



Felician  
Core Values for  
Ministry

# Respect for Human Dignity

OUR REVERENCE FOR AND COMMITMENT TO PROMOTING  
AND PROTECTING THE DIGNITY OF PERSONS.

WE PRACTICE THE  
VALUE OF RESPECT  
FOR HUMAN DIGNITY  
BY EXHIBITTING OUR  
REVERENCE FOR AND  
COMMITMENT TO  
PROMOTING AND  
PROTECTING THE  
DIGNITY OF ALL  
PERSONS.

*"Preserve among  
yourselves a unity, peace,  
love and kindness. Practice  
toward one another  
gentleness, understanding  
and cooperation."  
—Blessed Mary Angela*

# Compassion

an empathetic consciousness  
of others expressed in caring service.

WE PRACTICE  
THE VALUE OF  
COMPASSION  
BY EXHIBITTING  
AN EMPATHETIC  
CONSCIOUSNESS  
TOWARDS OTHERS  
EXPRESSED IN  
CARING SERVICE.

*"It is important that we  
are there for one another;  
bearing one another's  
burdens."  
—Blessed Mary Angela*

WE PRACTICE  
THE VALUE OF  
TRANSFORMATION  
BY HAVING AN  
OPEN MIND AND  
HEART, LEADING  
TO CONTINUOUS  
IMPROVEMENT OF  
ALL INVOLVED IN  
OUR MINISTRY.

*"Life is change. New life  
happens when we are  
open to being changed  
and transformed."  
—Anonymous*

THE PROCESS THAT ENCOURAGES  
AN OPEN MIND AND HEART,  
LEADING TO CONTINUOUS IMPROVEMENT  
OF THE PERSON AND MINISTRY.

# Transformation

WE PRACTICE THE  
VALUE OF SOLIDARITY  
WITH THE POOR BY  
ENSURING THE NEEDS  
OF THE POOR AND  
VULNERABLE ARE MET  
THROUGH ADVOCACY  
AND ACTION.

*Mother Angela gathered  
children...orphans and the  
elderly who seemed to be  
alone and neglected. She  
gained their confidence and  
discovered their life stories.  
The children received an  
education and the needy  
learned handicrafts.*

ENSURING THE  
NEEDS OF THE  
POOR AND  
VULNERABLE ARE  
MET THROUGH  
ADVOCACY AND  
ACTION.

# Solidarity with the Poor

# Justice & Peace

forging right relationships...re-creating a sustainable  
environment...promoting the common good...in pursuit  
of peace.

WE PRACTICE THE  
VALUE OF JUSTICE  
AND PEACE BY FORGING  
RIGHT RELATIONSHIPS,  
RECREATING A SUS-  
TAINABLE ENVIRON-  
MENT PROMOTING

*"A community spirit  
does not just happen of  
itself. It flows from people  
who share a common  
tradition and strive for  
a common goal outside  
themselves."*

# IMMACULATE CONCEPTION HIGH SCHOOL

*"Sponsored by the Felician Sisters"*

2011-2012

*Middle States Accredited*

258 South Main Street

Lodi, New Jersey 07644

Phone: 973-773-2400

Fax: 973-614-0893

*Home of the Blue Wolves!*

Web site: [WWW.ICHSLODI.ORG](http://WWW.ICHSLODI.ORG)

This school agenda belongs to

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Homeroom \_\_\_\_\_

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## **NON-DISCRIMINATION POLICY**

Immaculate Conception High School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. ICHS does not discriminate on the basis of race, color, national nor ethnic origin in the administration of its educational policies, scholarship and loan programs, nor athletic and other school-administered programs.

It is a privilege to attend Immaculate Conception High School. Any student who does not adhere to the philosophy of the school may be denied the privilege of continued enrollment.

## **PURPOSE AND USE OF THIS HANDBOOK**

This handbook exists to foster the efficient operation of Immaculate Conception High School. To meet this objective, the school administration reserves the right to exercise discretion whenever necessary. **In appropriate circumstances, the Administration has the authority 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. 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, students/parents/guardians will be notified promptly.

## **MISSION STATEMENT**

*Immaculate Conception High School educates and transforms students into young women of competence, compassion, and commitment in a Catholic Felician-Franciscan tradition of leadership and service.*

## **BELIEF STATEMENTS**

In a spirit of our Felician Franciscan tradition, we at Immaculate Conception High School firmly believe and uphold the following tenets:

- Every individual has inherent worth and is capable of loving and being loved.
- Every student will have an equal opportunity to learn in ways that are appropriate for her.
- Every student must be challenged academically so that she can be prepared to pursue her choice of opportunities for higher education.
- The school will provide a healthy environment where students are able to develop a positive self-image while accepting the value of diversity within our human society.
- As a Catholic/Christian institution, it is important to foster a belief in Gospel values, along with a system of ethics that encourages humble service to those in need, as we seek to eliminate prejudice, violence, and injustice in the world.
- Our Franciscan tradition empowers administration, faculty, staff, and students to create a more tolerant, respectful, and peaceful world.
- Parents and school personnel must work together in providing encouragement, support, and cooperation in their efforts to promote the welfare of each student.
- A true high school experience extends beyond the classroom and essentially starts within the home.
- Single-sex schools provide an environment for students to develop a stronger sense of self-discipline, responsibility, leadership, and community.
- We must provide students with the opportunities to develop critical thinking skills, as well as all forms of communication skills, so that they may be able to solve problems throughout their lives in an uncertain world.
- Students are challenged to strive for teamwork, fairness, and a spirit of cooperation and sportsmanship through participation in extracurricular activities and sports.

## **PROFILE OF A GRADUATE**

Immaculate Conception High School is dedicated to the total development of young women through Catholic education in the Felician Franciscan tradition.

- ◆ Founded and continually sponsored by the Felician Sisters, ICHS strives to form young ladies who will be committed to developing the spirit as well as the mind.
- ◆ Because the school community is dedicated to the Blessed Virgin Mary and regularly celebrates the liturgy, graduates will have built a foundation for continual exploration of the fullness of life and its mysteries.

- ◆ Graduates will be spiritual persons who, through study of the Gospels, Church History and tradition, and the message and mission of St. Francis of Assisi and Blessed Mary Angela Truszkowski, have nurtured their spirituality and deepened their awareness of the importance of prayer, sacrifice, service, compassion, humility, and gentle stewardship of the earth and its creatures.
- ◆ These young women will be prepared for and challenged to accept the roles of leadership and action, as Immaculate Conception pays particular attention to the rights and responsibilities of women in the worlds of work, church, community, and family.

Through their years at Immaculate Conception, students will have experienced a broad-based course of study that invites them to think critically and creatively about the natural world and human culture.

- ◆ All graduates of Immaculate Conception will have acquired a depth and breadth of knowledge, including the ability to be a critical and creative thinker, reader, writer, and communicator; to increase competence in quantitative skills and modern languages; to acquire an appreciation for fine and performing arts; to develop computer/technology literacy; and to expand the ability to think clearly about complex problems and to communicate with precision and style.
- ◆ Graduates will be well-prepared for the challenges of college and/or the workplace.

After participating in a host of extra-curricular programs, graduates of Immaculate Conception will have practiced the habits of social and civic responsibility.

- ◆ All graduates will have acquired a keen self-knowledge, lifelong intellectual and cultural interests, and the ability to make socially-responsible choices about the future.
- ◆ Graduates will be active in their communities, will be informed participants in our democracy, and will be confident in choosing to make Christian values an important part of their decision-making process.
- ◆ They will be challenged to continually assess their response to the complex needs and challenges of the contemporary world.

Graduates will be strong, confident, self-reliant, humble, generous, loving, God-centered women, in the tradition of our patroness, the Blessed Virgin Mary, whose “Fiat” changed the course of history.

