



IMMACULATE CONCEPTION SCHOOL



2017- 2018 Parent-Student Handbook

314 Old Allerton Road

Annandale, New Jersey 08801

Phone: (908) 735-6334 Fax: (908) 238-0724

Website www.icsannandale.org

E-mail info@icsclinton.org



Dear Parents and Students,

Please read this Parent-Student Handbook. If you have any questions, please direct them to the school office. Kindly sign the acknowledgement form: **Appendix, Parent/Guardian and Student Signature Form** and return it to the school by September 15, 2017.

We appreciate your commitment to our students, our school, and the mission of Catholic education. God bless you for your gift of service and generous heart.

Thank You Kindly,

David Stone, Principal

“What greater work is there than training
the mind and forming the habits of the young?”
-St. John Chrysostom

Enter to learn...

Go forth to serve.

TABLE OF CONTENTS

Non-Discrimination Policy.....	5
Purpose and Use of Handbook.....	5
Amendments to Handbook	5
History	5
Philosophy and Goals.....	6
Mission Statement	6
Beatitudes for Parents	7
Admissions	8
Age Requirements	8
Sacramental Verification	8
Immunizations	8
Transfer Students.....	9
Financial.....	9
Tuition Billing & Payment	9
Billing and Payment Options.....	9
Late Entry/Early Withdrawal	9
Family Accounts – Tuition	9
Family Accounts - Service Program (SCRIP and Service Hours).....	10
Family Accounts – After Care Program	10
Family of 8th Grade Students	10
Re-registration for a New School Year.....	10
End of School Year Balances.....	11
Attendance	11
Lateness.....	11
Arrival/Dismissal.....	11
Early Dismissal	11
School Hours.....	12
Visitors.....	12
Family Vacations.....	12
Birthdays.....	12
Early Dismissal, Emergency Closings and Make Up Days.....	12
Fire Drills/Emergency Drills	13
Nursing Services.....	13
Student Accident Insurance.....	13
Appointments with School Personnel.....	13
Parent Communication.....	13
Cash to School	14
Home and School Association	14
Parental Right to Records.....	14
Court Orders	14
Academic Guidelines	14
Curriculum Offerings	14
Religious Education and Religious Services	15
Differentiation	15
But what is differentiated instruction?	15
What is behind the idea of differentiated classrooms?	15
Differentiated Programming: What it is and What it is not	16
What is a “Responsive Classroom”.....	17
Thursday Knights.....	18
Homework.....	18

Technology Acceptable Use	18
Progress Reports/Report Cards	18
Records and Transcripts.....	19
Viewing records	19
Government records.....	19
Transcripts	19
Publication of student picture/name.....	19
Field Trips.....	19
Discipline Guidelines and Expectations	20
Student Code of Conduct.....	20
Use of Disciplinary Action.....	22
ICS Middle School Student Detention	24
Suspension / Expulsion.....	23
Electronic Devices	25
Volunteers	26
Administration of Medication.....	26
Policy on the Administration of Epinephrine	27
Administration of the Epi-pen by the school	27
Emergency Administration of Epinephrine.....	27
Suspected Child Abuse or Neglect.....	28
Asbestos Management Plan	28
School Uniforms / Dress Code.....	28
Boys Preschool 3, PreK 4 and Transitional Kindergarten.....	28
Boys – Kindergarten through Grade 8	28
Dress Uniform	28
Casual Uniform	29
Girls Preschool 3, PreK 4 and Transitional Kindergarten.....	29
Girls – Kindergarten through Grade 8	29
Dress Uniform	29
Casual Uniform	29
Boys and Girls Physical Education Uniforms Kindergarten through Grade 8	30
Miscellaneous Uniform	30
Acceptable Hair accessories.....	30
Acceptable Jewelry	30
Make up/nail polish	30
Acceptable Shoes.....	30
Out of Uniform	31
ICS Faculty and Staff.....	31
2016-2017 ICS School Calendar.....	33
Parent/Guardian and Student Policies	35
Harassment, Intimidation and Bullying Policy	36
Immaculate Conception School – Technology Administration.....	39
Acceptable Use Policy (AUP)	39
Parent Action Plan.....	43
Appendix / Signature Form.....	44
Photo / Video Release.....	44
Parent/Guardian and Student Signature Form	44
Volunteer Agreement	45
Volunteer Confidentiality Agreement/Signature	45



Parent-Student Handbook

NON-DISCRIMINATION POLICY

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

PURPOSE AND USE OF HANDBOOK

This handbook exists to foster the efficient operation of Immaculate Conception 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. The Handbook supersedes any prior oral and/or written communication.

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.

HISTORY

After many years of hopes, plans and prayers, on September 4, 2001, Immaculate Conception School opened its doors to children in 3 year old Preschool through Grade 4 making it the only Catholic school in Hunterdon County. The Preschool and Kindergarten remained in the Mary House in the understory of the rectory while Grades 1 through 4 were in five new classrooms in the reconstructed church. In September 2002 the Preschool and Kindergarten relocated to the five new classrooms in the Early Education Building and Grades 1 through 8 in the newly constructed Elementary School. The Elementary School contains 16 classrooms, science lab, art/music room, media center and multi-purpose room with full service cafeteria, gym, and auditorium.

In 2013, Immaculate Conception School achieved recognition as a National Blue Ribbon School of Excellence.

PHILOSOPHY AND GOALS

Every child is a reflection of the image and likeness of God. That reflection comes to fruition in the love of the personnel and parish families. At Immaculate Conception School, we seek to fulfill our mission by being the extension of "Christ the Teacher" as we partner with the parents and extended family. We are guided by the teachings of the Catholic Church and Diocese of Metuchen in order to teach our children the virtues of faith, hope and charity. With these tools, each child can go forth to develop his or her potential as a Christian in a secular world.

"The ultimate goal of all Catholic education is salvation in Jesus Christ."

MISSION STATEMENT

Immaculate Conception School exists as a gift to God's Children, to prepare them to live a life with Jesus the Good Shepherd as their Teacher and Friend. Inspired by the Holy Spirit, and through the intercession of Mary, the school seeks to foster in each student, spiritual growth, academic excellence and moral integrity.

"A City on a Hill"

Matthew 5:14-16

"You are the light of the world. A city set on a hill cannot be hidden. Nor do they light a lamp and put it under a bushel basket; it is set on a lamp stand, where it gives light to all in the house."

"Just so, you must shine before others, that they may see your good deeds and glorify your heavenly Father."

BEATITUDES FOR PARENTS

Blessed are they who carefully read school bulletins and communications for they will be aware of what is happening.

1. I will carefully read school bulletins and other communications from ICS administrators and teachers. My goal is to be well-informed about what is happening and what is planned in the school.
2. Blessed are they who try to understand and cooperate with school rules for they will be most appreciated as teacher-partners.
3. I will seek to understand the reasons for school rules and comply with them. My goal is to be a role model for the children about the value and importance of rules at home and at school.
4. Blessed are they who remain patient, tolerant and cautious in the carline for they will contribute to the safety of the students.
5. I will refrain from gossip and the spread of harmful rumors. I will seek to know the truth of a situation from a competent school authority. My goal is the peace of mind that comes from being considerate and sensitive to the needs of others.
6. Blessed are they who follow protocol in seeking answers to problems, issues or concerns for they will secure a reassuring solution.
7. I will follow school protocols in seeking answers to problems. My goal is to develop a positive working relationship with school teachers and administrators.
8. Blessed are they who strive for their own personal spiritual growth, academic excellence and moral integrity for they will be strong, dynamic role models for their children.
9. I will strive to be the role model of someone who pursues spiritual growth, excellence in what I undertake and moral integrity.

ADMISSIONS

Immaculate Conception School gives preference to Catholic students registered in a Catholic parish in the Diocese of Metuchen.

Students will be accepted to Immaculate Conception School if they will benefit from the learning environment. The final decision for acceptance is the discretion of the Principal.

Children currently enrolled in the 3 year old Preschool program are given priority admission to the 4 year old program by re-applying.

Children currently enrolled in the 4 year old Preschool program must apply for admission to Pre-Kindergarten and Kindergarten. Kindergarten is considered part of the Elementary School with enrollment limited to the number of seats in two classrooms.

Immaculate Conception School maintains grade level waiting lists for one academic year only. A lottery is held to place children in grades where the waiting list is larger than the seats available. Re-registration for the upcoming academic year is required annually for admission. Priority is given to students on the waiting list from the previous year.

AGE REQUIREMENTS

A birth certificate must be submitted at the time of registration.

- Preschool 3 year old children: children must be 3 years old on or before October 1st.
- Preschool 4 year old program: children must be 4 years old on or before October 1st.
- Pre Kindergarten must be 5 years old by December 31st.
- Kindergarten: children must be 5 years old on or before October 1st
- 1st grade: children must be 6 years old on or before October 1st.

SACRAMENTAL VERIFICATION

For Catholics, a Baptismal Certificate and verification of reception of any additional sacraments is required at the time of registration.

IMMUNIZATIONS

Children are admitted only with proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A. 26:1A-9. Proper immunization is a requirement of admission to the School. No requests for exemptions will be considered. The new Hepatitis B requirements have been in effect since September 2001. Students new to the school and students in grades K, 3 and 6 are required to have a physician's physical examination (within the past 6 months) on file.

TRANSFER STUDENTS

Transfer notification, the most recent report card, current standardized test scores and a letter of introduction from a recent teacher are required at registration. An interview with the parent, student and, if possible the classroom teacher is required. A writing sample and placement tests will be utilized for proper grade level placement. The student and family will be notified by mail of the student's acceptance to ICS. A contract signed by parent, student and principal completes the admission process. Every new student is accepted conditionally. Student progress is reviewed at the end of the 1st and 2nd marking period with a decision for acceptance made at that time.

