

## **MISSION STATEMENT**

Immaculate Conception is a Catholic, college-preparatory high school that strives, within the context of family, to develop the whole person: morally, intellectually, socially, physically and spiritually. 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 providing an atmosphere in which its community will mature in all ways. This community strives to identify and share the resources and talents of all its members and to nurture this growth in 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 learn to respect the same development in other community members.

Immaculate Conception's faculty, through a four-year, college-preparatory curriculum, guides students to investigate their own potential for higher learning 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
President	ext.12
Principal	ext.30
Assistant Principal/Busing	ext.14
Vice-Principal/Admissions	ext.24
Development	ext.26
Guidance	ext.18
Athletics	ext.23
School Nurse	ext.22
Attendance	ext.25
Field House	(973)783-7933

## **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 Secondary Schools. Immaculate Conception High School is also a member of the New Jersey State Interscholastic Athletic Association and the Super-Essex Athletic Conference.

## NON-DISCRIMINATION POLICY

Immaculate Conception High School admits students of any race, color, religion 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, religion 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 welcomed 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 scheduled during the school year.

## GRADUATION REQUIREMENTS

The following requirements must be satisfied by all students before a diploma certifying graduation from Immaculate Conception High School is awarded. Specifically, students must:

- Pass all classes taken in high school.
- Repeat and pass any course failed in a given year in an accredited summer school immediately in order to receive proper credit.
- Submit the required number of service hours.
- Have a tuition account that is in good standing (meaning current and up-to-date).
- Meet the requirements set forth below.

The following courses are required of all students:

Religious Studies	4 years
English	4 years
Mathematics	4 years
History	4 years
Science	3 years (with lab)
(Physical Education and Health, Safety)	4 years
Fine or Practical Art	1 year
Modern Language	2 years
Personal Finance	one semester
Technology Elective	one semester
Elective 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. Students are encouraged to meet with their guidance counselor when choosing courses.

## COURSE OFFERINGS

The following courses are offered at Immaculate Conception High School:

### Grade 9

Religious Studies I  
Algebra I/Honors Algebra I  
Pre-Algebra  
Geometry Honors  
Biology/Honors Biology  
World History  
Physical Education /Health  
(Cycle)Technology

### Grade 11

Religious Studies III  
Algebra II/Honors Algebra II  
Geometry/Honors Geometry  
Pre-Calculus Honors  
Chemistry/Honors Chemistry  
English III/ Honors English III  
U.S. History II  
Physical Education/Health

(Cycle)Art  
(Cycle)Music  
(Cycle)Geography  
Intro to Business

SAT Math/ SAT English  
*Year-long elective courses:*  
Engineering  
Physics  
Advanced Art  
Chorus  
*Semester elective courses:*  
Theater Drama  
Evolution of Terrorism  
African American History  
Critical Thinking /Civics and Civility

### **Grade 10**

Religious Studies II  
Algebra I/Honors Algebra I  
Geometry/Honors Geometry  
English II/Honors English II  
U.S. History I  
Biology/Honors Biology  
Physical Education/ Health  
Video Production/Chorus

### **Grade 12**

Religious Studies IV  
Algebra II/Honors Algebra II  
Advanced Algebra  
Pre-Calculus Honors/ Calculus  
US History III  
English IV/Honors English IV  
Personal Finance  
Physical Education/ Health  
*Year-long elective courses:*  
Engineering  
Physics  
Advanced Art  
Chorus  
*Semester elective courses:*  
Theater Drama  
Evolution of Terrorism  
African American History  
Critical Thinking /Civics and Civility

## **PROGRESS REPORTS**

Progress reports will be available electronically mid-way through each marking period. The progress report indicates how the student is performing in each of his/her classes. Students who do poorly after receiving a passing report can still fail the class. Teachers will call the parents and also alert the guidance counselor when this occurs so that the student and his/her family are made aware of the change in the student's performance. The progress reports can be accessed through Power School.

## **REPORT CARDS**

Four report cards are issued a year corresponding to the four marking periods of the school year. The first three report cards will be distributed at scheduled Parent-Teacher meetings. The last report card will be mailed to parents/guardians in 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 yearly failures under 65 necessitate attendance at an approved summer school. If a student fails three or more subjects, he/she may be asked to withdraw from ICHS. Students who fail two 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 an integral part of the learning process. Homework may include written assignments, research, reading or review. The purpose of homework is twofold: 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 excused absences.

In case of absence, the parent/guardian of the student must notify the school before 8 a.m. by calling (973) 744-7445 ext. 25.

Students absent in excess of seven (7) days will receive a warning letter for possible loss of credit. A student absent in excess of eighteen (18) days will 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 Guidance Office 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 render the absence cumulative.