## **PHILOSOPHY OF IMMACULATE CONCEPTION HIGH SCHOOL**

*The educational mission of the Church is an integrated ministry embracing three interlocking dimensions: The Message revealed by God which the Church proclaims; Fellowship in the life of the Holy Spirit; Service to the Christian community and the entire human community. Each educational program or institution under Church sponsorship is obliged to contribute in its own way to the realization of the three-fold purpose within the total educational ministry.*

(To Teach As Jesus Did, Art. 14)

Since the basic philosophy of any Catholic institution of learning is “To Teach As Jesus Did,” then it is our endeavor at Immaculate Conception High School to adopt and integrate this fundamental maxim as the driving force behind our educational mission.

We, the Administration and Faculty at Immaculate Conception High School, maintain as our initial educational responsibility the development of the WHOLE PERSON, a unique being whose intellectual, spiritual, socio-moral, cultural, physical and civic growth is nurtured and augmented in a Christian atmosphere. As educators, we strive to form this ideal image by fostering in the student a sense of self-worth, social awareness, and commitment as she responsibly and effectively prepares to assume her role in contemporary society.

As a result, we recognize the school as a means for proclaiming the MESSAGE of Christ through the communication of doctrinal truths and moral values. The student, witnessing to the wholesome traditions of this religious background, undertakes the task of employing her full academic potential for the spreading of this MESSAGE.

We recognize the school as a Faith-Community, a center for developing in our students a sense of understanding, of FELLOWSHIP and of the social skills and virtues needed to achieve it. As an individual coming from her respective local community, the student attempts to discover her part in building family, school, Church, state and global consciousness.

We recognize the school as an avenue for performing SERVICE to humanity. Recognizing her responsibility to work for social justice and the need to uphold the dignity of all, the student learns to extend herself and energetically serve the needs of others less fortunate than she.

The program of studies offered to Immaculate Conception High School students seeks to equip the student for the pursuit of academic excellence while emphasizing individual differences. Besides acquiring the basic skills necessary for college, each student learns to apply her knowledge toward the development of all facets of that WHOLE PERSON.

## **MIDDLE STATES ACCREDITATION**

Immaculate Conception High School is accredited by the Middle States Association of Schools and Colleges.

## **SCHOOL DAY**

The regular school day begins with homeroom at 8:00 a.m. and ends at 2:21 p.m.

## ATTENDANCE

The New Jersey Statutes on Education (18A-38-25, 38-26, and 38-27) provide for compulsory attendance at school by all students, and the responsibility for compliance belongs to the parents. The school is required to keep an accurate record of daily attendance, tardiness and absence. Four hours--not including lunch--constitute a full day's attendance. Teachers are required to keep an accurate record of each student's class attendance. Each student is required to attend all sessions of school as well as all classes in each session. It should be noted that frequent absence from school adversely affects a student's academic progress. Having established the following policies concerning absences and tardiness, the administration reserves the right to exercise discretion while making final decisions concerning attendance.

*In order for a student to participate in an after school extra-curricular activity, she must be in school for four hours--not including lunch--on that particular day.*

The maximum number of absences from any class that a student may accumulate and still receive credit is 8.

The following absences are excused and will not contribute to loss of academic credit:

1. Illness, when verified by a doctor's note. (The doctor's note must be submitted when the student returns to school. It will not be accepted after five business days.)
2. A death in the immediate family.
3. Three college visits for Seniors and one college visit for Juniors.
4. Any absence authorized by the administration.

### Absence Procedure

When a student is absent from school for any reason, a parent or guardian must notify the school by telephone on the day of the absence by 7:45 am.

973-773-2400

In addition, when a student returns to school, she must present a written excuse note signed by her parent or guardian. Parent's or guardian's notes which are required to re-admit students to school after full-day absences are not considered substitutes for doctor's notes. Absences verified by parent or guardian notes only are recorded as unexcused.

### Prolonged Absence

Parents/guardians are encouraged to call the Guidance Department 973-773-5028 to request class work/homework assignments when it is expected the student will be absent for three or more days.

Parents/guardians are responsible for picking up materials in the Guidance Office by the following day. Arrangements can be made for another student to pick up these materials.

### Notification to Parents

Notices of any unexcused absence from class will be sent to parents. On the seventh absence for a full-year course, a warning notice will be sent to parents, indicating the attendance situation and the potential consequences of continued

absences. Each absence notification thereafter will bear an indication reminding the parents of such consequences. Copies will be given to the Guidance Director.

On the tenth absence in a full-year course, the student's parents or guardians will be contacted by phone and letter. Documentation of this contact will be given to the Guidance Director.

On the fourteenth absence from a full-year course, the student will be summoned by the administration to sign a form indicating her understanding of the situation and the fact that she may lose credit for the course. A copy will be mailed to the parents or guardians.

For quarter-year courses, the student will sign a form after the second absence indicating her awareness of the fact that she may lose credit for the course. A form will be signed after the fourth absence from a half-year course.

***ABSENCE NOTIFICATIONS WILL BE SENT TO PARENTS OR GUARDIANS AT THE ADDRESS(ES) SPECIFIED IN THE STUDENT'S RECORDS. HOWEVER, THE SCHOOL CANNOT BE RESPONSIBLE IF MAIL IS NOT RECEIVED BY PARENTS BECAUSE OF INTERFERENCE AT THE ADDRESS SPECIFIED OR ANY OTHER REASON, AND NO WAIVER OF THE POLICY WILL BE GRANTED ON THAT ACCOUNT.***

#### Perfect Attendance

In order to receive a certificate at the end of the academic year, a student's attendance must be perfect. A student with early dismissals and/or tardies does not have perfect attendance, even if these are considered excused. Such attendance may be very good, even great, but it is not "perfect."

#### Loss of Credit

If a student exceeds the tenth absence in a course, the student will not be admitted to class without the approval of the Administration. This approval will be issued on a temporary basis if a hearing before the Administrative Team has been requested.

#### Vacations

Vacations during the school year are strongly discouraged. Vacations are considered **UNEXCUSED ABSENCES** and, combined with other unexcused absences, may result in loss of credit for a course. Parents are urged to plan vacations in accordance with the school calendar. Students are responsible for all work missed during vacation absences.

#### Early Dismissal

Parents/guardians are encouraged to leave their daughters in school all day, even on days with scheduled activities. Medical and other appointments should be scheduled before or after school hours and on school holidays whenever possible. Any student who must leave school early must adhere to the following guidelines:

1. The student **MUST** present a note from her parent or legal guardian to the office in the morning on the day that she is requesting an early dismissal. **Students will not be dismissed early without a written note.**
2. The note must state the date, time, and nature of the appointment.
3. Before leaving school the parent/guardian must sign out the student.
4. In the event of an emergency, if no note has been sent to school, a parent **MUST** come sign the student out. A phone call is not sufficient.

5. The student is responsible for all assignments, tests, and class work she misses.

#### Lateness

An accumulation of tardiness will result in the following disciplinary action.

- On the fifth tardy, the student will serve detention.
- On the tenth tardy, the student will serve an in-school suspension and the parent/guardian will be called in for a conference with the administration.
- On the fifteenth tardy, the student will serve detention.
- On the twentieth tardy, the student will serve an out-of-school suspension and the student will be placed on disciplinary probation.
- On the twenty-fifth tardy, the student may be subject to expulsion from Immaculate Conception High School.

**During exams, no student will be permitted into an exam if she is late.**

#### Detention

The student serving a detention will report to Room 12 on the day of the scheduled detention. Detention will end at 3:00pm. For more serious matters students will serve detention on specified Saturday mornings.