FINANCIAL

A tuition packet is provided prior to registration / re-registration. The Business Manager oversees all school accounts. Tuition is collected by F.A.C.T.S. A non-refundable registration fee is required at the time of registration. A student fee is required.

TUITION BILLING & PAYMENT

BILLING AND PAYMENT OPTIONS

Immaculate Conception School (ICS) utilizes the mandatory services of FACTS, a tuition management payment processing system, which provides families online access to their financial account, as well as options for managing the payment of tuition and fees. Families can use this system to confirm their account balance, review transaction history, and make payments via credit card or automatic bank draft. Details on the 10-Pay Plan and Semi-Annual Pay Plans are provided online. This is a mandatory payment process utilized to minimize the cost of collection processes which drive up tuition rates.

Withdrawal, suspension, or expulsion does not terminate a parent/guardian responsibility to pay the tuition. All financial obligations must be met by the last school day in June. The school has the right to suspend service to a student for non-payment of tuition and/or fees. All fees are non-refundable. No exams may be taken until all fees are paid. Grades K-8 will receive an incomplete on their report card until fees are paid.

LATE ENTRY/EARLY WITHDRAWAL

Students who begin attendance at ICS within the first two weeks of classes will be billed the full annual tuition rate. After the second week of classes, late enrollees will be billed on a prorated basis. Tuition for early withdrawals will be prorated on the same basis, as well as any financial assistance awards. Tuition credits for early withdrawals will be posted to the ICS family account. If a family is overpaid, a refund check will be issued by the Immaculate Conception School Finance Office, net of any other fees which may be due (i.e., SCRIP Obligation, Service Hour Obligations, or After Care). In the case where a Family owes money, ICS will hold all records necessary for transfer to a new school.

FAMILY ACCOUNTS – TUITION

ICS relies upon tuition collection for approximately 70% of the budget to provide quality Catholic education to our students. It also relies heavily on Service Programs such as SCRIP and Service Hours to make up a large portion of our Fundraising. Therefore, when payments become delinquent, it affects the financial operations of the school system. If a Family's

financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact FACTS and/or the Immaculate Conception School Finance Office to make alternate payment arrangements.

FACTS schedules payments on the 5th or 20th of the month, based on the date selected by the family. When tuition payments in FACTS are not made as scheduled, the following steps will be taken:

First Collection Attempt: If 1st attempt for the month of payment is unsuccessful, the Family is charged a NSF Fee of \$30 (amount subject to change by FACTS w/o notice) by FACTS, and a second attempt for the same month payment is scheduled.

Second Collection Attempt: If the 2nd attempt for the month of payment is unsuccessful, the Family is charged a second NSF and a third attempt is scheduled.

Third Collection Attempt: If the 3rd attempt for the month of payment fails, the family is charged an NSF fee and the monthly payment is placed in an unresolved balance. FACTS will no longer attempt to collect the payment. At that point, the School Finance Office will become involved.

Families shall receive written notification that their account is past due and has incurred such NSF charges. It is the responsibility of each family to contact FACTS and make arrangements to satisfy the amounts due. Where necessary, FACTS will get the School Finance Office [Parish Business Administrator] involved in the process, up to and including the possibility of turning over significantly delinquent accounts for collection.

FAMILY ACCOUNTS – SERVICE PROGRAM (SCRIP and Service Hours)

In the case of Service Programs, families shall sign an agreement highlighting their service responsibility for the upcoming year. They will also choose how they will meet these obligations. Each family will receive written notifications throughout the year regarding progress on their Service Program requirements. Any amounts due from non-fulfillment will be due no later than June 30th, unless you are a family whose child is graduating (see below for graduates). Fulfillment information is also available on the ICS website.

FAMILY ACCOUNTS – AFTER CARE PROGRAM

Families using After Care Services will be billed every six weeks. Payment is due upon receipt of invoice.

FAMILY OF 8TH GRADE STUDENTS

In the case of prospective graduates, all Service Program non-fulfillment fees must be paid no later than April 30th. All Tuition and Fees must be paid no later than the last FACTS billing cycle of May 20th. In each case, any exceptions to these dates must be called out in an approved plan scheduled by the Finance Office. In accordance with Diocesan policy, ICS may refuse the privilege to sit for the end-of-semester examinations to any Family whose account is in financial arrears for any reason.

RE-REGISTRATION FOR A NEW SCHOOL YEAR

ICS may refuse re-registration of any Family whose account is not paid in full by June 30th of the current school year. In a case where class seats are in a waitlist condition, the Family will be notified prior to a seat being given to a new student.

END OF SCHOOL YEAR BALANCES

All tuition, service program, and after care bills are due and payable by June 30th or the family must have an approved payment plan in place with the School Finance Office. The following steps will be taken for families with unpaid balances that do not have an approved payment plan:

- Family shall receive written notification that their account is past due,
- Students will not be permitted to pre-register or to return for the following academic year until all unpaid balances are satisfied or an acceptable alternate payment plan is approved.
- Families not re-enrolling in ICS for the following year will have 1) any and all paperwork held pending payment and, 2) have accounts turned over to a collection agency that remain unpaid.

ATTENDANCE

"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."

Parents should call the school office to report a student's absence before 9:00 am. If no call is received, a school secretary will attempt to verify the absence by phoning the parent at home/work/cellular phone. A student must present a note from the parent containing the dates and reason for absence when he/she returns to school. An absence of 5 or more consecutive days requires a doctor's note. **A parent conference with the principal will be required for excessive absences.** These procedures represent a mutual effort to account for the student during school hours.

Students must arrive at school no later than 11:30 am and remain the rest of the day to be recorded as present for the day. Students who are absent may not attend extra-curricular activities (unless arrangements are made with the office, in advance).

LATENESS

Students arriving after 8:00 (8:15 for preschool) are considered late for school and must report to the school office for a **late slip. Parents must sign children in at the school office.** A parent conference with the Principal will be required for excessive student absence/lateness.

ARRIVAL/DISMISSAL

School doors open for arrival at 7:15 am. Children may not be dropped off before 7:15 am.

EARLY DISMISSAL

Early dismissal must be planned in advance with a note sent to the school office or a phone call to the school office by 2:00 pm. Walk in requests for early dismissal will be announced with end of day announcements at 2:35 pm.

Parents are asked not to request early dismissal unless it is an emergency or an unavoidable situation. A note must be sent to school office the morning of the early dismissal or by phone no later than 2:00 pm. Parents must sign children out in the school office. **Children will not be permitted to wait in the hall or outside the school building.**

SCHOOL HOURS

Pre-School	2 year old AM TH 8:45-10:45	2 year old PM TH 12:45-2:45
	3 year old AM MWF 8:15-11:15 PM MWF 12:00 – 3:00	4 year old AM M-F 8:15-11:15 PM - MWF 12:00 – 3:00
Pre-Kindergarten	8:15 – 12:15	
Kindergarten	8:00 – 2:30	Early Dismissal Days 8:00-12:00
Grades 1-8	8:00 – 2:45	Early Dismissal Days 8:00-12:15
Grades 5-8	Lunch 11:50-12:15	Recess 11:30-11:50
Grades K-4	Lunch 12:40-1:05	Recess 12:20-12:40

VISITORS

Parents/visitors are required to sign in at the school office and wear a badge. This includes appointments and volunteers. For security purposes parents may not visit classrooms without a prior scheduled appointment.

FAMILY VACATIONS

Please plan family vacations to coincide with school holidays in order that academic progress is not interrupted. Schoolwork will not be provided in advance for students who miss school for family vacations and other out-of-school events. It is the responsibility of the student to make up missed school work.

BIRTHDAYS

Birthdays are recognized at Morning Gathering and celebrated at lunch. If a treat is sent to school it may be distributed to homeroom classmates only. Send enough for the number of students in the homeroom. If a food treat is sent to school it must be consumed during the lunch period. Parents are asked to be mindful of the kind of treat sent and classmates with allergies.

EARLY DISMISSAL, EMERGENCY CLOSINGS AND MAKE UP DAYS

Planned early dismissal and planned closings are noted on the year and/or monthly calendar and a reminder is posted in the weekly parent memo.

In the event of inclement weather we follow Clinton Township School District. ICS's delayed opening is 2 hours - 10:00 Kindergarten.- Gr. 8, and 10:00-12:00 Preschool and 1:00 – 3:00 for Prechool PM and 10-12:15 for Transitional Kindergarten (see Preschool handbook). The delay or closing announcement will be made via the (automated alert system), posted on the school website, broadcast on the radio, NJ 101.5 FM, and available on NJ1015.com. You may call the school for a recorded announcement.

SUSPENSION OF TRANSPORTATION ON DAYS OF INCLEMENT WEATHER If either the school district where the student lives or the school he/she attends is closed due to inclement weather, NO transportation will be provided on that day. (When the route is shared with more than one district and one of those districts is closed, there is NO transportation.) *If either the resident school district or the receiving school has a delayed opening/early dismissal due to inclement weather, the bus route will be delayed accordingly. If the route is shared amongst other school districts, the delay/early dismissal will be the latest delay and the earliest dismissal.

The Commission believes, if YOUR district has decided that road conditions are too hazardous for travel, then long distance travel is hazardous as well. The safety of the children is always our first priority!

- ESC 908-638-5906
- Garden State 908-475-8475

FIRE DRILLS/EMERGENCY DRILLS

The school has an Active Crisis Plan. In cooperation with the local police and fire department, children are required to practice one aspect of the Crisis Plan each month, in addition to a monthly fire drill. In the event of a crisis, should it be necessary to evacuate students to an alternate site, parents will be notified via an automatic alert system.

Fire drills and Emergency Drills under the Crisis Response Plans are held monthly to insure the safety of our students/staff and to be in compliance with state and local regulations and Diocesan Policy.

