day.

In addition to being in theme, students must abide by the following rules:

- a. Boys may not wear any head gear in the building
- b. Girls may not wear any off-the-shoulder tops; tops must be tasteful and modest
- c. Boys and girls must wear pants or trousers at the waist, and tops must cover the waist band of the pants. No shorts are allowed on Tag Days.
- d. In keeping with our gang policy, no student may wear any insignia, symbol, designation, or colors which would indicate gang affiliation.

Students who do not abide by these rules will be sent home to change to school uniform.

## **Further Information for Parents**

### **ASBESTOS HAZARDS**

**Asbestos Hazard Emergency Response Act** requires an inspection for the presence of asbestos-containing building materials. Immaculate Conception High School has met the requirements of this inspection. This report and management file are available for review in the school office. As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

### **CHANGE OF ADDRESS**

A student must inform the office immediately if he/she has a change of address or phone number during the school year. For security reasons, we ask parents to be sure that this is done in writing.

### **COURT ORDERS**

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order. The custodial parent/guardian may wish to supply the principal with the "custody section" of the divorce decree if it contains information, which may be useful to the school in fulfilling its obligations.

### **CRISIS PLANS**

Crisis Plans for school safety and security have been developed and enforced. Our plans are on record with the Montclair Police. In the event of an emergency, parents will be notified as quickly as possible. Students are directed not to use cell phones until it is declared safe to do so during a critical event.

### **FACULTY MEETINGS**

Faculty Meetings are scheduled usually two times a month and are listed in the school calendar. Students will follow a P.M. Assembly Schedule and will meet all classes.

## **FINANCIAL OBLIGATIONS**

**TUITION IS PAYMENT FOR EDUCATIONAL SERVICES PROVIDED BY THE SCHOOL. IF TUITION IS NOT PAID, THE SCHOOL IS ENTITLED TO WITHHOLD EDUCATIONAL SERVICES. STUDENTS MAY NOT ATTEND CLASSES OR PARTICIPATE IN SPORTS OR AFTER SCHOOL ACTIVITIES.**

All payments must be made to **ICHS**. Payments are due by the tenth (10<sup>th</sup>) of the month. By the start of classes in September, the August tuition payment must be paid in order for students to begin classes. No student will receive his/her schedule or be permitted to attend classes until tuition is paid. Parents are reminded to read their signed copy of the Financial Contract/Re-registration form, which outlines additional financial obligations.

One-quarter reduction will be applied to the tuition of the second child in a family. One-half reduction will be applied to the tuition of the third child in a family.

Senior expenses include a \$180.00 Yearbook Fee due in October and a \$125.00 Graduation Fee due in February.

**NO STUDENT MAY TAKE MIDTERM EXAMS, FINAL EXAMS, OR ATTEND THE PROM UNLESS ALL PAYMENTS ARE UP TO DATE.**

**The fiscal year ends on June 30<sup>th</sup> of each academic year. Tuition in arrears after the said date will result in the forfeiture of exams. An incomplete grade is recorded, the student's class rank is jeopardized, and he/she is liable to repeat the year. Upon receipt of delinquent tuition, a grade of 50 is assigned for each exam and the final grade is calculated.**

## **HEALTH RECORDS**

Student Health Records and Immunizations must be up-to-date and on record with the School Nurse before school opens. New Jersey Law requires this in order for students to remain in school. Non-compliance will result in student being sent home until the records are complete.

## **HOME-SCHOOL COMMUNICATIONS**

Parents/guardians who wish to meet with a member of the administration should contact the Administration Office to arrange an appointment. Parents/guardians who wish to meet with a teacher should contact the appropriate guidance office for a mutually convenient appointment time.

Parents who wish to communicate with teachers regarding homework and/or academic progress may do so using teacher email. Email addresses are found on the school website under FACULTY. Email communication with teachers should be limited to requests for missed assignments or for brief updates on student progress. Any other discussion should be done through the guidance department. The counselors will set up appointments for you to talk with teachers in person. They will also set up telephone conversations with you and the teachers.

## **PARENTAL RIGHTS TO SCHOOL RECORDS**

Immaculate Conception High School abides by the provisions of applicable law with respect to the rights of non-custodial parent/guardian. In the absence of a court order to the contrary, and upon request, the school will provide the non-custodial parent/guardian with access to the student's essential academic records.

## **PARENT TEACHER GUILD**

Parent involvement in the Immaculate family is crucial to our mission. Parent meetings are listed in the school calendar. We ask that all parents make every effort to attend parent meetings. We need parent volunteers for various school activities and sporting events. The Parent Teacher Association will sponsor fundraising events in addition to our Parent 50/50 raffles. Parent involvement in planning and supporting these events is crucial to the school.