#### Disciplinary Probation

A student on Disciplinary Probation may lose her privilege to participate in **all** school-sponsored extra-curricular activities, including clubs, athletic games and scrimmages, as well as fine and performing art productions for the remainder of the school year. The student may appeal to be reinstated after completing two (2) weeks during which she has not been late to school. A reinstated student will remain on Disciplinary Probation, under Advisory Status, for the remainder of the school year. She may have her privileges revoked, with no opportunity for appeal, if she continues to be late for school.

## ACADEMIC POLICIES

#### Minimum Graduation Requirements\*

Religious Studies – 4 years

English – 4 years

Mathematics – 3 years

Social Studies – 4 years

Sciences (laboratory) – 3 years

Foreign Languages – 2 years

Health & Physical Education – 4 years

Visual, Performing & Practical Arts – 2 years

\*All students are required to take eight (8) courses per year.

#### Grading System

Report cards are issued four times a year. The report card will indicate mid-semester grade, midterm exam, end of semester grade, final exam, and final average for each course. The first semester grade (mid-semester grade and midterm), the second semester grade (end of semester grade and final exam), and the final grade (an average

of both halves of the semester) will appear on the student's official transcript. Each half of a semester will count for 40% of a student's course average. The midterm and final exams for each course will count for 10% each of the course average

### Grading Scale

(Letter and Grade Point Average Equivalents)

98-100	4.0	A+	Outstanding
94-97	3.75	A	Excellent
91-93	3.5	A-	
88-90	3.3	B+	Very Good
85-87	3.0	B	
82-84	2.75	B-	Above Average
79-81	2.5	C+	
76-78	2.3	C	Average
73-75	2.0	C-	
65-72	1.0	D	Passing
64 and below	0.0	F	Failing

GPA Calculation Factors

1.06	Advanced Placement Courses, Calculus, Physics, Project Forward Courses
1.04	Honors Courses and Trigonometry/Pre-Calculus
1.0	College Preparatory Courses

### Incompletes

Teacher policy regarding the time frame for making up work missed for absence and/or other allowable reasons is found in the course syllabus distributed at the beginning of the semester. If an "incomplete" on the report card is not addressed two weeks into the new marking period, the student will get a "0" for the missed test/project/homework/etc. This will be calculated in the average.

### Felician College Collegiate Academy

*Collegiate Academy* gives eligible juniors and seniors the opportunity to earn college credits by successfully completing courses at Felician College. All admission decisions are under the discretion of the Felician College Admissions Office. Accepted students are eligible to register for 100- and 200-level courses.

### ***Admission Requirements***

- Student must have successfully completed her sophomore year
- GPA: 85 on a 100 scale in academic subjects
- Official high school transcript
- Recommendation from Guidance Director and/or Principal

Please contact the Guidance Office for a brochure with further information regarding requirements, admission procedures, and fees. Felician College School Code – 2321.

### Requirements for Honors and AP Courses

- In order for a student to be eligible for consideration for placement in an **Honors** course from a **Regular** course, the student must have a final grade of 94 or above as of the third quarter.
- In order for a student who is presently enrolled in an **Honors** course to maintain her status for the upcoming school year, the student must have a final grade of 91 or above.
- In order for a student to be eligible for consideration for placement in an AP course, the student must have a 94 or above in the prerequisite Honors course.

### Honor Roll

Students are eligible for first and second honors at the end of each marking period. The individual marking period grade is used to determine Honor Roll status.

*First Honors:* A grade of 94% or above in ALL subjects.

*Second Honors:* A grade of 85% or above in ALL subjects.

### Valedictorian & Salutatorian

Valedictorian and Salutatorian will be determined after 2<sup>nd</sup> semester mid-terms. They will be based on a cumulative average of all the grades earned at Immaculate Conception High School. In order to be considered for Valedictorian or Salutatorian you must have attended Immaculate Conception High School for a minimum of three years.

### Academic Progress Reports

To help maintain open communication between Immaculate Conception High School and the parents, Progress Reports are used as a tool to combine our efforts to meet the specific needs of each student. Progress Reports are mid-quarter notices sent to parents/guardians to advise them of superior achievement, accomplished improvement, or inadequate academic performance. Progress Reports must be signed by a parent/guardian and returned to the respective teacher by the date indicated on the report. Occasionally an acceptable academic performance for the first half of a marking period is followed by a weak performance for the second half. Under these circumstances a student may fail a subject for a marking period even though a progress report was not sent to the parent.

### Academic Probation

1. **Determinates**  
If a student's cumulative average in one course is a failing mark, the student may be placed on Academic Probation.
2. **Terms of Academic Probation**  
Students on Academic Probation will receive weekly progress reports for each of the failed subject areas for a period of one academic quarter.
3. **Participation in extra-curricular activities**  
Students on Academic Probation will lose their privilege to participate in **all** school-sponsored extra-curricular activities, including clubs, athletic games and scrimmages, as well as fine and performing art productions, for the entire subsequent academic quarter. The student may regain her privileges when her report card indicates that she is no longer failing two or more subjects and when the terms of Academic Probation have been completed.

### Retention Policy

If a student fails three or more courses in a semester, she is subject to dismissal from Immaculate Conception High School.

If a student fails no more than two courses in a semester, she will be required to pass the class(es) in summer school before beginning the fall semester at Immaculate Conception High School. Proof of summer school attendance and grade(s) must be provided to Immaculate Conception High School before the beginning of the new academic year. The summer school grade will appear on the transcript, but a grade of “65” will be used to compute the G.P.A. Failure in summer school will necessitate automatic dismissal.

Students who fail to complete the required number of hours for their Service Projects will receive a grade of INCOMPLETE in Religion for the year. No student, with a grade of INCOMPLETE for Religion on her transcript, will receive a diploma from Immaculate Conception High School.

### Transfer Policy

When a parent/guardian is considering the need to transfer the student, the Guidance Department should be notified so that the transfer process can begin. Part of this process is dialogue with the student and/or the parent/guardian.

Once the decision to transfer is made, the parents/guardians of the student must write a letter to the Principal informing her of the decision to transfer from ICHS and the reason. It is important that parents/guardians be honest in reasons.

After the decision to transfer has been finalized and the letter has been received by the Principal, the Transfer/Withdrawal Form must be signed by the parent/guardian in order for the transfer/withdrawal process to begin:

- If the transfer is taking place during the academic year, the Director of Admissions and the Director of Guidance will meet with the student to conduct an exit interview to gain insight for retaining students. It is important that students be honest when giving reasons.
- The Guidance Department will provide the student with a checklist of steps to follow.
  - ✓ All tuition payments must be brought up to date through the Business Office.
  - ✓ The student must return all athletic uniforms and equipment to the Director of Athletics.
  - ✓ All library books must be returned to the school library.
  - ✓ All textbooks should be returned to the respective subject teachers. The student should be sure to have the checklist signed by each teacher.
- The completed, signed checklist will be returned to the Guidance Office. Signed forms will be kept in the student’s file.
- Official Academic and Medical Records will be sent to the new school upon direct request from that school.
  - ✓ The Guidance Department will send academic records and contact the school nurse regarding Medical Records.
  - ✓ The School Nurse will send permanent medical records to the Guidance Department to be sent to the new school; a copy will be retained in the school nurse’s files.
  - ✓ When a transfer occurs during the academic year, a “Grades—Transfer Student Form” is sent to all teachers by the Guidance Office for completion and return in a timely manner.

- ✓ If a request for records is not received within three weeks, the Guidance Department will contact the district office of the new school and notify them of the withdrawal from ICHS. Notification can be by phone and/or letter.
- ✓ The Guidance Office maintains a transfer log.
- ✓ Records should be updated and transferred to the inactive files maintained in the Guidance Office. Original copies of all forms will be filed in the student's file in the Guidance Office. Copies of Medical Records will be kept on file in the Nurse's Office.