NURSING SERVICES

Nursing hours are provided through a federal entitlement based on the student enrollment, Kindergarten through Grade 8, from the previous school year. The Educational Services Commission receives the ICS entitlement monies and provides the nursing services. ICS suggests the nurses to be hired by ESC. The difference between provided services and the needed services are funded by ICS.

STUDENT ACCIDENT INSURANCE

Student accident insurance is provided by the School at no cost to the parent.

Information is sent to the parent the first week of school in September. Accident forms are available by calling the school office.

APPOINTMENTS WITH SCHOOL PERSONNEL

Parents who wish to meet with the Principal, teacher, or any member of the school staff, must contact the school office to schedule a meeting time. For the sake of good order in the school, **parents may not attempt to meet with staff members during the school day without arranging an appointment beforehand.** When appointments are made both parents and staff members should be aware of the purpose of the meeting and attend appropriately prepared. Whenever possible, as the topic pertains to classroom-based happenings, parents should first seek to communicate with their child's respective teacher prior to contacting the principal.

PARENT COMMUNICATION

Notices and student papers are sent home as needed, generally on Fridays. 'Happenings on the Hill' is posted on the school website www.icsclinton.org, representing current events and info.

Specific teacher/class information can be found under the "Teacher Pages" link. Teachers may also be reached by leaving messages with the main office. Staff members may be contacted by e-mail (1st initial/last name @ icsclinton.org ... e.g. jsmith@icsclinton.org). Please note that teachers are busy with students during the school day and may be unable to respond to

messages until later. Some concerns, due to their length or subject matter, are best addressed in person, at a conference.

CASH TO SCHOOL

Money that is sent to school for a specific event or purpose should be placed in a sealed envelope and identified with the child's name, teacher's name, the amount enclosed and its purpose.

HOME AND SCHOOL ASSOCIATION

The primary purpose of the Home and School Association is one of service to the educational community. The responsibilities of the HSA include the following areas, as directed by the Diocese of Metuchen: Spirituality, Social Concerns, Fundraising, Publicity and Legislation. The Association calls together parents, teachers and school administration to bring the message of God's love to the students. The heart of the Association is home and school. Parents and teachers are encouraged to attend regular meetings/events, to accept service on committees and participate in HSA activities.

PARENTAL RIGHT TO RECORDS

Immaculate Conception School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to unofficial copies of students' academic records.

COURT ORDERS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with a copy of the court order. The custodial parent 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.

The School will permit only the custodial parent or his/her designee (designated in writing) to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

ACADEMIC GUIDELINES

CURRICULUM OFFERINGS

The Diocese of Metuchen Catholic Schools Office establishes curriculum policies. Guidelines for specific curriculum are supplied by the Catholic Schools Office and distributed to the school faculty. The guidelines are available for the inspection and information of the parents at Immaculate Conception School. The guidelines may also be reviewed online at diometuchen.org. Click on "Schools and Curriculum."

Professional development supporting the curriculum is provided for the school faculty through the diocese, school/regional collaborations, site-based workshops and commercial workshops. The 1st Thursday early dismissal days are identified for professional development.

The following subjects comprise the elementary school curriculum as major subjects: Religion, Language Arts, Math, Social Studies, and Science. Art, Music, Physical Education, Spanish, Technology/Library and Instrumental Music Instruction are also included in the curriculum. Math Placement in grades 5 through 8 is determined by the following criteria: report card grades, Terra Nova scores and placement test and teacher recommendation.

RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

Immaculate Conception School exists to prepare our children to live a life with “Jesus the Good Shepherd” as their Teacher and Friend. The school seeks to foster in each student spiritual growth and the values of faith, hope and charity.

Religion permeates all aspects of school life: in the classrooms, in play areas, at lunch, in gatherings and at liturgy and prayer services.

Monthly Liturgy is celebrated on the first Thursday of each month at 9:00 am. Children in grades Transitional Kindergarten through 8 attend with their class. Parents are invited to attend.

Children/Classes are encouraged to attend an additional mass/liturgy each month, by grade levels. Prayer Services may be celebrated at different times and occasions during the month both in the Church and in the school.

All Are Welcome.

Non-Catholic students are welcome at Immaculate Conception 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 successfully complete the Religion classes and participate in liturgical services scheduled for students during the school year.

DIFFERENTIATION

Our school philosophy is grounded in our faith and our belief in the Gospel values. Our mission statement includes goals toward academic excellence, spiritual growth and moral integrity. We believe we are all unique therefore differentiated instruction is part of our philosophical foundation.

But what is differentiated instruction?

Differentiation can be defined as a way of teaching in which teachers “modify” curriculum, teaching methods, resources, and/or learning activities to address the needs of students and/or small groups to maximize the learning opportunity for each student in the classroom.

It is a way of thinking about teaching and learning that seeks to recognize, learn about and address the particular learning needs of each student. Therefore, teachers use varied approaches to curriculum, instruction and assessment.

It adapts what teachers teach, how they teach, how students learn and how students show what they learned based on student readiness, interests and preferred learning modes.

What is behind the idea of differentiated classrooms?

According to Levine in [A Mind at a Time](#), “schools are like airport hubs; student passengers arrive from many different backgrounds for widely divergent destinations. Their particular takeoffs into adulthood will demand different flight plans.”

Differentiated instruction includes common sense along with support in the theory and research of education. It is an approach to teaching that advocates active planning for student differences in the classroom. It suggests that:

If a student learns faster than a prescribed pace, or is ready for greater depth or breadth of knowledge than is planned for in a learning sequence, there should be plans for adapting the pace and scope of learning for that student. If a student is having difficulty learning, there should be provisions made to ensure that the student masters essential knowledge to move ahead.

In other words, the philosophy of differentiation proposes that what we bring to school as learners is how we learn. Teachers must take into account who they are teaching as well as what they are teaching. The goal of differentiated classrooms is to help each learner move as far and as fast as possible along the learning continuum.

The more teachers understand their students as individuals and the more they teach with flexibility matching student need to instruction, the more they have opportunities to maximize the potential of each learner.

Differentiated Programming: What it is -and- What it is not

Differentiated programming simply means providing instruction that meets the differing needs of all students. The concept is simple; making it a reality is complex. For the gifted student, it means the opportunity to advance as far as possible. For the struggling learner, it means offering support. Other students have varying abilities, learning styles, interests and needs, all of which must be met.

Differentiated Programming Is

Having high expectations for all students

Providing multiple assignments within each unit, tailored for students with differing levels of achievement.

Allowing students to choose, with the teacher's guidance, ways to learn and how to demonstrate what they have learned.

Permitting students to demonstrate mastery of material they already know and to progress at their own pace through new material.

Structuring class assignments so they require high levels of critical thinking but permit a range of responses.

Assigning activities geared to different learning styles, interests and levels of thinking and achievement.

Providing students with choices about what and how they learn.

Differentiated Programming Is Not

Individualization. It isn't a different lesson plan for each student each day.

Giving all students the same work most of the time.

Students spending significant amounts of time teaching material they have mastered to others who have not mastered it.

Assigning more work at the same level to high-achieving students.

All the time. Often it is preferable for students to work as a whole class.

Grouping students into cooperative learning groups that do not provide for individual accountability or do not focus on work that is new to all students.

Using only the differences in student responses to the same class assignment to provide differentiation.

WHAT IS A "RESPONSIVE CLASSROOM"

The Responsive Classroom is an approach to teaching that was developed by the Northeast Foundation for Children in Greenfield, Massachusetts. It is based on brain research that shows that the greatest cognitive growth occurs through social interaction. This approach "maximizes integration of social and academic learning throughout the school day." The Responsive Classroom approach emphasizes a specific set of social skills that children need in order to be successful academically and socially. These skills can be summarized by the acronym C.A.R.E.S.

- C – cooperation
- A – assertion
- R – responsibility
- E – empathy
- S – self control

The Northeast Foundation for Children took what most teachers believe to be "best practices" and formulated training to help teachers implement these practices in developmentally appropriate ways. The six key components of this approach are:

- A classroom organization that provides active interest areas for students, space for student-created displays of work, and an appropriate mix of whole-class, group and individual instruction.
- A morning meeting (sometimes called Circle of Power & Respect in upper grades) that provides children with daily opportunities to practice social skills and motivates them to meet the academic challenge of the day ahead. This important community builder helps students develop life skills that they will need for many years to come.
- Rules and logical consequences that are generated by students, modeled for students and role-played with students and that become the cornerstone of classroom life. The Golden Rule is the foundation for all other rules.
- Academic choice for all children each day in which they must take control of their own learning in some meaningful way. At ICS, this is called "differentiation of instruction."
- Guided discovery of learning materials, the classroom, classroom procedures, curriculum content and ways of behaving. These procedures are taught, modeled and practiced during the first weeks of school to insure understanding by all students and to facilitate learning in an organized, peaceful environment for the remainder of the year.
- Assessment and reporting to parents that is an evolving process of mutual communication and understanding. At ICS, we have teacher web-pages, mid-term reports, conferences, report cards, parent notification of student planning time in Grades 6-8, and portfolios.

Using this approach insures that every child is acknowledged and valued by peers and important adults every day. We realize the importance of a positive, respectful environment so children can grow and learn to their greatest potential. The Responsive Classroom supports our beliefs as educators in a Catholic, Christian environment. More information on the Responsive Classroom is available at www.responsiveclassroom.org or for middle school information, www.originsonline.org.

THURSDAY KNIGHTS

When utilized in Grades K-4, the purpose of Thursday Knights is to provide students an extended learning opportunity in an extension activity or enrichment activity. This allows students additional time to fully grasp a concept or a newly learned skill. Activities are assigned to meet the needs of students and are accomplished in small group or by a single student.