## **PICK-UP FROM SCHOOL**

The school will only permit the custodial parent/guardian, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent/guardian will not be permitted to remove the child from school during or at the end of the school day.

## PRAYER SERVICES

When the school celebrates prayer together, students also follow the P.M. Assembly Schedule and meet all classes before the liturgical celebration and then are dismissed at regular time. There are a few occasions during the school year when the liturgical celebration is in the morning and we have dismissal at noon. These occasions are indicated on the school calendar.

## TIME SCHEDULES

Time schedules may change due to weather or school activities. Please note the following schedules. Great effort is made so students do not miss any classes when different schedules are implemented.

### REGULAR DAY MON. – THURS.

Warning Bell:	7:50
Focus	7:55 – 8:25
Per. 1	8:28 – 9:18
Homeroom	9:21 – 9:36
Per. 2	9:39 – 10:29
Per. 3	10:32 – 11:22
Per. 4	11:25 – 12:15
<b>First Lunch:</b>	<b>12:15 – 12:45</b>
Per. 5 A	12:18 – 1:08
<b>Second Lunch:</b>	<b>1:08 – 1:38</b>
Per. 5B	12:45 – 1:35
Per. 6	1:38 – 2:28

### HALF-DAY/PM ASSEMBLY “A” MON-THURS.

Warning Bell:	7:50
Focus	7:55 – 8:25
Per. 1	8:28 – 9:08
Homeroom	9:11 – 9:26
Per. 2	9:29 – 10:09
Per. 3	10:12 – 11:02
Per. 4	11:05 – 11:45
<b>First Lunch:</b>	<b>11:45 – 12:15</b>
Per 5 A	11:48 – 12:28
<b>Second Lunch:</b>	<b>12:28 – 12:58</b>
Per. 5B	12:15 – 12:55
Per. 6	12:58 – 1:38

### REGULAR DAY FRIDAY

Warning Bell:	7:50
Per. 1	7:55 – 8:45
Homeroom	8:48 – 9:03
Per. 2	9:06 – 9:56
Per. 3	9:59 – 10:49
Per. 4	10:52 – 11:42
<b>First Lunch:</b>	<b>11:42 – 12:12</b>
Per. 5A	11:45 – 12:35
<b>Second Lunch:</b>	<b>12:35 – 1:05</b>
Per. 5B	12:12 – 1:02
Per. 6	1:05 – 1:55

### HALF-DAY PM ASSEMBLY “B” FRIDAY

Warning Bell:	7:50
Per. 1	7:55 – 8:35
Homeroom	8:38 – 8:53
Per. 2	8:56 – 9:36
Per. 3	9:39 – 10:19
Per. 4	10:22 – 11:02
<b>First Lunch:</b>	<b>11:02 – 11:32</b>
Per. 5A	11:05 – 11:45
<b>Second Lunch:</b>	<b>11:45 – 12:15</b>
Per. 5B	11:32 – 12:12
Per. 6	12:15 – 12:55

### DELAYED OPENING

Warning Bell:	10:00
Homeroom:	10:05 – 10:20
Per. 1	10:23 – 10:53
Per. 2	10:56 – 11:26
Per. 3	11:29 – 11:59
Per. 4	12:02 – 12:32
<b>First Lunch:</b>	<b>12:32 – 1:02</b>
Per. 5A	12:35 – 1:05
<b>Second Lunch:</b>	<b>1:05 – 1:35</b>
Per. 5B	1:02 – 1:32
Per. 6	1:35 – 2:05

## **VISITORS**

All visitors to the school must report to the main office first. Whether they are adults, students, or graduates, once they are on school property, they must have permission from the main office to move through the building.

Friends of students are not allowed on school premises at lunchtime, during the school day, or after school.

## **AMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

## **HONOR CODE**

As members of the Immaculate Conception High School community, we share a commitment to honor and integrity. We value those things that are right and decent; we reject any behavior that fails to meet those standards. Therefore, any act of academic dishonesty will not be tolerated.

### **Forms of Academic Dishonesty:**

#### **Cheating on Exams and Tests**

Copying from others homework, class work or any other assignment for which a grade is given.

Having or using notes, formulas, or other information in a programmable calculator or any other electronic device without clear permission from a teacher.

Having or using a cell phone, pager, laptop or any other communication device to send or receive information without permission from the teacher.

Taking an exam for another student or allowing this to be done.