## GUIDANCE POLICIES

### Standardized Tests

Grade 9	New Jersey PASS (Spring)
Grade 10	Preliminary Scholastic Aptitude Test (PSAT)
Grade 11	Preliminary Scholastic Aptitude Test (PSAT) Assessment of Catholic Religious Education (ACRE) Scholastic Aptitude Test I (SAT I)* Scholastic Aptitude Test II, Subject Area Tests (SAT II)* if applicable Advanced Placement Test (AP) if applicable
Grade 12	Scholastic Aptitude Test I (SAT I)* Scholastic Aptitude Test II, Subject Area Tests (SAT II)* if applicable Advanced Placement Test (AP) if applicable

\* Immaculate Conception High School does not administer the Scholastic Aptitude Tests I and II.

### Schedules

Effort is made to honor choices of electives. There are times when this is impossible due to schedule conflicts. In that event, the student will be contacted regarding alternate choices.

### Change of Schedule

A completed and signed Add/Drop Form must be submitted to the Guidance Office in order to be considered eligible for review for a schedule change. Add/Drop forms may be obtained in the Guidance Office.

A student may be granted a schedule change only for the following reasons:

1. Clerical error in scheduling process.
2. Suggestion by a teacher that a change in grouping would be beneficial to a student.
3. In the judgment of the subject teacher and the counselor, the selection of a course was inappropriate.
4. A documented medical condition.
5. Recommendation of the Child Study Team.
6. Recommendation of the Intervention & Referral Service Team.
7. Administrative recommendation.

No student will be granted a schedule change after the first Progress Reports are issued. The school does not permit course changes based on "teacher preference."

### Homework for Extended Illness

In the event that a student is absent for a period of three (3) or more days, the student is eligible to receive homework assignments that are designed to supplement but not replace course instruction. Students/parents are directed to contact the Guidance Office on the morning of the third absence and allow 24 hours from the time of the request for assignments to be submitted by teachers. It is the responsibility of the parents /guardians of the absent student to pick up homework packets from the Guidance Office, students who are absent for less than 3 days should obtain the assignments from a classmate. Students who will be out of school for an extended period of time—more than 15 days—are eligible for home instruction.

### Medical Excuse from Physical Education

Students must have a note from a doctor to be excused from active participation in Physical Education class. Parents' notes will NOT be accepted as an excuse from physical education class. The student will report to the gym for the regular class period and will work on reading/writing assignments during the class. In the event the student is on crutches, she must report to the library. Students with a medical excuse from physical education may not sit in the nurse's office during this time.

### Guidance Conferences

Students and/or parents/guardians may request an appointment with the Guidance Director by contacting the Guidance Secretary. Please be advised that Emergency Walk-in conferences do not require an appointment and may postpone scheduled appointments.

### College Visits

Seniors are permitted to be absent from Immaculate Conception High School for three days to explore colleges. Juniors are permitted to be absent from Immaculate Conception High School for one day to explore colleges. Upon the student's return to Immaculate Conception High School, she must present written verification from the college visited in order to qualify for an excused absence.

### Transcripts

An Official Transcript is any academic record that includes the official school seal and administrative signature. An Official Transcript will not be given to a student or parent for personal mailing or for hand-carrying to another educational institution or scholarship program. An official transcript can be faxed and followed by a hard copy. Prior to the release of an Official Transcript, the Guidance Office must be in receipt of the following items:

- ◆ a completed Transcript Request form for each individual request (obtainable in the Guidance Office)
- ◆ a valid Release of Academic Records Request form on file (included in registration packet)
- ◆ a \$5 clerical fee per transcript (includes postage)

Every student is entitled to an Unofficial Copy of her transcript. This can be requested through the Guidance Office for a \$3 clerical fee.

Official standardized test scores (SAT, SAT II, AP, ACT) must be requested directly from the testing company.

**All transcript fees must be paid in cash or money order. Personal checks will NOT be accepted.** Please allow five (5) working days for the processing of all transcript requests.

***“Rush” Transcripts***

*A “Rush” Transcript is processed and posted within 24-hours of the request. A “Rush” Transcript requires a \$10 clerical fee per transcript (includes regular postage). If the transcript is sent express delivery, it is done at the expense of the person requesting the transcript.*

**Unmet Financial Obligations**

The school reserves the right to suspend school services for any student who has an outstanding tuition balance or other unmet financial obligations.

## CODE OF CONDUCT

### **Detention**

Detention hours may be assigned to students for violation of school rules or upon recommendation of any teacher for violation of classroom procedures.

Unacceptable behaviors that may warrant detention but are not limited to the following:

1. disruption of class or assembly
2. not paying attention during class or assembly
3. being unprepared for class
4. talking during prayers, PA announcements, and class time
5. inappropriate language
6. tardiness to subject classes
7. chewing gum
8. failure to complete assignments
9. failure to sit with homeroom during assemblies
10. failure to comply with the dress code, including proper shoes
11. not having a **locked school lock** on locker
12. unregistered car parked in the parking lot
13. parking in an unassigned spot
14. talking during a fire drill
15. littering
16. wearing excessive jewelry
17. wearing unnecessary buttons, pins, or jewelry on the school uniform
18. failure to abide by rules of cleanliness and neatness in the cafeteria
19. disrespect toward administration, faculty, staff, or another student
20. purchasing and/or consuming a drink or snack outside of lunch period/cafeteria

Detention will be served on specified Thursdays in Room 12 for 30 minutes. Students will be given 24-hour notice to make transportation arrangements. All detentions will be logged in the Vice-Principal’s Office. (Failure to report will result in an additional detention assigned by and served with the Vice-Principal.) Students must be in uniform when serving detention.

**SCHOOL ACTIVITIES, WORK, OR TRANSPORTATION PROBLEMS WILL NOT BE ACCEPTED AS VALID EXCUSES FOR NOT SERVING DETENTION.**

- Any student who is absent the day of a scheduled detention must meet with the Vice-Principal to reschedule.
- Any student who accumulates five detentions will have a conference with her parent or guardian and the Vice-Principal.
- Each additional three detentions will result in an in-school or Saturday suspension.
- Three in-school or Saturday suspensions will result in an out-of-school suspension.
- Three out-of-school suspensions will result in an expulsion from Immaculate Conception High School.

**Suspension**

A student who is suspended may not participate in any school activities during the period of suspension. Parents will be immediately notified when a student is suspended, and the student will be re-admitted to school only after a conference with the parent(s) or guardian(s) and the administration. At the discretion of the administration, in-school suspension may be permitted. *The student will receive a grade of zero on any work, test, exam, etc. on the day of the suspension.*

Grounds for suspension include but are not limited to:

1. unexcused absence from school--truancy
2. falsifying parent/guardian signature (absence notes, progress reports, etc.)
3. failing to report for detention
4. destruction or defacing of school property
5. fighting, gambling or cheating
6. plagiarism
7. insulting behavior toward administration, faculty, staff, or another student
8. persistent or flagrant violation of school rules--including dress code
9. anything which manifests contempt for school authority
10. rowdy conduct on campus
11. use or possession of tobacco on or in the vicinity of school grounds
12. leaving school grounds without permission
13. using beepers, cell phones, and palm-held computers in school (leave in car or in locker)
14. administrative referral

**Expulsion**

Grounds for immediate expulsion include, but are not limited to:

1. immoral conduct (speech, writing, or action) toward administration, faculty, staff, or another student
2. possession, selling or transferring, or being under the influence of any alcoholic beverage or controlled dangerous substance
3. physical violence
4. possession of, or threat of the use of, a weapon
5. violations against the harassment policy (see below)
6. vandalism on school grounds
7. theft of any property belonging to school or to any other individual
8. tampering with fire alarms and fire extinguishers

### Academic Dishonesty

Students attend school in order that they may learn and grow. Class-work and assignments are all geared to this process of learning and growing. The purpose of grades is to show the degree to which this goal is achieved. All work should be reflective of the student's own effort to learn and grow.