When utilized in Grades 5-8, the purpose of Thursday Knights is to provide students an extended learning opportunity in an area of their own interest and strengths. Students may choose the class they want to attend. The enrichment class allows more time for students to explore a topic with greater depth, breadth and complexity. The enrichment class supports the accelerated academic needs and interests of the students.

*Note: 'Thursday Knights' is currently under review and may be reconstructed to include or refocus upon the further development and integration of STREAM efforts. Stay tuned!

HOMEWORK

Homework is an extension of the classroom for practice and study. The length of time for homework depends on the assignment and the individual student. The Diocesan Schools Office suggests 10 minutes per grade level. Parents can assist by providing a specific time and place for homework. The student should share the homework experience with the parent by explaining it in relation to class work. Parents should be aware of long-term assignments and assist the student with organization and time-management. Students are provided with assignment planners to aid in organization of assignments.

TECHNOLOGY ACCEPTABLE USE

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always be in conformity with the law and the religious mission of Immaculate Conception School. No student is permitted to access or send inappropriate information or materials. The Acceptable Use Policy Agreement can be found in the **Parent/Guardian and Student Policies** section of this handbook. The **Parent/Guardian and Student Signature Form** must be signed acknowledging receipt of the policy.

PROGRESS REPORTS/REPORT CARDS

Report cards are issued quarterly in grades Kindergarten through grade 8. Fall parent-teacher conferences will take place after the first marking period. Spring parent-teacher conferences will take place after the 3rd marking period. A marking period grade of "C" or better is required in each subject for participation in extracurricular activities. Student Government officers must have an average of "B" or better in every subject. Parents may stay current with student progress by accessing Power School through their PIN number.

It is important that the teacher and parent communicate on a regular basis. There are formal opportunities for conferences in the fall and spring. Parent-teacher communication ensures maximum achievement for the student and the ability to provide assistance for the student in a timely and relevant manner. Teachers are available for conference whenever necessary by scheduling an appointment. Parents may request a Progress Report regarding their child's academic standing at any time, with teachers following up within three school days.

RECORDS AND TRANSCRIPTS

Viewing Records

A parent/guardian has the right to view his/her student's academic record, health records and emergency information sheet. These records can be made available upon request.

Government Records

Records attached to publicly funded services provided through the local Public School Board of Education such as Child Study Team reviews, Basic Skills instruction, Supplemental Instruction (SI), Speech, ESL etc. are the property of the Public School Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Education Services Commission.

Transcripts

Transcripts of academic progress and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the sending school.

Transcripts will be issued through the following procedures:

- Notify the principal (written notification)
- Pay all school debts
- Sign record release
- Return all textbooks, library books, classroom materials

Note: Requested teacher letters of recommendation should first go through the school office.

PUBLICATION OF STUDENT PICTURE/NAME

It is assumed that your child's picture and/or name may be in publications and on the ICS website unless we receive notification to the contrary. See Appendix for Photo Release.

FIELD TRIPS

On occasion, Immaculate Conception School will sponsor and conduct field trips for the educational enrichment of the students. Participation on field trips is a privilege. On occasion a student may be denied participation on field trips. No student may participate on a field trip unless a **signed** parent /guardian school permission slip for the specific event is submitted.

Permission slips must be signed and notarized for out-of-state trips. Permission may not be given by telephone or personal note. For the safety of the children, chaperones must be a relative or legal guardian, 25 years or older, and may not be accompanied by any other adults or children. **Students may not be removed to attend a sibling's field trip or classroom event.** Parent/Guardians who choose to take their child home without first returning back to the school must provide written notice of such to the school teacher or administrator overseeing the field trip.

DISCIPLINE GUIDELINES AND EXPECTATIONS

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Immaculate Conception School. **Students are expected to act with courtesy and respect toward one another and all members of the school community.** They must strive to develop lifetime habits of self-control and concern for the well-being of others. Parents, teachers and students work together to develop and live the Gospel values of responsible behavior, good citizenship and mutual respect as we are called to do by Christ our teacher.

Students who, despite redirection and conferencing, choose to disrupt the good order of the classroom and school; therefore, interrupting the learning of others, will have to accept the consequences of their actions. Students are expected to follow the school rules including homework assignments, appropriate dress, gum chewing etc. Appropriate discipline is at the discretion of the Principal. The Principal is the recourse for all disciplinary matters and may waive any and all regulations for just cause at his/her discretion. It is the school's mission to encourage a student to be accountable and self-correct. If a student continues to exhibit unacceptable behavior, a principal/parent/student conference will be scheduled. An action plan will be developed including a discipline plan, counseling etc. These efforts are cooperative and collaborative with the welfare of the student in mind. If these cooperative efforts prove ineffective, the students will be requested to withdraw from the school or will be denied re-admittance to the school.

Immaculate Conception School follows Diocesan Policy by adhering to the procedures outlined in the **Memorandum of Agreement** that has been entered into by the Diocese of Metuchen, the school and local law enforcement agencies. Drugs, Alcohol and Tobacco use, vandalism, weapons and bomb threats are addressed in this policy.

STUDENT CODE OF CONDUCT – STUDENT DISCIPLINE

Students are expected to conduct themselves in a manner that would bring credit to themselves, their parents, their school, and our communities at-large. The purpose of discipline is to provide and maintain behavioral guidelines which support a positive atmosphere conducive to learning. Discipline is an aspect of moral guidance. Our school's Code of Conduct is based on the Gospel message of Jesus Christ. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters related to student disciplinary issues and actions.

Conduct Expectations

1. Love God and obey His commands.

This is the most important thing you can do. (Ecclesiastes 12:13)

Be Prompt and Prepared

1. Be on time
2. Come with appropriate materials
3. Follow dress code

Be on guard, therefore, the son of Man will come when you least expect it. (Luke 12:40)

Respect Authority

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for behavior

Pay attention and you will have understanding.

What I am teaching you is good, so remember it. (Proverbs 4:2)

Respect Rights of Others

1. Use appropriate voice
2. Listen to speaker
3. Respect the opinion and point-of-view of others

Whatever you do for the least of these you do for me. (Matthew 25:40)

Respect Property

1. Respect school property
2. Be responsible for personal property

Every good gift and every perfect present comes from God. (James 1:17)

Display a Concern for Learning

1. Remain on task
2. Allow others to remain on task

If you want to be wise, keep the Lord's commandments,

And He will give you wisdom in abundance. (Sirach 1:26)

Display Appropriate Social Skills

1. Be gentle with your words and actions
2. Display courtesy
3. Implement problem-solving skills when facing disagreement, teasing, and criticism

Love your neighbor as yourself. (Matthew 22:39)

Display Positive and Productive Character

1. Be cooperative
2. Expect the best from yourself and others
3. Proceed positively

As each one has received a gift, use it to serve one another. (I Peter 4:10)

Use of Disciplinary Action

Students who lack self-discipline, or who violate the rights of others, can expect disciplinary action. Each offense will be dealt with on an individual basis, taking into account the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion. However, there is no requirement for progressive discipline. All students are expected to follow the common student behavior expectations of all staff members at all times.

Minor Infractions

These are normal discipline problems which will be handled by the staff member on duty at the time of the problem. Classroom teachers will have a plan to handle all minor problems that occur in their classrooms. Such measures may include timeouts, one-to-one discussion, parent phone calls, etc.

Severe Behavior Problems

Severe behavior problems are unacceptable ('non-negotiable') at Immaculate Conception School. Some examples of severe behavior are:

Bad Language	Vandalism	Stealing
Bullying/Fighting	Drugs/Alcohol/Tobacco	Weapons
Disrespect/Harassment	Any Illegal Activity	Repeated Minor Problems
Chronic refusal to do classwork		

Note: We do not attempt to list every inappropriate behavior because we expect common sense and conscience to be a student's major guide. For example, if a student destroys another person's property, writes on the walls, leaves the playground without permission, or commits some other obvious violation of trust it will not be acceptable to say, "It wasn't listed in the handbook, therefore, I didn't know it was a rule."

Disciplinary Measures

1. Verbal Warning – 1-to-1 Discussion.
2. Assignment of logical consequence.
3. Detention (6th-8th) -or- Time Out -or- Loss of Privilege – Teacher contacts parent.

4. Probation – Parent/Teacher/Principal Conference – Possible Behavior Contract.
5. Suspension.
6. Expulsion.

All severe behavior problems will be referred to the principal. The principal will provide the parent(s) with an Incident Report which will include a synopsis of events, how matters were handled, reinforcement of school expectations, and final disposition.

Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Any serious or chronic violation of Immaculate Conception School's Code of Conduct is cause for suspension. Additionally, any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student. Suspension, ordinarily, will be limited to a maximum of five school days.

Expulsion – Student Derived

Expulsion is the permanent dismissal of a student from the school. Expulsion is also denoted via a student's permanent record ('Cumulative File'), indicating the date and reason for dismissal. Various serious infractions may lead to expulsion of a student from school. These include, but are not limited to, the following offenses.

- Acts which, in the judgment of the school, endanger the moral, academic, spiritual, or physical well-being of the student body.
- Prolonged, chronic and/or open disregard for school authority.
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Expulsion – Parent/Guardian Derived

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or other children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationship with the school. Harassment of administration, faculty/staff, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if student is dismissed.

Vandalism / Property Damage

Students and their parents are liable for all damage to equipment and/or school property.