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 if he/she is not present for at least four (4) hours in the day of the event.

## LATE TO SCHOOL

The school day officially begins at 7:55 am. All students are required to be in First Period at that time. Any student arriving to First Period after 7:55 am must sign in at the late desk. The student is considered late and will be marked as such for that day. Students arriving to school after 8:15 am must serve a school detention (1-hour) on assigned day. Students arriving to school after 8:30 am will only be permitted when accompanied by a parent or legal guardian. In the event the parent cannot come in with the student, then the parent will be contacted and informed before the student will be admitted into class. As per our handbook, students will be given a 1-hour school detention for every 3 tardies after 8 am. Every 3 tardies after 8:15 am will be converted to 1 cumulative absence. As per New Jersey State Law, if a student has more than 18 unexcused absences in a full academic year, he or she will lose all credit for that year.

## SEVERE WEATHER – SCHOOL CLOSING

In case of severe weather or an emergency school closing, parents will receive a robo call from School Messenger. 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 email addresses.

## 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 such 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 can make a reasonable request and his/her decision must 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, using the wide system of support which is in place.

### **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. *The Walk Away Rule* - 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.
8. Creating an incident by “confronting” another student in a public place. A student grievance should be brought to the principal or vice-principal 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 dismiss a 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.
10. Abuse of social media.

### **DETENTION**

School-wide detention will be held twice a week for one full hour. No other after-school activity will take precedence over the school-wide detention. Uniform violation, food violation, class disruption, “holds” (students who are asked to leave class and are sent to principal or vice-principal’s office), persistent lateness to class, and continual inattention are offenses which will result in school-wide detention.

### **SUPERVISION**

The school’s responsibility for supervision of students begins at 7:15 a.m. and ends at 3:00 p.m. Only students involved in supervised after-school activities are allowed 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 an hour of dismissal if they are not taking public transportation.

Students who arrive before 7:15 a.m. must report to gym balconies and must remain there until the warning bell rings at 7:45 a.m. Students may not play any sports at this time. They should use the time for reviewing homework assignments. Beginning in October, a Breakfast Program will run on all full school days from 7:20 a.m. to 7:45 a.m. At that time, the warning bell will ring and students will be allowed on the school floors.

### **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 a 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 to the administration.

### **POLICY ON GANGS**

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

**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 and some prescription drugs.

**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 or 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) has 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 if 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 Epipens 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. Booning 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-served basis. Parking permits must be obtained in the Main Office with permission from the principal.

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 the proper container.
- 4) Students should deposit trays in the proper place.
- 5) Students may not order lunch to be delivered to school at any time.
- 6) Students may eat in the cafeteria only. Food and drinks are not allowed anywhere else in the building.
- 7) No cell phone use in the cafeteria.

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

Cell phones are not allowed during school hours. If a cell phone is visible, it will be confiscated and given to the principal or vice-principal. A parent/guardian will be contacted and the phone will be returned only to the parent/guardian. 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 or attempt to access or alter files without proper authorization.
- Students may not unlawfully copy software or information.
- Students may not use illegal software.
- Students may not make any attempt to disrupt any computer system or destroy data.
- Students 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 the 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/tablets are advised that they may not tap into the school wireless account without permission and they may not use these devices without the teacher's permission in class.

### **UNIFORM POLICY**

All students must be in full uniform at all times. Students who are out-of-uniform will be sent to the vice-principal's office and may not attend classes until properly attired. Being out-of-uniform will result in a one-hour school detention.

**Uniform pants for boys and girls must be purchased from Co-Ed Uniform Company.**

**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 IC golf shirts (light blue or white) as their uniform blouse during warm weather months. (September and after May 1<sup>st</sup>).

Make-up, jewelry, and hairstyles that are not discreet and in good taste must be removed or modified. No large hoop or dangling earrings are allowed. A single silver or gold necklace is permissible. Headbands cannot be

larger than one inch. No head scarves are allowed. No facial piercings (lip rings, nose rings, eyebrow rings, etc...) are allowed. The administration reserves the right to determine what is discreet and in good taste.

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 shirt with a tie, and khaki dress slacks purchased from Co-Ed Uniform Company.

In the warm weather months, IC golf shirts (light blue or white) are permitted. (September and after May 1<sup>st</sup>).

Boys' hair shall be neat, clean and well-groomed. NO extreme hairstyles are allowed. No facial piercings (lip rings, nose rings, eyebrow rings, etc...) are allowed. The administration reserves the right to determine what is acceptable. A neatly trimmed mustache is permitted. Boys must be well-groomed at all times.