The three main areas of academic dishonesty are cheating, plagiarism, and academic misconduct.

*Cheating* is receiving information from a student, giving information to a student, or using an unauthorized source during an academic assignment.

*Plagiarism* is a form of theft; it is the use of another's words or ideas without proper acknowledgement.

*Academic Misconduct* includes the alteration of grades, changing or falsifying documents, forging another's signature or falsifying information, theft of answer keys, manuals, or other such materials.

### Cell Phone Policy

Students are not permitted to use cellular phones under any circumstances during school hours (8:00 a.m. – 2:21 p.m.) Before and after school hours, cell phones may be used. Cell phones must be turned off and kept in locked lockers during school hours. If a cell phone is confiscated by an Immaculate Conception High School faculty or staff member, the student will receive detention. In the event of a repeated offense, the student will be suspended. (Calling a parent is not an acceptable excuse for using a cell phone during school hours. In the event of an emergency, contact will be made through administration or the school nurse.)

### Policy Statement on Harassment

Immaculate Conception High School maintains an atmosphere free of violence, personal abuse or any other form of harassment. Harassment may be student-to-student, student-to-teacher/employee, teacher/employee-to-student, employee-to-employee, parent-to-teacher/employee, or teacher/employee-to-parent, etc. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendoes, comments directed at a person's gender are all inappropriate and will not be tolerated. Violations of this no-harassment policy will be treated as a significant disciplinary matter, resulting in possible expulsion.

Any student, staff member, or parent who alleges harassment by a staff member, student, or parent may complain to the Principal, Vice-Principal or Guidance Director. The report must be put in writing and submitted to the Principal as soon as possible.

When a student is involved, the principal will notify the parents/guardians. Any allegation of teacher-to-student harassment will be reviewed for possible referral to the Division of Youth and Family Services. Any violation of the no-harassment policy by an employee will be grounds for immediate termination of employment.

### Policy on Use of Technology Resources

Immaculate Conception High School (ICHS) provides technology resources to students, faculty, and staff to promote the development of young women of competence, compassion, and commitment through an integrated academic, spiritual, and extra-curricular program. It is an expectation that ICHS's technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance

with the mission, values, understandings and beliefs of ICHS and the Felician Community.

The ICHS Acceptable Use policy applies to all technology resources including, but not limited to: computers, cell phones, video and audio equipment, PDAs, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes and with good manners. Any user who violates this policy, or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

ICHS has taken precautions to control access to controversial materials and has instructed students in the proper use of the Internet, electronic mail, and software. ICHS is not responsible for materials acquired by the student on the system, for violations of copyright restrictions, for users' mistakes, nor for negligence of any kind incurred by users.

All school technology systems, information stored on them, and work performed are governed by these school policies and are subject to school supervision and inspection. ICHS reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, posted from, or stored on its systems (including connections made from sites visited) and to provide such information to law enforcement officials or others, without prior notice.

We expect our parents to be equal stakeholders in the implementation of our Technology Acceptable Use Policy. The signed Handbook Acknowledgement Page indicates that parents and students have read this document, discussed it together, and that parents and students understand the terms and conditions herein.

#### *SECTION A – GENERAL TERMS AND CONDITIONS*

1. **Acceptable Internet Use** - The use of the Internet and school accounts must be in support of education and consistent with the educational objectives of ICHS. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, inappropriate music, and images.
2. **Privileges** - The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his/her decision is final.
3. **Netiquette** - Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.
4. **Copyright** – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is against the mission of ICHS and will result in disciplinary action.
5. **Security** - If a student identifies a security problem on the Internet, she must notify a teacher immediately. Students will not demonstrate the problem to other students. Any student identified as a security risk will be denied access to the Internet.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing on-line materials without permission.
7. **Personal computers** – Computers brought to school must have fully updated virus protection and must be scanned periodically. Students are responsible for maintaining

their virus protection and setting the computer to automatic update and scanning. ICHS will not support hardware issues with student personal computers. Parents and students accept responsibility for the security of their own personal computers. ICHS accepts no responsibility for personal computers or software including, but not limited to theft, vandalism, or intentional destruction. Effective security requires that students' technology MUST be in their possession or in a locked locker at all times.

8. **Digital cameras/Camera phones/Camera PDAs/MP3 players and IPODS/Cellular Phones**– Personal items that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of ICHS. Digital cameras may only be used at the discretion of faculty for educational and/or extra-curricular purposes. All electronic devices listed above must be kept in lockers until the end of the day. Disciplinary action will be taken in accordance with student handbook.

#### *SECTION B – STUDENT AGREEMENT*

1. **Personal Responsibility** –As a student at ICHS, I accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse indicates any conduct in and out of school that reflects negatively upon the reputation of ICHS and is subject to disciplinary action. Misuse is considered any message(s) sent, posted, or received that indicates or suggests threat, harassment, racism, sexism, and inappropriate language or symbols. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at ICHS (MySpace, Facebook, You Tube, any other community forum not listed) .I further understand that what I write, transmit, download, and view at school is subject to inspection by the administration, faculty, and staff of ICHS. In addition, inappropriate communications that reflect poorly on the reputation of ICHS, its employees, or other students are subject to disciplinary action.
2. **Acceptable Use**–My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. E-mail is intended for educational use. The user will not reveal addresses, phone numbers, photographs or other personal information of herself or others. I understand that “surfing” the Internet, or excessive downloading of files, results in congestion on our school network, which slows it down for others.
3. **Netiquette**—I will abide by the following rules of Netiquette at all times:
  - a. I will be polite - I will not use inappropriate language – I realize that I am a representative of the ICHS school community. While I may be alone on the computer, what I write can be viewed globally. I will not IM, email, post, or text message vulgarities, harassing messages, inappropriate language or symbols while using the computer or other electronic devices.
  - b. I will not send or post information, which disparages the reputation of ICHS, its faculty, staff, or students.
  - c. I will not e-mail, IM, post to websites or Blogs, or text message inappropriate graphics, images, pictures, or video of employees of ICHS or other students.
  - d. The user will not upload, download, or bring into the school material deemed inappropriate. This would include, but is not limited to, any material that contains profanity, vulgarity, obscene or violent content. Materials that are racist, abusive, degrading, demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic or religious group are unacceptable.
4. **Privacy**—I will not reveal or post my home address or personal phone number or that of any member of our school to anyone on the Internet at any time. I

understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

5. **Security**—I understand that security on our network is very important. I will never attempt to guess other users' passwords at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately. The user will not meet in person any individual with whom she made contact through the school's technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.
6. **Vandalism**—I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data and/or computer within ICHS and on the Internet. This includes technology owned by ICHS and personal computers of other students brought to school. Vandalism includes, but is not limited to, destruction of hardware, software and peripherals, and the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.
7. **Copyright**—I understand that to copy any other person's work on the Internet and call it my own may be a violation of copyright law. This pertains to text, graphics, video, or sound. When using other people's work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at ICHS is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken including suspension and even expulsion.
8. **Personal computer**—In the case that I bring a personal computer to school, I accept full responsibility for the safety and security of my own computer. I am responsible to make sure that my computer is not stolen or vandalized and that the virus protection is updated automatically. Anything that is transmitted with my computer is also my responsibility. *I will not use my computer during class time to send/read e-mail, Instant Message, or perform any other inappropriate activities during class.* I further understand that my teachers have authority as to the use of my personal computer while at school.
9. **Digital cameras/Camera phones/Camera PDAs/MP3 Players/Cellular Phones**—I understand that transmitting and posting inappropriate images of other students and employees of ICHS violates the mission of the school and are subject to disciplinary action.