ICS Middle School Student Detention (Grades 6-8 Only)

Detention may be assigned for the following reasons:

- Failure to complete classwork and homework (3 repeated violations)
- Insufficient use of classroom time (3 repeated violations)
- Disrespect exhibited to other students, faculty, assistant teachers or school volunteers
- Violations of the dress code (3 repeated violations)
- Chewing Gum (3 repeated violations)
- Frequent tardiness to class without passes
- Misuse of or tampering with school property or equipment
- Possession of unauthorized items such as toys, electronic devices, and cameras
- Behavior which interrupts the educational process of others
- Lying to or misleading school personnel
- Cafeteria misbehavior
- Abuse of bathroom privileges
- Verbal abuse
- Miscellaneous offenses handled by the principal

Three detentions in any one marking period will be deemed as excessive and carry additional consequences. If a student receives more than three detentions in one marking period there must be a meeting with the teacher, parent, and principal to make a plan on how to move forward. Detention process:

- Teacher will contact parents alerting them that their child has a detention on the same day as the infraction.
- A parental signature, prior to the detention, is needed before serving the detention on the official detention form.
- All detention forms must be returned by the student to the teacher to avoid further consequences.
- Parents will be required to inform the teacher of how the student is to be dismissed from detention if it is during school hours. (i.e. parent pick up, dismiss to after care, etc.)
- The teacher will give the principal a copy of the signed detention form and to the detention teacher on duty.

Detentions will take place after school from 3:00 – 3:30 pm. The teacher must ensure he/she is sitting with the student during the assigned detention. The student will not be permitted to complete homework during this time unless that is the purpose for the detention. The teacher on detention duty will monitor the student during the detention.

Search and Seizure

School facilities, desks, and personal belongings (e.g. student backpacks) are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Cubbies, desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

Physical Restraint

Corporal punishment is not used as a means of addressing student behavior. However, there are times when physical restraint may be necessary to maintain the safety and order of all involved. Such an occurrence may take place anywhere on school grounds or at a school activity or event, whether or not it is held on school property. The primary objective is to prevent a student from harming him/herself, other people, or school/staff property.

New Jersey law permits a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to protect an environment.

General Conduct On School Grounds

Students are to walk, not run, in the hallways. Students are to talk quietly in the halls. Bicycles are not allowed within the interior of school buildings. Skateboards and roller-blades are not allowed on school grounds.

ELECTRONIC DEVICES

Cellular telephones are not permitted in the classroom. Students requiring cellular phones **MUST** deposit them in the school office on arrival at school. They may be picked up at dismissal. Other devices, such as, electronic games, iPods and tablets are **not** permitted on school premises, during the school day, as they are distracting and easily damaged. If used on the school bus they must be deposited in the school office. Use of digital cameras requires written permission from the principal and the teacher. Disregard of the rule is a suspension-level offense. In addition, disregard of the cell phone directive will result in the device being held by the principal until picked up by a parent. The school has the right to search anything that is brought on school property.

Valuables / Electronics

If students bring money or valuables for a special reason, those items should be checked in via their classroom teacher or via the school office for safekeeping. No radios, personal tape recorders, CD players, Boom Boxes, pagers or other electronic games are allowed in school unless specific permission for a specific activity has been given by a member of the school staff/faculty. Possession or use of this type of equipment at school will result in the removal of the equipment from the student.

Use of Technology

Part of the vision of Immaculate Conception School is to educate students to become self-directed, continuous learners who represent ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States (USCCB) have supported the use of technology as a means of learning and evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees. Thus, tech-related skills will be taught to all 1st-8th grade students.

Access to telecommunication sources will enable students to potentially explore online libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information gathering and opportunities for collaboration is a very important resource for learning.

Finally, use of school technological resources such as the computer and the Internet must be in support of education and research, and must be consistent with the educational objectives of our school's curriculum guidelines. Using school resources for Internet access is a privilege, not a right. Inappropriate use, which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected by trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and/or violation of computer/network security, as determined by the school administration, can result in cancellation of tech-related privileges and may also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation or uploading of "computer viruses" is expressly prohibited.

VOLUNTEERS

All volunteers must be fingerprinted and must attend the "Protecting God's Children" program as directed by the Office of the Bishop of the Diocese of Metuchen. This directive applies to anyone who plans to volunteer more than one time during the school year. The Protecting God's Children Coordinator facilitates the program for Immaculate Conception Church. Dates are announced in the parish bulletin. Call the school or parish rectory for information.

Students who attend Immaculate Conception School have the right to expect that information about them will be kept confidential by all volunteers. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrator.

- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as parents, social workers, scout leaders, clergy or nurses/physicians. Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.
- Parents, friends, or community members may, in good faith, ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law!

All volunteers must sign the "Volunteer Confidentiality Agreement" located in the Appendix.

ADMINISTRATION OF MEDICATION

Immaculate Conception School strongly discourages the administration of either prescription or non-prescription medication in school or on school-sponsored activities. However, if it is absolutely essential that a student receive medication while under supervision, the following will apply:

1. A parent/guardian should come to the School and personally administer the medication.
2. If this arrangement is not possible, the school Nurse or Principal (or his/her designee) will administer the medication under the following conditions:

3. The medication must be given to the School Nurse or Principal by the parent/guardian;
4. The medication must be in the original pharmacy-labeled container; and
5. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the School. A copy is included in the Handbook.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse and /or Principal to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the School. A copy is included in the Handbook.

POLICY ON THE ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements Regarding Liability

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the Student shall be notified that upon administration of the epi-pen in accordance with the procedure below as provided by law, the School and its employees or agents shall have no liability for any injury arising from the administration of the epi-pen to the Student. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

ADMINISTRATION OF THE EPI-PEN BY THE SCHOOL

The School nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School nurse, another School employee---designated and trained in administration of the epi-pen by the School nurse pursuant to New Jersey law---may administer the epi-pen.

Emergency Administration of Epinephrine

Implementation of P.L.199, c.368

Some pupils attending schools in the diocese may suffer from a severe, life-threatening allergic reaction called anaphylaxis. Pupils with a history of anaphylaxis (as documented by a physician), may require the emergency administration of epinephrine for anaphylaxis and do not have the capability for self administration of the medication.

P.L. 1997, c.368 (N.J.S.A. 18A:40-12-5 and 12-6) was adopted because a school nurse may not be immediately available to assess the severity of an allergic reaction, and to administer epinephrine for pupils who cannot administer the medication themselves. The law permits the school nurse to designate in consultation with the principal another employee to administer epinephrine via an auto-injector to a pupil for anaphylaxis.

Parents of children with severe allergies are required to make an appointment with the school nurse to establish a specific protocol.

The school cafeteria will contain a peanut/free nut free table for parents/students who wish separate seating.

SUSPECTED CHILD ABUSE OR NEGLECT

New Jersey State law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services. Immaculate Conception School abides by this law.

ASBESTOS MANAGEMENT PLAN

"The School's Asbestos Management Plan is on file in the School office as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request." Immaculate Conception School buildings do not contain asbestos. A letter stating such is on file with the appropriate office in the diocese of Metuchen.

SCHOOL UNIFORMS / DRESS CODE

School uniforms must be purchased through Flynn and O'Hara only. School uniforms are required daily for students in Kindergarten through Grade 8. Dress uniforms are required for school liturgies, special assembly programs, specific field trips and special announced occasions. Dress or casual uniforms may be worn at all other times except physical education days when P.E. uniforms are required. ICS Spirit Wear and Team wear are not part of the school uniform. Walking shorts may be worn as an optional summer uniform from April 1st through October 31st or at other announced dates. Students are expected to report to school every day in the school uniform. Students must have a note of explanation from the parent when not dressed in the full uniform and P.E. uniform. Parents are requested to purchase black or plain white sneakers if a student must wear sneakers for an extended period of time due to a medical reason. A doctor's note is required. Students without a note of explanation will receive a uniform infraction notice and age appropriate consequence. It is expected that the entire uniform will be clean, neat and in repair at all times. All articles of clothing must be labeled with the child's name as well as backpacks and lunch bags.

BOYS PRESCHOOL 3, PRE-K 4 AND TRANSITIONAL KINDERGARTEN

It is optional for students in grades Preschool 3 and PreK-4 to wear the ICS gym uniform. It is optional for students in grade Transitional Kindergarten to wear an ICS gym uniform or the dress/causal uniform (see uniform description below). Students in grades Pre-K and Transitional Kindergarten classes may wear their own clothes.

BOYS – KINDERGARTEN THROUGH GRADE 8

Dress Uniform

- Navy pants (no walking shorts)
- White oxford button down shirt (long /short sleeve)
- K-4: Navy unisex cardigan sweater (embroidered insignia) or navy unisex vest - required
- 5-8: Navy unisex sweater with contrasting piping or navy unisex vest - required
- Black or Brown Belt – Optional
- Navy / Black / White socks above ankle (tennis socks are not permitted)
- K-4: Blackwatch plaid tie; 5-8: green/blue/red stripe tie
- Shoes – See 'Acceptable Shoes' under 'Miscellaneous Uniform'

Casual Uniform

Navy pants

Navy walking shorts (optional April 1 through October 31)

White knit turtleneck shirt (embroidered insignia), or

White knit golf shirt (long / short sleeve) (embroidered insignia)

K-4: Navy unisex cardigan sweater (embroidered insignia) or navy unisex vest - Optional

5-8: Navy unisex sweater or navy unisex vest - Optional

Black or Brown Belt - Optional

Navy / Black / White socks above ankle (tennis socks are not permitted)

Shoes – See 'Acceptable Shoes' under 'Miscellaneous Uniform' below

Girls Preschool 3, Pre-K 4 and Transitional Kindergarten

It is optional for students in grades Preschool 3 and Pre-K 4 to wear the ICS gym uniform.

It is optional for students in grade Transitional Kindergarten to wear an ICS gym uniform or the dress/causal uniform (see uniform description below).

Students in grades Pre-K and Transitional Kindergarten classes may wear their own clothes.

