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IMMACULATE CONCEPTION SCHOOL
Spotswood, New Jersey

Parent-Student Handbook

Immaculate Conception Elementary School Parent – Student Handbook

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INTRODUCTION

MISSION STATEMENT

Immaculate Conception School is a Roman Catholic, co-educational elementary school that exists to promote, encourage, and foster faith, integrity, charity, and scholarship with all members of the school community.

ACCREDITATION

Immaculate Conception Elementary School is accredited by AdvancED.

ADMISSION POLICY

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

PURPOSE AND USE OF THIS HANDBOOK

This handbook exists to foster the efficient operation of Immaculate Conception Elementary 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. The Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

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.

GENERAL INFORMATION

SCHOOL ADDRESS

23 Manalapan Road
Spotswood, NJ 08884

SCHOOL WEBSITE

www.icsspotswood.org

SOCIAL MEDIA SITES

Facebook
Instagram

SCHOOL TELEPHONE NUMBERS

School Office	(732) 251-3090
School Fax Number	(732) 251-8270
School Nurse	(732) 251-3091
Pre-K Office	(732) 251-7430
Pre-K Cell Phone	(609) 235-6943

SCHOOL HOURS

<u>Morning Session</u>	8:00 AM – Lunch
<u>Lunch</u>	11:15 AM – (Grades 4-8) 12:00 PM – (Kdg.–Gr. 3)
<u>Afternoon Session</u>	Lunch – 2:15 PM

SCHOOL CALENDAR

The calendar for the current school year is in the Appendix of this handbook. It is also posted on the school website. A monthly calendar is also sent out and posted on the school website.

LUNCH PROGRAM

Lunch may be purchased from the cafeteria any day that the school is in full session. A menu for the month is sent home at the beginning of each month. Students may purchase all or part of their lunch. Candy, gum, nuts, and soda are not permitted in school at any time. Please do not send glass containers or carbonated beverages to school.

ARRIVAL AND DISMISSAL

Children should be dropped off between 7:30 AM and 8:00 AM and enter the building by the Pre-K door. They are to go directly to the cafeteria. School begins at 8:00 AM. Children should not arrive before 7:30 AM but should be in the cafeteria no later than 8:00 AM. Unless your child/children arrives by bus or is enrolled in the Before Care Program, there will be no one to supervise him/her before 7:30 AM. Please note that it is extremely important for all children to be on time for school. Repeated lateness will have an undesirable effect on the student's progress.

After arrival in the morning, students are not allowed to leave the school grounds unless they are authorized to do so by the principal and have permission from a parent.

BUS TRANSPORTATION

Bus transportation is available to students from Old Bridge. Students who live in areas other than Old Bridge and reside in districts that do not provide busing may be eligible for transportation reimbursement.

Transportation is provided by the public school district's transportation office. Application must be made through Immaculate Conception School office at the time of registration and renewed at the time of re-registration. Completed applications are forwarded to the appropriate district office. All arrangements for buses or for reimbursement are made through the public school district's transportation office.

Students who do not ordinarily take the bus may not ride home with a bus student. **Students are only permitted on the bus to which they are assigned.**

MORNING DROP OFF AND AFTERNOON PICK UP PROCEDURES

- Cars should enter the property from South Street, pull up near the door where the students can exit the vehicle from the passenger side. Vehicles then turn left onto the main driveway and proceed to Manalapan Road.
- Parents who are escorting their child to the door should enter the property by the main entrance, turn left into the lot and park. They may then escort their child across the driveway to the door. These drivers should exit the lot by either the main driveway or by using the exit that is near the front of the convent.
- Parents of a child who is going home by car and whose last name begins with the letters A-L should park in the Pre-K parking lot, exit their car and come pick their child up from the teacher on duty.
- Parents of a child who is going home by car and whose last name begins with the letters M-Z should park in the gym parking lot, exit their car and come pick their child up from the teacher on duty.
- Students who are not picked up on time will be sent to After Care.

ATTENDANCE

When your child is absent from school, please call the main office or email (jcostello@icsspotswood.com) before 9:00 AM to report him/her out. Upon his/her return to school, the student must present an excuse written by the parent. **If you are requesting homework for an absent student, the request must be received in the office by 10:00 A.M.**

If a student is absent for 3 or more consecutive days, he/she must present a doctor's note before returning to class. Regular student attendance is imperative. Illness, the death of a family member or a student emergency are acceptable reasons for student absence. Interrupting a student's education for a pleasure trip is not encouraged. The summer months and periodic vacations within the school year provide the appropriate time for trips and vacations. A student's extended absence from school due to a trip or vacation could possibly lead to failing grades. A student who is anticipating absence from school for a trip or vacation may not request school work. Any missed assignments must be made up when he/she returns to school.

EARLY DISMISSAL PROCEDURES

Parents are urged to refrain from picking-up their child/children before the 2:15 dismissal begins. Students lose valuable class time and may miss important announcements and/or notices.