#### Respect for Property

Students are asked to respect school property. There is to be no graffiti on desks, cafeteria tables, chairs, walls, bathroom compartments, lockers, etc. Violations will result in possible suspension.

### **DRESS CODE**

General appearance of students should be neat, clean and appropriate for school attendance and all school activities. Any student who comes to school without the proper attire may be sent home, unless they have a medical excuse. Students are

expected to be in complete uniform when they arrive in the morning and when they leave in the afternoon.

The school uniform will consist of a navy skirt or skort, worn no more than two inches above the knee, or navy pants; a white or light blue Immaculate Conception High School pullover shirt; a blue ICHS sweater; navy blue tights or navy blue knee socks may be worn with the skirt or skort; white or navy socks are worn with the pants; and black low-heel tied shoes (black sneakers, slip on shoes, loafers are not acceptable). Seniors and Juniors may wear a plaid skirt; Seniors wear a school approved Varsity cardigan sweater. Skirts are not to be rolled up at the waist. Students may purchase uniform capris for warmer weather. A uniform fleece pullover may be worn in colder weather.

**A school sweater is required for school liturgies, assemblies, and special events.  
Absolutely no sweatshirts are permitted with the school uniform.**

#### Other Regulations

1. If make-up is used, it must be worn in moderation. Light coloring is acceptable. Any dark colors such as black, blue, purple are unacceptable. This pertains to all make-up, lipstick and nail polish.
2. No more than two simple earrings in the ear are acceptable. Large-looped or dangling earrings are unacceptable. Body piercing in any other part of the body is unacceptable this includes but is not limited to nose rings. Students will be asked to remove them immediately.
3. A simple, single necklace around the neck is acceptable. So-called “dog-collars,” heavy strands of jewelry and the like are unacceptable.
4. Only two rings on each hand are acceptable.
5. T-shirts that are worn under the blouse must be totally white.
6. Only 2 bracelets on arm/wrist

#### Physical Education Uniforms

Physical Education uniforms must be purchased from JDM Associates. The physical education uniform consists of a T-shirt and shorts. An optional sweat suit may be purchased.

All uniforms must be purchased at:

**JDM Associates,  
116 South Main Street  
Lodi, NJ 07644  
973-614-0015**

**FAILURE TO COMPLY WITH THE DRESS CODE WILL RESULT IN A  
DETENTION.**

#### Non-Uniform Days

At the discretion of the administration, Immaculate Conception High School may participate in non-uniform days. Students will be permitted to wear clothes other than the traditional school uniform. Students may not wear clothing which is deemed inappropriate including, but not limited to, shorts or short skirts, articles with indecent

writing or slogans, bare midriffs, halter or tank tops, flip flops or slides. The administration reserves the right to send a student home if, in their opinion, a student is dressed inappropriately.

## POLICY REGARDING PASSES

### Pass log

Every student is required to carry her planner with the passlog included. A student who does not bring her passlog to class will not be able to leave class under any circumstances. It is always a teacher's discretion whether or not to allow a student to leave class. No exceptions! If a passlog is lost or stolen, please report it to the Vice-Principal. When all passes are used before a marking period ends, students will be granted permission to leave class only through approval by the administration.

### Lunch Library Pass

- There are 10 passes for the lunch period.  
Lunch duty supervisors are **NOT** permitted to write passes to the library during lunch. Before homeroom, students must pick up the pass from the librarian to gain admission to the library during lunchtime that day.

### Green Guidance Pass

- When students receive a green guidance pass, it should have the Guidance Counselor's or the Guidance Secretary's signature (Third line down on the green guidance pass) and a time the student is to report to the guidance office (Second line down on the green guidance pass). The student must report to class and have the teacher write his or her initials and the time the student has left the classroom in the upper right hand corner of the pass to acknowledge the student has left the class. Upon the student's return to class, she must present the pass to the teacher with the Guidance Counselor's or the Guidance Secretary's signature (Fourth Line down--countersigned) and a time that she left the guidance office.

## LOCKERS

All students will be issued a locker for use in storing their belongings. Lockers will have installed locks; lockers are to remain locked at all times. Failure to do so will result in a detention. This is to ensure the safety of personal items. The school is not responsible for lost or stolen property.

Students are permitted to go to their lockers between classes; however, trips to the locker will not be an excuse for tardiness to class. Students found going to their lockers at other times must have permission from a faculty member or they will receive a detention. The school reserves the right to inspect lockers anytime.

It has become a tradition to decorate lockers for birthdays. We hope to continue this tradition, but that means adherence to the following:

- No scotch tape on the locker itself.
- Any pictures hung in or on lockers deemed inappropriate will be removed.
- Lockers should be undecorated when they become shabby; balloons should be removed at the end of the day.

- All tape must be removed from the locker.
- Words and pictures may be censored.

## BACKPACKS/HANDBAGS

Students are permitted to carry backpacks or handbags to classes provided they fit under the desk and do not present safety hazards. The Administration and faculty reserve the right to determine when hazardous conditions exist. Under no circumstances, and at no times, may backpacks be in the aisle.

## PHOTO ID

All students must purchase a photo ID for \$10 the first week of school. These are required for admittance to school activities at ICHS and other local high schools. Replacement ID cards will cost \$10.

## NOTICES/POSTERS

Any poster or notice hung in the hallways by any club or group must be presented to a faculty advisor and approved by the administration. Failure to receive approval may result in a cancellation of that particular activity. Masking tape must be used—absolutely no scotch tape.

## SCHOOL CLOSING

Information regarding a school closing or a delayed school opening is broadcast on Edline and our website.

Do not call the school to find out whether school is open. It is likely that no one will be there to answer your call. Be sure to listen carefully; there is an ICHS in Montclair. When watching Channel 12, remember we are in Bergen County.

When the school administration makes a decision regarding whether or not to close school, we realize the weather may be worse in different locations. Our students reside in 42 different towns. Parents need to make the decision about whether it is safe in their area.

When calling the radio/television station for a delayed opening, there is not an option for providing very specific times. If the school makes a decision for a delayed opening, we will follow the “Delayed Opening” bell schedule in the student handbook.

## FIRE DRILLS/SECURITY DRILLS

Fire drills/Security drills will occur twice a month in accordance with New Jersey State Regulations. A sign in each classroom indicates the directions to the nearest exit. If a student or a group of students is in the halls, cafeteria, etc., they should proceed to the nearest exit. It is imperative that classes stay together and remain quiet outside the building where each classroom teacher will take roll. This is necessary in order to hear any emergency instructions. When given permission by the administration to re-enter the building, students should maintain quiet as they return to classrooms.

## ACCIDENT REPORT

If a student has an accident while in school or while at a school-related activity, she must notify the person in charge so that an accident report form can be completed and filed with the school nurse.

If an accident occurs on the way to or from school, it is important that all information—including time, place, and manner of occurrence—be reported to the Principal and/or Vice-Principal.

## PHONE CALLS

Students will not be called out of class to receive phone calls. A message may be left with the school secretary, and the student will be contacted prior to dismissal. Any emergency situation must be handled through the Vice-Principal's office.

Students may use school phones only with the proper permission. Students may not leave class to make phone calls without permission of the administration.

If your daughter calls you on her cell phone during the school day, she is in violation of our cell-phone policy. In case of emergency, parents will be contacted through the nurse or an administrative office.

## STUDENT PARKING

Students who wish to drive to school must purchase a parking permit for \$50 through the school office. This permit must be displayed at all times. Any student parking without a permit will receive a fine of \$5 per day. Since the number of spaces is limited, permits are issued on a first come/first serve basis.