GIRLS – KINDERGARTEN THROUGH GRADE 8

Dress Uniform

K-4 Plaid belted tunic; Gr.5-8 plaid wrap-around kilt (skirt length at or covering knee – long skirt lengths are available)

K-4 White Peter Pan collar blouse (long/short sleeve); Gr. 5-8 oxford button down shirt

K-4 Navy crew neck cardigan sweater (embroidered insignia) - required

5-8 Navy unisex sweater or navy unisex vest - required

White/navy tights (smooth/opaque or cable knit), knee socks, ankle socks

Shoes – See 'Acceptable Shoes' under 'Miscellaneous Uniform' below

Casual Uniform

K-4 Plaid belted tunic; Gr.5-8 plaid wrap-around kilt (skirt length at or covering knee)

Navy pants

Navy walking shorts (optional April 1 through October 31)

Black or Brown belt (with pants or walking shorts) - Optional

White knit turtleneck shirt (embroidered insignia), or

White knit golf shirt (long/short sleeve) (embroidered insignia)

K-4 Navy crew neck cardigan sweater (embroidered insignia) or navy unisex vest;

5-8 Navy unisex sweater or navy unisex vest - Optional

White/navy tights (smooth/opaque or cable knit), knee socks, socks (above ankle)

Shoes – See 'Acceptable Shoes' under 'Miscellaneous Uniform' below

BOYS AND GIRLS PHYSICAL EDUCATION UNIFORMS KINDER – GRADE 8

Navy sweatshirt (imprinted logo) or ICS Spirit Wear

Navy sweat pants (imprinted logo) required November 1 – March 31

An optional track suit embroidered with the ICS logo may be worn in place of sweat suit

Gray tee shirt (imprinted logo) long/short sleeve

White, Gray, or Black Crew Socks

Good, supportive athletic sneakers, with laces, are acceptable footwear – Tied traditionally (no high tops, no embellishments) any color, for P.E. only.

No jewelry except post earrings. Long hair must be tied.

Note: The Uniform Code must be followed for participation in class.

MISCELLANEOUS UNIFORM

Acceptable Hair and Accessories

No color, streaks, or lightened hair

Small bows, clips, or headbands that match the uniform, or are solid navy blue, black, hunter green or white

No woven, braided or clipped in embellishments (feathers, beads, etc.)

Conservative styles

For boys, hair must be above the eyebrow and off of the shirt collar – e.g. hair should not be longer than the nape of the neck or touching the collar

Acceptable Jewelry

Necklace with a religious medal or cross of moderate size

One ring

Girls only – One earring per ear (no large dangling earrings)

One watch (no smart watches)

One religious bracelet

Make Up / Nail Polish

No makeup of any kind is permitted (naturally colored concealer is acceptable)

No nail polish, including clear

No tattoos (temporary or permanent)

Acceptable Shoes

Solid black, navy blue or brown leather with no embellishments (stripes, colored stitching, sparkles, gems, designs, colored laces, etc.) No moccasins, backless sandals, backless shoes, or boots

Shoe heel must not exceed 1.5 inches at its highest point

Ballet style shoes are discouraged due to their lack of support and protection

Black 'Sneaker-Like' Shoes – Black only, with black sole and black laces, no canvas, no high-top. Shoes must be in good repair

Undergarments should never be visible.

OUT OF UNIFORM – ‘Free Dress Days’

On occasion students are permitted to dress out of uniform – e.g. a ‘Free Dress Day’. It is expected that the choice of clothing is appropriate for a Catholic School. Skirts, dresses, and shorts must be to the knee. Pants cannot have holes in them and must be at the waist. Shirts must have a sleeve (no bare shoulders). Cut-outs on clothing are not permitted. Undergarments cannot be visible.

No shoes without backs. No nail polish. No make-up. Students wearing inappropriate clothing will be required to call their parent for the school uniform. If a dress down day occurs on a P.E. day, the student is expected to wear clothes and shoes appropriate for P.E.

Acknowledgement

Parents/Guardians and Students, please refer to the **Appendix, Parent/Guardian and Student Signature Form** to acknowledge receipt of the Immaculate Conception School’s Student Handbook, and agree to abide by all of its terms. Parents/Guardians further acknowledge their understanding and that they are expected to review and explain this handbook with their child(ren) and help him or her understand and comply with its terms.

ICS FACULTY AND STAFF

Rev. Monsignor William Benwell, Pastor

David Stone, Principal

Diane Eisenhart, Assistant Principal/Curriculum Coordinator

Transitional Kindergarten / ECE Coordinator	Mrs. C. Fortunato
Preschool 4-Year Old AM/PM	Mrs. L. Savage
Preschool 3-Year Old AM/PM	Mrs. J. Lindgren
Toddler 2-Year Old AM	Mrs. D. Clark
Toddler 2-Year Old PM	Mrs. A. Senger
Kindergarten	Mrs. C. Kassebaum
Kindergarten	Mrs. E. Ziemba
Grade 1	Mrs. K. DelGaizo
Grade 1	Mrs. C. Pepperman
Grade 2	Mrs. B. Huck
Grade 2	Ms. J. DiSessa
Grade 3	Mrs. M. Meyer
Grade 3	Mrs. N. Tyerech
Grade 4	Mrs. T. Craig
Grade 4	Mrs. D. Markovich
Grade 5 (Religion 5 / Math 5,6,7,8)	Mrs. R. Bloom
Grade 5 (LA 5 / SS 5)	Mrs. J. Staples
Grade 6 (LA 6,7,8)	Ms. D. Kielce
Grade 6 (LA 6,7,8)	Mr. S. Puricelli
Grade 7 (Math 6,7,8)	Mrs. T. Monthony
Grade 7 (SS 6,7,8)	Mrs. K. Smith
Grade 8 (Science 6,7,8)	Mrs. A. Jones
Grade 8 (Math 5,6,7,8)	Mrs. K. McCarron
Religion 5,6,7,8	Sr. M. Luu
Physical Education	Mrs. K. Hausler
Music K-8, Instrumental Music/Choirs/Band	Mrs. G. James

Spanish, Science 5 Art K-8	Ms. R. Fickas Mrs. K. McBride
Reading / Math Support (1-4) Reading Support (5-8) Technology Teacher (6-8) Librarian / Computers (K-5) School Nurse School Counselor	Mrs. M.J. DeSaro Mrs. M. Sharp TBD _____ Ms. J. Sonnenschein Mrs. S. Cook Mrs. J. Regan
Grades 1 and 2 Teacher Assistant Kindergarten Teacher Assistant Pre/T-K Teacher Assistant Pre-K Teacher Assistant Preschool Teacher Assistant	Mrs. C. Tropeano Mrs. E. Westlein Mrs. A. Russo Mrs. A. Senger Mrs. D. Clark
Lunchroom Coordinator Lunchroom Assistants	Mrs. J. Campbell Mrs. D. Sekula Mrs. P. Dandeo Mrs. L. Brokaw Mrs. F. Mazzei Mrs. C. Lsbitski
Lunchroom Aides	Mrs. J. Dunham TBD _____
After Care – Early Elementary After Care – Elementary – Coordinator After Care – Elementary	Mrs. C. Parente Mrs. P. Dandeo Mrs. C. Pusey
Secretaries	Mrs. M. Casserly Mrs. J. Ingram
IT Systems Manager	Mr. R. Miller
Business Manager	Mr. M. Dwyer
Bookkeeper	Mr. K. Liszewski
Admissions Director / Marketing	Mrs. S. Hillwig
Director of Advancement	Mrs. L. Vitelli
Maintenance – Facilities Manager	Mr. A. Kielce
Maintenance	Mr. J. Schaefer Ms. J. Gibbons Mr. J. McKeon Mr. R. Erkman Mr. K. Dunn

2017-2018 IMMACULATE CONCEPTION SCHOOL CALENDAR

August 2017

August 15th – Assumption of Mary – Holy Day of Obligation
August 28th – New Family Orientation – 10:00a.m.
August 28th – 1st Grade Open House – 10:30a.m.-11:30a.m.
August 29th – Opening Mass with Bishop – Faculty and Staff – Time/Place TBD
August 29th – Ice Cream Social – 7:00p.m. / Movie Outside at 8:15p.m. ish
August 30th – Faculty/Staff Pre-Service Day #1 – 9:00a.m. Start
August 31st – Faculty/Staff Pre-Service Day #2 – 9:00a.m. Start

September 2017

Sept. 05th – 1st Day of School – Early Release at 12:15p.m. (Teachers – P.M. P.D.)
Sept. 06th – 2nd Day of School – Early Release at 12:15p.m. (Teachers – P.M. P.D.)
Sept. 07th – First Thursday – Mass at 9:00a.m. – 1st Full Day of School
Sept. 20th – Back-to-School Night 1
Sept. 21st – Back-to-School Night 2
Sept. 21st – International Day of Peace
Sept. 23rd – Wine and Beer Tasting – Evening – ICS Multi-Purpose Room
Sept. 29th – HSA Mother-Son Social – Evening – ICS Multi-Purpose Room

October 2017

Oct. 05th – World Teacher’s Day
Oct. 05th – First Thursday – Mass 9:00a.m. - Early Release 12:15p.m. (Teachers – P.M. P.D.)
Oct. 06th – NO SCHOOL – Faculty/Staff Professional Development Day
Oct. 09th – NO SCHOOL – Columbus Day
Oct. 13th – LifeTouch – Pictures
Oct. 13th – Children’s Consignment Sale Set-Up – ICS Multi-Purpose Room
Oct. 14th – Children’s Consignment Sale – ICS Multi-Purpose Room

November 2017

Nov. 01st – All Saints Day – Mass at 10:00a.m.
Nov. 02nd – First Thursday (No Mass) – Early Release at 12:15p.m. (Teachers – P.M. P.D.)
Nov. 10th – End of 1st Quarter Marking Period
Nov. 10th-12th – School Play
Nov. 11th – Veteran’s Day
Nov. 16th-22nd – Scholastic Book Fair
Nov. 16th – Parent-Teacher Conferences – Early Release at 12:15p.m. (Conferences in P.M.)
Nov. 17th – Parent-Teacher Conferences – Early Release at 12:15p.m. (Conferences in P.M.)
Nov. 22nd – Pre-Thanksgiving – Early Release at 12:15p.m.
Nov. 23rd-24th – NO SCHOOL – Thanksgiving Break