**CO-ED UNIFORM PANTS MUST BE WORN AT THE WAIST AND SECURED BY A BLACK OR BROWN BELT FOR BOTH BOYS AND GIRLS.**

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 must be black or brown. Shoes must be worn laced and tied. Students who are not in uniform or who wear the uniform sloppily will receive a one-hour school detention. Administration will have daily uniform inspections. 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 midterm 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 are allowed.
5. Any student 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. No student whose tuition is in arrears may go on field trips until tuition is fully paid. Students are responsible for all field-trip costs.

#### **FIRE AND CRISIS DRILLS**

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

#### **HONOR ROLL**

*Principal's List*, the student must have an average of at least 95 with no grade lower than 90.

*First Honors*, the student must have an average of at least 90 with no grade lower than 85.

*Second Honors*, the student must have an average of 85 with no grade lower than 80.

#### **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. No student is to report to the Nurse's Office without a pass from the teacher. No student should call parents when ill; the nurse will call home and request parents to pick up student.

### **LIBRARY**

Students may only use the library when given written permission by a teacher and during posted hours. They may borrow books, magazines and periodicals; reference books, however, may only be used in the library.

### **LOCKERS**

Students will be assigned a locker on the first full day of school. 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. The school reserves the right to check lockers.

### **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 for at least four (4) hours.
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 tuition in arrears.

### **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 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 headgear in the building.
- b. Girls may not wear any off-the-shoulder tops.
- c. Boys and girls must wear pants or trousers at the waist, and tops must cover the waist band of the pants.
- 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 into 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 is 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 maintained. 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 and are listed in the school calendar. Students will meet all classes on all 12:00 p.m. dismissal days.

### **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 **SMART TUITION**. Payments are due by the fifth (5<sup>th</sup>) of the month. By the start of classes in September, the July and August tuition payments 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 copy of the Financial Contract/Re-registration form which outlines additional financial obligations.

**NO STUDENT MAY TAKE MIDTERM EXAMS, FINAL EXAMS, OR ATTEND FIELD TRIPS OR 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 60 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 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 conferences with you and the teachers.

### **NO GUM CHEWING POLICY**

Immaculate Conception promotes a clean and gum-free environment. No gum chewing is allowed on school grounds at any time.

### **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 ASSOCIATION**

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 will follow an assigned schedule for that day. There are a few occasions during the school year when the liturgical celebration is in the morning and students are dismissed early. Please check the school calendar for these early dismissals.

### **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: Monday – Thursday

Warning	7:45
1 <sup>st</sup> Period	7:55 – 8:55
2 <sup>nd</sup> Period	8:58 – 9:48
3 <sup>rd</sup> Period	9:51 – 10:41
1 <sup>st</sup> Lunch	10:44 – 11:14
2 <sup>nd</sup> Lunch	11:17 – 11:47
4 <sup>th</sup> Period	11:50 – 12:40
5 <sup>th</sup> Period	12:43 – 1:33
6 <sup>th</sup> Period	1:36 – 2:30

#### Regular Day: Friday

Warning	7:45
1 <sup>st</sup> Period	7:55 – 8:50
2 <sup>nd</sup> Period	8:53 – 9:38
3 <sup>rd</sup> Period	9:41 – 10:26
1 <sup>st</sup> Lunch	10:29 – 10:59
2 <sup>nd</sup> Lunch	11:02 – 11:32
4 <sup>th</sup> Period	11:35 – 12:20
5 <sup>th</sup> Period	12:23 – 1:08
6 <sup>th</sup> Period	1:11 – 2:00

#### Half Day Schedule: No lunches served

Warning	7:45
1 <sup>st</sup> Period	7:55 – 8:40
2 <sup>nd</sup> Period	8:43 – 9:18
3 <sup>rd</sup> Period	9:21 – 9:56
4 <sup>th</sup> Period	9:59 – 10:34
5 <sup>th</sup> Period	10:37 – 11:12
6 <sup>th</sup> Period	11:15 – 12:00

### Delayed Opening

All faculty and staff must sign in by 9:30 am.

All students must arrive by 9:45 am.

Warning	9:45
1 <sup>st</sup> Period	9:55 – 10:35
2 <sup>nd</sup> Period	10:38 – 11:08
1 <sup>st</sup> Lunch	11:11 – 11:41
2 <sup>nd</sup> Lunch	11:44 – 12:14
3 <sup>rd</sup> Period	12:17 – 12:47
4 <sup>th</sup> Period	12:50 – 1:20
5 <sup>th</sup> Period	1:22 – 1:52
6 <sup>th</sup> Period	1:55 – 2:30

### **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 any time.

### **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 via e-mail.

### **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.