## ATHLETICS

Immaculate Conception High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and North Jersey Conference Division II and adheres to all of their policies as stated in the organization's Constitution, By-Laws, and Rules and Regulations. These documents are the guidelines used to formulate Immaculate Conception High School's specific policies, which are outlined below.

1. Students participating in athletics should insure that their conduct brings credit to themselves, their school, and their sport. The penalty for the display of unsportsmanlike conduct will be left to the discretion of the individual coach's pre-season policies.
2. Physicals are required of all student/athletes before the first day of practice.
3. The student-athlete must participate in physical education.
4. The student-athlete must participate in physical education classes the day of a game in order to participate in that game.
5. No student-athlete can participate in any activity, game or practice on any day which she has missed school.
6. Student-athletes must comply with the Guidance Policies with regard to academic probation.

7. Any student who is suspended from school is also suspended from all activities, games and practices.
8. The student-athlete will sign an individual contract.
9. The student-athlete and the student-athlete's parent or guardian shall consent, in writing, to random testing in accordance with the NJSIAA Steroid Testing Policy. Failure to sign the consent form renders the student-athlete ineligible.

## AHERA ANNUAL NOTIFICATION

As per the United States Environmental Protection Agency's "Asbestos Hazard Emergency Response Act" [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan has been developed.

## SUBSTANCE AWARENESS POLICY

### Use, Possession and Distribution of Controlled Dangerous Substances

#### DEFINITIONS:

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

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

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

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

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

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

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

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

- a) to receive payment;

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

**POLICY:**

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

## HEALTH POLICIES AND SERVICES

- 1) **Health Records**  
Health records are maintained for each student. Parents should contact the school nurse if their child has an operation, serious injury, allergic reaction, disease or other health problems at any time during the year so that the student’s health record will be up to date.
- 2) **Immunizations**  
All new students must submit immunization records to the school nurse prior to admission.  
Chapter 14 State Sanitary Code, mandates that all students be immunized against diphtheria, pertussis, tetanus, measles, German measles, and polio. Students who have not received proper immunization will be excluded from school.
- 3) **Mantoux Testing**  
Mantoux testing for tuberculosis is required for all transferring students from another state or country.
- 4) **Medical Examinations**

The primary responsibility for the health of each student rests with the parent/guardian and her primary care provider. A comprehensive health appraisal by a parent-selected physician is required for all students entering I.C.H.S and all students entering the 11<sup>th</sup> grade. Additionally a current medical examination and health history is required in order to participate in all competitive athletics.

**5) Emergency Cards**

I.C.H.S. requires that duplicate emergency cards for each student be kept on file in school. Please note two persons must be designated as alternates who are available to pick up the student in case of illness or other emergencies. Emergency telephone numbers must be kept up-to-date.

**6) Medical Emergencies**

In case of a medical emergency, I.C.H.S. will contact 911 and will make every effort to immediately contact the parent/guardian in order to facilitate necessary medical care.

**7) Illness**

In the case of injury or illness, I.C.H.S.'s Health Office will first try to notify the parent/guardian. If the parent/guardian cannot be contacted the persons designated as alternates responsible for the student will be notified.

It is the responsibility of the parent/guardian to make transportation arrangements for a child who needs to be taken home during school hours due to injury or illness.

**8) Medications**

All prescription or non-prescription medications can be administered ONLY if both the parent/guardian and the physician complete a school permission form. Medications must be supplied in an original container bearing the pharmacist label with the prescription number, name of medication, doctor's name and original date of prescription. Students are not permitted to carry any medication in school. Medications are kept in the Health Office.

**9) Crutches and Casts**

A physician's note is required to allow a student to use the stairs while on crutches. This note must be given to the school nurse prior to attending classes. Students will be given permission to use the stairs, to have another student help with books, and to have a little extra time for changing classes.

### REGULAR BELL SCHEDULE

Homeroom	8:00 – 8:06
Block A	8:11 – 9:31
Block B	9:36 – 10:56
LUNCH	11:01 – 11:31
Block C	11:36 – 12:56
Block D	1:01 – 2:21

### MORNING ACTIVITY SCHEDULE

HOMEROOM	8:00 – 8:06
Block A	8:11 – 9:11
ACTIVITY	9:16 – 10:21
Block B	10:26 – 11:26
LUNCH	11:31 – 12:01
Block C	12:06 – 1:06
Block D	1:11 – 2:21

### AFTERNOON ACTIVITY SCHEDULE

HOMEROOM	8:00 – 8:06
Block A	8:11 – 9:11
Block B	9:16 – 10:16
Block C	10:21 – 11:21
LUNCH	11:26 – 11:56
Block D	12:01 – 1:01
ACTIVITY	1:06 – 2:21

### HALF-DAY SCHEDULE

HOMEROOM	8:00 – 8:06
Block A	8:11 – 9:06
Block B	9:11 – 10:06
Block C	10:11 – 11:06
Block D	11:11 – 12:06

### 12:30 DISMISSAL SCHEDULE

HOMEROOM	8:00 – 8:06
Block A	8:11 – 9:06
Block B	9:11 – 10:06
Block C	10:11 – 11:06
Block D	11:11 – 12:06
Activity	12:06 – 12:30

### DELAYED OPENING SCHEDULE

HOMEROOM	10:00 – 10:10
Block A	10:14 – 11:02
Block B	11:07 – 11:55
LUNCH	12:00 – 12:35
Block C	12:40 – 1:28
Block D	1:31 – 2:21

### EXAM SCHEDULE

8:06 am	Second Warning Bell
8:10 am	Homeroom – 10 minutes
8:20 am	Students move to first exam.
8:30 am	First exam begins.
10:00 am	First exam ends and break begins.
10:10 am	Warning bell.
10:15 am	Second exam begins.
11:45 am	Second exam ends and students are dismissed after prayers and announcements





## 2011 CALENDAR HIGHLIGHTS 2012

### September

- 2 Student Orientation... 8:00 a.m. – 12:00 noon
- 6 First Full Day
- 10 Deadline for approval of Service Projects
- 13 Back-to-School Night... 6:30 p.m.  
Parent Association Meeting... 6:30p.m.
- 16 Fall Pep Rally
- 16 Election of Freshmen Class Officers
- 16 Election of Homeroom Reps
- 18 Open House... 12:00 noon
- 22 Big-Little Sister Day
- 22 Student Council Installation

### October

- 3 Franciscan Heritage Day/Junior Associates Covenanting
- 10 Columbus Day... School Closed
- 12 PSAT Testing and Study Skills Day for Freshmen  
Senior Class Pasta Dinner
- 23 Open House... 12:00
- 28 Fall Drama
- 29 Fall Drama

### November

- 1 All Saints Day Mass
- 2 Semester 1 Mid-Term Exams  
Parent Association Meeting... 7:00 p.m.
- 3 Semester 1 Mid-Term Exams
- 10 Parent-Teacher Conferences... 6:30-8:30 p.m.
- 11 COOP Test for Incoming Freshmen  
Parents' Guild Tricky Tray... doors open 6:30 p.m.
- 23 12:30 p.m. Dismissal
- 24 Happy Thanksgiving!
- 25 School Closed

### December

- 4 Homecoming Mass... 9:00 a.m.
- 7 Junior Ring Day
- 8 Feast of the Immaculate Conception... School Closed
- 12 Christmas Tree Blessing and Concert... 7:00 p.m.
- 16 Winter Pep Rally
- 22 12:30 p.m. Dismissal

### January

- 3 School Reopens
- 19 Semester 1 Final Exams
- 20 Semester 1 Final Exams
- 23 March-for-Life, Washington, DC School Closed
- 29 Catholic Schools Week Begins... Family Mass... 9:00 a.m.
- 31 Back-to-School Night... 6:30 p.m.