December 2017

Dec. 01st – HSA St. Nick Shoppe Event – During School Day – ICS Multi-Purpose Room
Dec. 03rd – Beginning/First Sunday of Advent
Dec. 07th – First Thursday (No Mass) – Early Release at 12:15p.m. (Teachers – P.M. P.D.)
Dec. 08th – Immaculate Conception of the Blessed Virgin Mary – Mass at 10:00a.m.
Dec. _____ – ***Christmas Program – Date/Time TBD / / / Dec. 25th – Christmas
Dec. 22nd-Jan. 01st – NO SCHOOL – Christmas Break and New Year’s Day

January 2018

Jan. 02nd – School Resumes
Jan. 04th – First Thursday - Mass 9:00a.m. - Early Release 12:15p.m. (Teachers – P.M. P.D.)
Jan. 15th – NO SCHOOL – Martin Luther King, Jr. Day
Jan. 26th – End of 2nd Quarter Marking Period
Jan. 28th – Feb. 03rd – Catholic Schools Week

February 2018

Feb. 01st – First Thursday – Mass 9:00a.m. – Early Release 12:15p.m. (Teachers-P.M. P.D.)
Feb. 14th – Ash Wednesday – Prayer Service – Time TBD – Beginning of Lent
Feb. 16th – NO SCHOOL – Faculty/Staff Professional Development Day
Feb. 19th – NO SCHOOL – President’s Day

March 2018

March 01st – First Thursday -Mass 9:00a.m. -Early Release 12:15p.m. (Teachers – P.M. P.D.)
March 25th – Palm Sunday
March 29th – Holy Thursday
March 30th – NO SCHOOL – Good Friday – Begin Easter Break
March 31st – Holy Saturday

April 2018

April 01st – Easter Sunday...Alleluia, Alleluia, He Is Risen!
April 02nd-06th – NO SCHOOL – Easter Break
April 08th – Divine Mercy Sunday
April 12th – First Thursday - Mass 9:00a.m. - Early Release 12:15p.m. (Teachers - P.M. P.D.)
April 13th – End of 3rd Quarter Marking Period
April 19th – Parent-Teacher Conferences – Early Release at 12:15p.m. (Conferences in P.M.)
April 20th – Parent-Teacher Conferences – Early Release at 12:15p.m. (Conferences in P.M.)
April 22nd – Earth Day
April 25th – Administrative Professional Day
April 27th – Grandparents Luncheon
April 28th – GALA (TBD)

May 2018

May 03rd – First Thursday - Mass 9:00a.m. - Early Release 12:15p.m. (Teachers – P.M. P.D.)
May 04th – NO SCHOOL – Faculty/Staff Professional Development Day – Spirituality
May 08th – Teacher Appreciation Day
May 09th – National School Nurse Day
May 09th-11th – Science Fair (09th – Set-Up, 10th – Judging, 11th – Parent/Student Viewing)
May 10th – Ascension – Mass at 10:00a.m.
[Ascension is transferred to Sunday, May 13th in many dioceses.]
May 13th – Mother’s Day
May 20th – Pentecost Sunday
May 25th – Jog-A-Thon (TBD)
May 27th – Trinity Sunday
May 28th – NO SCHOOL – Memorial Day
May 31st – Corpus Christi (Transferred to June 03rd)

June 2018

June 07th – First Thursday - Mass 9:00a.m. - Early Release 12:15p.m. (Teachers – P.M. P.D.)

June 07th – Art Show, 1:00p.m.-3:00p.m. – ICS Multi-Purpose Room

June 07th – K-4 Portfolio Presentation -and- Middle School Open House

June 08th – Sacred Heart of Jesus

June 12th – 8th Grade Dinner

June 13th – 8th Grade Graduation

June 14th – End of 4th Quarter Marking Period

June 17th – Father’s Day

June 18th – Early Release Day – 12:15p.m. – Festival Set-Up

June 19th – Last Day of School – Early Release at 12:15p.m.

June 20th-24th – Immaculate Conception Festival



PARENT/GUARDIAN AND STUDENT POLICIES

HARASSMENT, INTIMIDATION AND BULLYING POLICY

For Students and Parents/Guardians

Immaculate Conception School ("ICS" or the "school") prohibits all acts of harassment, intimidation or bullying of its students. ICS has determined that a safe, civil and respectful environment in school, in conformity with Catholic social teachings, is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, disrupts both a student's ability to learn and ICS's ability to educate its students in a safe and disciplined environment. A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at ICS. Students are expected to act with courtesy and respect toward one another and all members of the school community. Students are also expected to comply with this school policy prohibiting harassment, intimidation and bullying.

1. **Definition.** For purposes of this policy, "harassment, intimidation or bullying" ("HIB") means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off of school grounds that substantially disrupts or interferes with the orderly operation of ICS or the rights of other students, faculty, staff or any other person, and that:
 - a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
 - b. has the effect of insulting or demeaning any student or group of students: or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
 - c. Nothing in this policy shall be interpreted to prohibit or abridge the legitimate statement, expression, or free exercise of the beliefs or tenets of the Catholic faith by ICS or any member of ICS's faculty, staff, or student body.
2. **Minimum Appropriate Behavior.** ICS expects students to refrain from all acts of harassment, intimidation or bullying. Indeed, ICS expects students to conduct themselves at all times in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the student code of conduct. ICS also expects that students will act in accordance with the student behavior expectations set forth in detail in the Code of Student Conduct.
3. **Consequences for Violation of this Policy.** The school, in its discretion, shall determine appropriate consequences and appropriate remedial actions for a student who commits one or more acts of HIB under this policy. Such consequences may include positive behavioral interventions but may also include suspension or expulsion of students as set forth in the Code of Student Conduct. Students found to have engaged in acts of harassment, intimidation or bullying, or any other action in violation of this policy, shall be subject to appropriate disciplinary action, to be determined by ICS in its discretion, up to and including immediate expulsion from the school. In appropriate cases, ICS may report

the incident to law enforcement personnel and/or take other appropriate legal action.

Remedial measures may include actions designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and other appropriate corrective action. In deciding upon the appropriate consequences and remedial measures for each act of harassment, intimidation or bullying, the school, in its discretion, may consider all relevant factors, including but not limited to, the following:

- a. Age, developmental and maturity levels of the students involved,
- b. Degrees of harm;
- c. Surrounding circumstances;
- d. Nature and severity of the behaviors;
- e. Incidences of past or continuing patterns of behavior;
- f. Relationships between the parties involved; and
- g. Context in which the alleged incidents occurred.

Students, parents, and visitors should report alleged violations of this policy to the principal on the same day when the individual witnessed or received reliable information regarding any such incident, or as soon thereafter as reasonably practicable. Students, parents, and visitors may report an act of harassment intimidation or bullying anonymously.

4. **Procedure for Review.** The school will conduct a thorough and complete review into each report of an alleged incident of harassment, intimidation or bullying, to be initiated by the principal or the principal's designee promptly following the verbal report of the incident. The review shall be conducted by the principal or the principal's designee. The review shall be completed and the written findings submitted to the principal as soon as possible, generally not later than ten (10) school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the review be received after the written report has been submitted, the principal may amend to the original report of the results of the review.

Parents/guardians of the students who are parties to the review will be provided with certain information about the review, in accordance with Federal and State law and regulation. This information will include the nature of the review; whether evidence of harassment, intimidation, or bullying was found; and whether consequences were imposed or services provided to address the incident of harassment, intimidation or bullying.

A parent or guardian of any student who is a party to the review may request a formal meeting with the principal and/or the principal's designee(s) regarding the result of the review. The parent or guardian should request such a meeting no later than five (5) days after ICS notifies the parent or guardian of the results of the review. At the meeting, the parties may hear from and consider information provided by school personnel regarding the alleged incident, the findings from the review of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. Following this meeting, the principal may affirm, reject, or modify the original decision.

5. **Prohibition on False Reporting.** ICS also prohibits students from falsely accusing another as a means of harassment, intimidation or bullying. If any student is found

to have made a false or misleading accusation regarding acts of harassment, intimidation or bullying, ICS reserves the right to take appropriate action to ensure that the individual(s) responsible for making the false or misleading accusation is/are punished appropriately, up to and including expulsion from the school.

6. **Applicability.** This policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.
7. **Publication.** This policy shall be annually disseminated to all students, and parents who have children enrolled in Immaculate Conception School. The current version of this policy shall be maintained on the home page of the school's website. All students and parents who have children enrolled in Immaculate Conception School shall be required annually to sign an acknowledgment form acknowledging receipt of this policy.

This policy is subject to modification by ICS from time-to-time, in its discretion.

Parents/Guardians and Students, please refer to **Appendix, Parent/Guardian and Student Signature Form** to acknowledge receipt of the Immaculate Conception School's Harassment, Intimidation and Bullying Student Policy, and agree to abide by all of its terms. Parents/Guardians further acknowledge their understanding and that they are expected to explain this policy to their child(ren) and help him or her understand and comply with its terms.

IMMACULATE CONCEPTION SCHOOL – TECHNOLOGY ADMINISTRATION

Acceptable Use Policy (AUP)

1.0 Definitions.

1.1 “**AUP**” means this Technology “Acceptable Use Policy”

1.2 “**Facilities**” means the School’s technology facilities, which include, but are not limited to, all computer and computer-related equipment, software, email facilities, facilities for internet access, on-line accounts, storage media, network accounts, computer and email files and messages, information processing and communications facilities, including those on School premises and those that are connected to or able to be connected to the School’s facilities from locations off School premises, and any fax machines, telephones, smart phones, pagers, wireless email devices, copiers, scanners, or operating systems used in connection with the School’s technology facilities.