Giving or receiving information about all or part of an exam, including answers.

Having or using a “cheat sheet”.

Changing a graded assignment and resubmitting for a better grade unless given permission by the teacher.

Completing a test in class while answers are being discussed and submitting test as one’s own work.

Working together on a take-home test, unless specifically given permission to do so.

Sharing test materials with other students without permission from the teacher.

#### **Plagiarism in Papers and Assignments.**

Using the ideas, data, or language of another, without specific or proper acknowledgement, including but not limited to:

- ❖ Copying any assignment meant to be individual work or allowing one’s paper to be copied. Giving or getting improper assistance on an assignment meant to be individual work.
- ❖ Including in any assignment turned in for credit any materials not based on one’s own research and writing. This includes: using the services of a commercial term paper company or the Internet, and using the services of another student.
- ❖ Failing to cite quoted or paraphrased material.
- ❖ Making up data or citing nonexistent sources

**Other Forms of Academic Dishonesty:**

1. Changing one's grade, such as by tampering with computer records, including report cards and progress reports.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam, assignment or paper.
3. Forging a signature.
4. Facilitating academic dishonesty by knowingly helping another violate any part of this code.

**Consequences of Violation of the Honor Code:**

**Each offense will be written as a referral.**

**First offense:**

- ❖ Warning
- ❖ Score of zero on test, paper or assignment
- ❖ Saturday Detention

**Second offense:**

- ❖ Score of zero on test, paper or assignment.
- ❖ Removal from National Honor Society, if a member
- ❖ Parent Conference
- ❖ Three (3) Saturdays

**Third offense:**

- ❖ Removal from any position of leadership or elected office
- ❖ Denial of honor graduate distinction
- ❖ Three days of in-school suspension
- ❖ Removal from any team or group representing Immaculate Conception High School for remainder of school year (includes athletic and extracurricular, Student Council, Mr. & Ms. Immaculate, etc.

Each teacher of a student dealt with by an administrator for a violation of the Honor Code will be notified the day the referral is handled.

Note: At the discretion of the administration, an obvious, premeditated act of academic dishonesty may result in a first offense being treated as a second offense.

**Statement of Understanding**

The following statement will appear in the Student Handbook and also be included in the Honor Code information provided each teacher for inclusion in their syllabus:

***As a student at Immaculate Conception High School, I understand the expectations of the school's Honor Code; I acknowledge the rules regarding academic integrity and realize the serious consequences of my violation of those rules.***

**Honor Pledge**

Students are asked to sign this pledge on all graded assignments.

***I pledge on my honor that I did not give or receive any help on this test or assignment.***

## *ICHS BELIEF STATEMENTS*

*We believe that:*

*We are all children of a loving God.*

*The essence of an individual is reflected in the expression of Catholic Christian moral values.*

*All people should be treated with respect and dignity.*

*A non-violent environment contributes to the development of the whole person.*

*Understanding and appreciation of diversity are vital to world peace and harmony.*

*The primary goal of education is to develop life-long learners.*

*All students are capable of learning.*

*Children should be given the opportunity to mature and learn at their own pace.*

*Students should be both nurtured and challenged.*

*Educators should be a source of hope and encouragement to all students.*

*Education should aspire to the elevation of social consciousness.*

*Parents are the primary and most essential teachers of their children.*

*Parental involvement is fundamental to a successful school program.*

*Democratic ideals are imperative for society to flourish.*

*Encouraging a healthy lifestyle contributes to total well-being.*

*Healthy organizations purposefully provide for self-renewal.*



## GRADUATE PROFILE

*ICHS graduates cherish the value of a spiritual life, realize the importance of prayer and seek the presence of God in all circumstances. They act in accordance with Christian values and use these values in making life decision.*

*ICHS graduates demonstrate a love of wisdom and delight in it throughout their lives. They use their intellectual abilities to make informed decisions and, as people of integrity, accept responsibility for the consequences of their actions. They discover their talents and recognize the opportunities to develop their potential. They comprehend that knowledge is to be shared with others through their lives. They seek further knowledge and retain an active curiosity about life and the world around them.*

*ICHS graduates respect their bodies and the bodies of others, engage in good health habits and treat all people with dignity as children of God. They appreciate the value of teamwork and hold themselves to the code of sportsmanship whether athletes or spectators.*

*ICHS graduates commit themselves to community service and good citizenship and, as positive people, dedicate themselves to alleviating the ills of society. They admire the richness of multicultural traditions and honor their country's spirit of tolerance. They prize the benefits of fellowship and promote community building wherever life takes them.*