Please make dental and doctor appointments for after school hours or Saturdays. Early dismissal from school will not be granted unless the student presents a written note from his/her parent, or in an emergency situation, his/her parent calls the school office. The student will not be surrendered to any relative or stranger without specific written instructions from his/her parent. Please come to the school office and sign-out the student when picking him/her up for early dismissal.

NOTIFICATION SYSTEMS

IC Express - In an effort to enhance communication between the School and our parents and also to be more "eco-friendly," ICS Express was established as a one-way communication system that the school uses to disseminate information such as calendars, flyers, lunch menus and important forms. Each parent selects the email address to which he/she wants the information to be sent. In order to receive ICS Express notices, the email address must be registered with the school, and as many addresses as required may be added. Changes may be emailed to: express@icsspotswood.org.

Honeywell Alert Notification System - A cloud-based service, Honeywell Instant Alert allows schools to send up to 100,000 messages in 15 minutes. Voice and text messages can be sent via land and cell phone, pager and/or email. Honeywell Instant Alert® is used for both routine and emergency notifications.

EMERGENCY SCHOOL CLOSING

All school closings for inclement weather or other emergencies will be handled through the Honeywell Alert System. Parents are urged to insure that their contact information is up to date at all times as the Honeywell System is the only way by which you will receive information.

DO NOT CALL THE SCHOOL FOR CLOSING INFORMATION.

DELAYED OPENING

Homeroom begins at 10:00 A.M. (Two hour delay) School Bus pick-up will also be delayed. There is no Before Care on delayed opening days. Please check for messages from the Honeywell Alert System.

EARLY DIMISSAL - WEATHER

When the students are in school and must be dismissed early, the announcement will be made by the Honeywell Alert System. This will occur only if the sending school district informs Immaculate Conception that its buses will pick up the students earlier than usual. We will make every effort to notify you of this situation. Non-bus students will be dismissed by parent request or at the announced early closing time. On days of possible emergency dismissal please make sure that your child knows what you would like him/her to do. (See Appendix)

Extra-curricular activities, after school detention and the After School Program will be cancelled if weather conditions at dismissal time are such that it would be imprudent to detain the students.

VISITS TO SCHOOL DURING SCHOOL HOURS

Neither teachers nor students are permitted to leave the classroom while classes are in session. Accordingly, no one is permitted to go to a classroom without first obtaining the necessary permission from the school office. The following rules will be observed:

- All visitors must use the front door to enter the school building. Ring the bell to be buzzed in and go directly to the main office.
- Visitors will receive a pass if they need to remain in the school building for any length of time.

Parents are requested not to bring forgotten lunches, books, clothing, etc. to school during school hours. Students will not be permitted to make phone calls

to request such articles. Help your child to develop a sense of responsibility by encouraging him/her to remember his/her own belongings and to check that he/she has everything ready the night before.

- If an emergency other than the above arises and it is necessary to come to school, please come directly to the office.

COMMUNICATIONS

Students are not allowed to make or receive telephone calls during the day. Only emergency calls are allowed. Students remaining after school for additional study help or extra-curricular activities are to make transportation arrangements with their parents prior to the school day. Written permission must be sent to the school if there are changes from a student's regular dismissal routine. With permission from the principal/teacher/office staff, students are allowed to telephone parents for forgotten items or for permission to go home with another student.

CUSTODIAL AND NON-CUSTODIAL PARENTS

Immaculate Conception School abides by the provisions of applicable law 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 the student's essential academic records.

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 an official 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 that may be useful to the school in fulfilling its obligations.

CELL PHONES

Cell phones may be brought to school if and only if the following limitations are followed:

- Phones must be kept in the "OFF" position during the school day
- Phones must be turned in to the teacher at the beginning of each day or kept out of sight during the school day unless the student has the principal's or teacher's permission to use the phone at a specified time and place.
- Cell phones may not be used for game play, internet or e-mail access, or making purchases of any kind during the regular school hours.
- Students who violate this Policy or its Procedures will be subject to the School's Disciplinary Policy as stated in the Parent/Student Handbook. If a student violates diocesan or school policy, the school reserves the right to take the cell phone from the student. The first time the phone will be returned to the student. If it happens again, the confiscated phone must be reclaimed by a parent.

- The use of camera/video capabilities (cell phone) is prohibited during school hours without the written permission of the school principal.

CHANGE OF ADDRESS OR TELEPHONE NUMBER – (See Appendix)

Please submit any change of address or telephone number to the office immediately. Accurate records are essential in handling emergency situations.

TUITION AGREEMENT

Every year parents are required to sign a Tuition Agreement by which they agree to tuition rates for the school year. A copy of the current Tuition Agreement is in the Appendix of this handbook. Fund raising plays an important part in our school life. It helps contain the cost of Catholic education and supports many extra curricular student activities

BANK CHARGES

A financial penalty is charged for any check payable to Immaculate Conception School that does not clear the bank.