		Parent Association Meeting...6:30 p.m.
February		
	4	Freshmen Registration
	20	Winter Recess Begins – School Closed
	27	School Reopens
March		
	7	Parent Association Meeting...7:00 p.m.
	10	Athletic Association Beefsteak
	26	Semester 2 Mid-Term Exams
	27	Semester 2 Mid-Term Exams
	30	Spring Pep Rally
April		
	4	12:30 p.m. Dismissal
	5	School Closed for Spring Break
	13	Service verification letters due
	16	School Re-opens
	20	Spring Musical...8:00 p.m.
	21	Spring Musical... 8:00 p.m.
	22	Open House...12:00 noon
	25	MS Walk
May		
	2	Senior Prom
	3	Semi-Formal...Faculty in service-No Classes
	4	School Closed
	10	National Honor Society Induction...7:30 p.m.
	11	Service Reflection Papers Due
	16	Appreciation Dinner
	17	Arts Appreciation Night
	23	Senior Exams
	24	Senior Exams
	25	Noon Dismissal
	28	Memorial Day Celebrated...School Closed
	30	Graduation and Baccalaureate Mass Practice
	31	Senior Picnic & Senior Slideshow
June		
	1	Baccalaureate Mass...6:00 p.m.
	2	Graduation...11:00 a.m.
	6	Final Exams for Underclassmen
	7	Final Exams for Underclassmen
	8	Faculty in service-No classes
	11	School Outing
	12	School Closed
	13	Last Day for Freshmen, Sophomores and Juniors
	14	Last Day for Faculty

## *HISTORY OF OUR SCHOOL*

Immaculate Conception High School has experienced the proverbial growth of the mustard seed. The present building represents the third stage of expansion in the school's history.

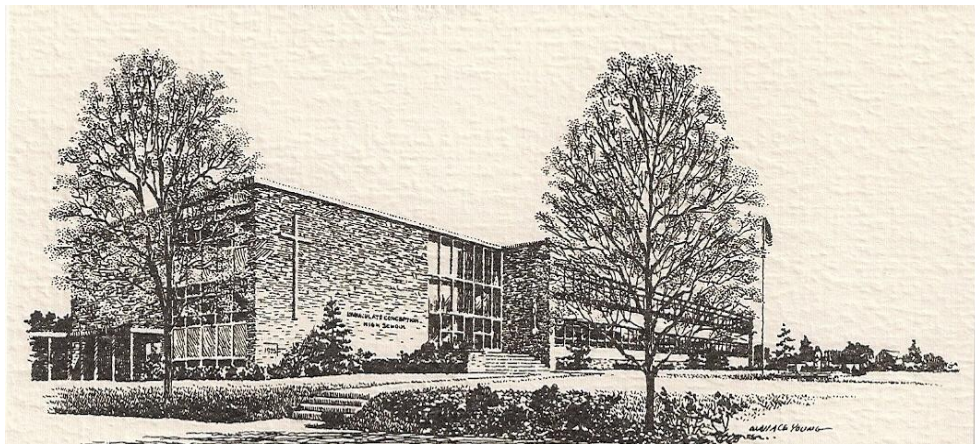
The pioneer days of Immaculate Conception High School date to September 1915, to the little red brick structure, which is still located on the property. Forty-five girls formed the nucleus of the student body.

The following year the students moved to the right wing of the Immaculate Conception Provincial House. This was "home" for the high school for the next forty-one years.

In May 1918, the school became affiliated with the Catholic University of America, Washington, DC. In November 1923, the New Jersey State Department of Education approved the establishment of Immaculate Conception High School as a private secondary school.

A rapid increasing enrollment necessitated the construction of the present building. This school was blessed and dedicated September 8, 1957, by the Archbishop of Newark, Most Rev. Thomas A. Boland.

In January of 1960, Immaculate Conception High School was accredited by the Middle States Association of Schools and Colleges. The school has maintained this status with re-accreditation occurring in 1970, 1980, 1990 and 2000. Most recently, the school was re-accredited in Spring 2007.





## THE SCHOOL SEAL

White and blue, the colors symbolic of Our Lady, are the main colors in the seal of Immaculate Conception High School. The central element is a silver crescent, an age-old symbol of the Immaculate Conception, derived from the lines in Apocalypse: *And a great sign appeared in heaven: A woman clothed with the sun, and the moon under her feet, and on her head a crown of twelve stars.* (Apoc. XII. 1)

Between the horns of the crescent is an open book, an accepted symbol of learning and knowledge. This book was derived from the original coat of arms of Bishop John J. O'Connor, the bishop who invited the Felician Sisters to teach in the Diocese of Newark.

The wavy lines of the chevron, equivalent to water in heraldry, coupled with the red millrinds, indicate that Lodi was founded and established around the waterpower of mills. Robert Rennie, a French dyer, is credited with building the mills and naming Lodi for Napoleon's victory over the Austrians at the Bridge of Lodi. The present school is located on the original site of these mills.

The insignia of the Felician Sisters appears in a prominent position on the shield which is in accordance with the custom of appropriating this section of the school shield to the teaching community of the school.

The motto, *Felix Sapientiam Petendo*, printed below the shield, may be translated *Happy in Seeking Wisdom*. It is a play on words since *felix* is the Latin root from which the name *Felician* is derived.

School Colors – Blue and White



## ***ICHS MASCOT – BLUE WOLVES***

### St. Francis of Assisi and the Wolf of Gubbio

ICHS educates its young women in the Felician Franciscan tradition. St. Francis of Assisi, one of the most popular of all saints, regarded all creatures as his brothers and sisters. He preached to all creatures, exhorting them to praise God with whatever natural skill they had. One of the most popular stories about St. Francis relates his encounter with the Very Fierce Wolf of Gubbio...

*Once a very ferocious wolf, maddened by hunger, began attacking people and animals in the area of Gubbio. He came to them with such ferocity that they armed themselves as if for war whenever they went into the countryside. But the wolf was more powerful than their weapons and devoured whomever he pleased.*

*Then St. Francis, armed only with the sign of the cross, walked out of the town to deal with the wolf himself. He made a peace pact between the wolf and the people of Gubbio, saying, "Brother Wolf, I know you have done these evil things out of hunger. Therefore, the townspeople will feed you every day if you promise never to attack living creatures again."*  
([ww2.netitco.net/users/legend01/wolfie.htm](http://ww2.netitco.net/users/legend01/wolfie.htm))

### Some Facts About Wolves...

- The wolf is a close relative of the dog.
- Wolves are one of the great animal athletes.
- Aside from humans, wolves are the most socially complex animals around.
- Most wolves live in family units called packs; the whole unit is basically an extended family. Wolves usually live in groups of 5-8 members; they can live alone or in groups of up to 30 animals.
- To maintain group order, wolves have a highly developed system of communication which includes facial expressions, body postures, and vocalizations. This is essential to maintain the structure and survival of the pack. ([www.angelfire.com/ky/mattchy/wolf.html](http://www.angelfire.com/ky/mattchy/wolf.html) and [home.acadia.net/mainewolf/facts.html](http://home.acadia.net/mainewolf/facts.html))

**WOLF CREDO**

Respect the elders  
Teach the young  
Cooperate with the pack  
Play when you can  
Hunt when you must  
Rest in between  
Share your affections  
Voice your feelings  
Leave your mark

(<http://www.angelfire.com/ky/matchy/wolf.html>)



# SCHOOL SONG

## *Alma Mater*

*'Neath the Virgin's mantle,  
Wrapped in endless glory,  
Stands our Alma Mater...  
IC High.*

*Beaming in the sun,  
A monument of beauty,  
We're all proud of IC High.*

*Cherished memories  
will always linger deeply,  
As we raise our  
banners to the sky.*

*When we leave your portals,  
lovely Alma Mater.  
We will ne'er forget you,  
IC High.*