1.3 “**Faculty**” means anyone currently employed by the School in any capacity, whether full or part time, whether paid or volunteer, who is not a Student at the School.

1.4 “**School**” means Immaculate Conception School, Annandale, New Jersey.

1.5 “**Spam**” means unauthorized and/or unsolicited electronic mass mailings.

1.6 “**Student**” means anyone currently enrolled as a student at the School at any time during the calendar year, regardless of whether school is in session.

2.0 Overview

The School has established the Facilities for the purpose of enabling Students and Faculty to pursue curriculum-related educational activities through the use of technology, such as accessing, processing, retrieving, and using information.

3.0 Purpose

The purpose of the AUP is to outline the acceptable use of the Facilities, at the School or from an offsite location, by Students and Faculty. These rules are in place to protect the Students, Faculty, and the School. Inappropriate use exposes the School to risks including virus attacks, compromise of network systems and services, and legal issues. Effective security is a cooperative effort involving the participation and support of every Student and Faculty member who deals with information and/or information systems in any way. It is the responsibility of every computer user to know these rules, and to conduct their activities accordingly.

4.0 Scope

The AUP applies to all current Faculty and Students (and, if applicable, a Student’s parent or guardian who has received appropriate authorization from the School to use the Facilities), and continues to apply for as long as they remain Students or Faculty members, as the case may be. This policy covers all equipment within the Facilities, whether owned or leased by the School.

5.0 Policy

5.1 General Use and Ownership

1. Users should be aware that the data they create on the School's systems remains the property of the School. Because of the need to protect the School's network and systems, the School cannot guarantee the confidentiality of information stored on any of the Facilities.
2. For security and network maintenance purposes, authorized district personnel may monitor equipment, systems and network traffic at any time.
3. The School reserves the right to audit its networks and systems on a periodic basis to ensure compliance with the AUP.
4. The School reserves the right to access Student and Faculty files and communications within the Facilities.
5. Students and Faculty are permitted to use only the software to which they have been granted express rights by appropriate School personnel.

Students and Faculty must abide by any patent, copyright, or license restrictions that may relate to the use of the Facilities, products, programs or documentation.

6. Before leaving the School for any reason, Students and Faculty must return all software, accounts, and equipment provided to them by the School.
7. Any Student or Faculty member who becomes aware of any attempt to violate or bypass security mechanisms or effort to disrupt the network(s) must promptly report such activity to a teacher or class supervisor (if a Student), or to School security personnel (if a Faculty member).

5.2 Security and Proprietary Information

1. Each user must respect the privacy of information stored in the Facilities.
2. Each Student and Faculty member must use only the computer and software issued to himself or herself. If a computer or account is issued to a Student or Faculty member, that person must take responsibility to protect their account from unauthorized use.
3. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
4. Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses or other computer attacks.

5.3. Unacceptable Use

The following activities are prohibited. The lists below are by no means exhaustive, but provide a framework for activities which fall into the category of unacceptable use. As an overall matter, it is strictly prohibited to engage in any activity that is illegal under local, state, federal or international law while utilizing any Facilities.

5.3.A System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the School.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, or the installation of any copyrighted software onto the local, floppy, or network drive for which the School or the end user does not have an active license, or otherwise using the Facilities to violate the terms of any software license agreement, or any applicable law.
3. Acquiring or modifying information that belongs to another person, or attempting to access restricted portions of the network(s) or operating system(s).
4. Introduction of malicious programs (such as viruses) into the network or server.
5. Revealing your account password to others or allowing use of your account by others. This includes family or other household members when working at home.
6. Making fraudulent offers of products or services from any School account.
7. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the Student or Faculty Member is not an intended recipient or logging into a server or account that the Student or Faculty Member is not expressly authorized to access, unless these duties are within the scope of regular duties. Circumventing user authentication or security of any host, network or account.
8. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
9. Providing information about, or lists of, Students or School employees to parties outside of the School.
10. Using the Facilities for commercial purposes, personal pursuits, discriminatory actions, illegal activities, solicitation, or accessing pornographic materials.

5.3.B Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

5. Creating or forwarding any "chain letters", "Ponzi" or other "pyramid" schemes.
6. Use of unsolicited email originating from within the School's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the School or connected via the School's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

6.0 Enforcement and Indemnification

6.1 Enforcement.

6.1.A **Faculty.** In addition to any punitive actions that may be prescribed by local, state or federal laws and regulations, and the indemnity in Section 6.2, any Faculty member who violates the AUP may be subject to disciplinary action, at the School's sole discretion, which may include (but is not limited to), temporary or permanent suspension from using the Facilities, termination of employment.

6.1.B **Students.** In addition to any punitive actions that may be prescribed by local, state or federal laws and regulations, and the indemnity in Section 6.2, any Student found to have violated the AUP may be subject to disciplinary action, at the School's sole discretion, which may include (but is not limited to) suspension from School; expulsion from School; removal from courses requiring use of Facilities; and/or receiving a failing grade in courses requiring use of Facilities.

6.1.C **Procedure.** In any instance of punitive action under this Section, the person accused of violating the AUP will be afforded due process in accordance with the School's standard administrative procedures.

6.2 Indemnification

Any Faculty member or Student (by way of parent or guardian) who has been found, after full administrative process, to have violated the AUP, shall indemnify and hold harmless the School, its directors, employees and agents from and against any losses, judgments, costs, attorneys' fees, penalties, claims, damages, suits and liability that relate to, or result from, the AUP violation.

7.0 Acknowledgement and Acceptance of the AUP

Note: 6th, 7th, and 8th grade students:

A Chromebook Acceptance of Responsibility and Device Use Agreement and Device Agreement Permission document and Google Apps User Expectations/Policy will be provided to all parents with students in 6th, 7th, and 8th grades. Chromebooks will not be provided for school use before all the proper forms are returned to school as directed.

Parents/Guardians and Students, please refer to **Appendix, Parent/Guardian and Student Signature Form** to acknowledge receipt of the Technology Acceptable Use Policy (AUP), and agree to abide by all of its terms.

PARENT ACTION PLAN

This Parent Action Plan is presented to you as a guide to creating a collaborative and positive environment at Immaculate Conception School.

1. I will carefully read school bulletins and other communications from ICS administrators and teachers. My goal is to be well-informed about what is happening and what is planned in the school.
2. I will seek to understand the reasons for school rules and comply with them. My goal is to be a role model for the children about the value and importance of rules at home and at school.
3. I will remain patient, tolerant, and cautious in the car line. My goal is to make the car line safer for all members of the ICS community, especially the children.
4. I will refrain from gossip and the spread of harmful rumors. I will seek to know the truth of a situation from a competent school authority. My goal is the peace of mind that comes from being considerate and sensitive to the needs of others.
5. I will follow school protocols in seeking answers to problems. My goal is to develop a positive working relationship with school teachers and administrators.
6. I will strive to be the role model of someone who pursues spiritual growth, excellence in what I undertake, and moral integrity.
7. I accept my responsibilities as a Catholic school parent. I agree to model the mission of Immaculate Conception School, as presented in the mission statement, by following this action plan.

Parents/Guardians, please refer to **Appendix, Parent/Guardian and Student Signature Form** to acknowledge receipt of the Parent Action Plan, and agree to abide by all of its terms.



APPENDIX / SIGNATURE FORM

PARENT/GUARDIAN AND STUDENT SIGNATURE FORM

This form acknowledges receipt of the Student Handbook containing the policies, rules and regulations for Immaculate Conception School. Signature indicates that you have read the Handbook, and your understanding and agreement that the Handbook is binding on the students and parents / guardians during the current academic year. Furthermore, you understand and agree that the administration of the School will have the authority set forth in the Handbook and that you understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. You accept responsibility to support the school in the policies it has established, and to see that your child(ren) adheres to the rules and regulations set forth in the Handbook.

Please return this form by September 16, 2017. Note that there is no student signature required for Kindergarten.

I/we hereby acknowledge that I/we have received the Handbook and read all policies as identified:

- ┆ Student Handbook Acknowledgement (parent/guardian and student)
- ┆ Beatitudes for Parents
- ┆ Harassment, Intimidation, and Bullying Policy (parent/guardian and student)
- ┆ Technology Acceptable Use Policy (parent/guardian and student)
- ┆ Parent Action Plan (parent/guardian only)
- ┆ Photo/Video release – please check all that apply:

_____ I DO NOT give permission to release photos/videos that include my child(ren), and name(s) on the website / social media / press releases

_____ I DO NOT give permission to release photos/videos that include my child(ren), even without their name(s) on the website / social media / press releases

_____ I DO NOT give permission to include my child(ren) in the ICS yearbook

Our signature below is our agreement to abide by the terms set forth in the handbook.

Family Name: _____ Date Signed: _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Student Name/Signature	Grade

VOLUNTEER AGREEMENT

SCHOOL: Immaculate Conception School, Annandale, New Jersey

Volunteer Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-Mail Address: _____ Position: _____

Volunteer Confidentiality Agreement

Students who attend Immaculate Conception School have the right to expect that information about them will be kept confidential by all volunteers. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrator.

- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as parents, social workers, scout leaders, clergy or nurses/physicians. Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.
- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student's family.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law!

Volunteer Agreement / Signature

I, (print name) _____, as a volunteer for Immaculate Conception School agree never to disclose information about a student to anyone other than an authorized school employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school department employees. I understand that violation of this confidentiality agreement will result in immediate termination of my volunteer status at Immaculate Conception School and possible exposure to fine or civil penalties.

Signature: _____ Date: _____

Witness: _____ Date: _____

Family Name: _____