Immaculate Conception Elementary School

Faculty and Staff Directory

2017/2018

Rev. Msgr. Joseph Curry	Pastor	jcurry@icspotswood.com
Miss Mary R. Erath	Principal	merath@icssspotswood.com
Mrs. Gloria Martin	Pre-K Coord.	gmartin@icssspotswood.com
Mrs. Joyce Costello	Admin. Asst.	jcostello@icssspotswood.com
Mrs. Deirdra Conurso	Receptionist	
Mrs. Dorothy Picazio	School Nurse	dpicazio@icssspotswood.com
Miss Erica Infuso	Pre-K - 3	einfuso@icssspotswood.com
Mrs. Anne Gonzalez	Pre-K - 4	agonzalez@icssspotswood.com
Mrs. Janine Dalconzo	Pre-K – 4	jdalconzo@icssspotswood.com
Mrs. Diedre Pasukinski	Pre-K - 2	dpasukinski@icssspotswood.com
Mrs. Karen O'Connor	Kindergarten	koconnor@icssspotswood.com
Ms. Pamela Silvestro	Kindergarten	psilvestro@icssspotswood.com
Mrs. Charlene O'Sullivan	Grade 1	co'sullivan@icssspotswood.com
Miss Katherine Santangelo	Grade 2	ksantangelo@icssspotswood.com
Mrs. Carol Ceras	Grade 3	cceras@icssspotswood.com
Mrs. Rebecca Hinton	Grade 4	rhinton@icssspotswood.com
Mrs. Susan Infuso	Grade 5	sinfuso@icssspotswood.com
Mrs. Diane Hunt	Grade 6	dhunt@icssspotswood.com
Mrs. Linda Bartley	Grade 7	lbartley@icssspotswood.com
Mrs. Stella Matera	Grade 8	smatera@icssspotswood.com
Ms. Cettina Cardone	Art	ccardone@icssspotswood.com
Mrs. Kathleen Gately	Library	kgately@icssspotswood.com
Mr. John Hager	Gym/Health	jhager@icssspotswood.com
Miss Katelyn Hemling	Music	khemling@icssspotswood.com
Mrs. Diedre Pasukinski	ASCC Director	
Ms. Laura De Cillis	Counselor	ldecillis@icssspotswood.com
Ms. Debra Carbone	Comp. Ed.	
Ms. Donna Zehnbaauer	Speech	
Mr. Mark Marrazo	Maintenance	mmarrazo@icspotswood.com
Mrs. Maryann O'Brien	Cafeteria Manager	

PARENT – TEACHER COMMUNICATION

The keystone to effective home-school cooperation is communication between parent and teacher. Please do not rely solely on your child to convey complete and accurate information or to carry messages. Get the correct information by speaking directly to the teacher. Make your needs and intentions clear by stating them in writing whenever possible.

Routine communication to and from the parent is done through the child. Parents may use the teacher's e-mail to leave messages, or to pick up homework on a day when a child is absent.

Although parent-teacher conferences are scheduled periodically, it may become necessary to speak with a teacher more frequently. If you desire a conference, call the school and leave a message with the secretary who will see that the appropriate teacher receives it.

Important policies or announcements are sent home via the students and through the IC Express. In addition, a monthly calendar is sent home during the last week of each month. Please ask for notices daily and check book bags and lunch boxes frequently to keep abreast of school news. The education of your child is a partnership between you and the school. If in the opinion of the school this partnership is irretrievably broken the school reserves the right to require you to withdraw your child.

All school matters should be handled during school hours. The office is open from 7:30 AM to 3:00 PM.

EXTENDED CARE PROGRAMS

BEFORE CARE

The Before Care Program begins at 6:30 AM. The cost is \$5.00 per day. Students must be signed in. Students may bring breakfast with them. The Before Care Program is open every school day.

AFTER SCHOOL CHILD CARE – (ASCC)

The After School Program meets every day from 2:15 PM to 6:00 PM. On early dismissal days the program runs from 12:15 PM to 6:00 PM. The program may be used on a weekly or daily basis. Prior to enrolling in the program, parents will be asked to complete a registration form. Please see registration forms for associated costs. All parents and students are required to follow the rules of the ASCC.

Students may be dismissed from the ASCC if they disregard the rules of the program.

ACADEMICS

HOMEWORK POLICY

Homework is an integral part of every student's day and is given in every major subject. It is used to reinforce class work and foster responsibility in the student.

Every child in Grades 3-8 should have an assignment pad in which to write down homework assignments. Parents are asked to supervise as well as check their child's homework on a daily basis.

It is the student's responsibility to take home everything that is needed to complete his/her homework and to bring the completed assignments to school when they are due. Students may not return to the classroom after school hours to retrieve forgotten items.

Parents and students are to adhere to grading and homework policies provided by the classroom teacher at Back to School Night.

POWERSCHOOL

PowerSchool is the student information system that the Diocese of Metuchen uses to manage information such as grades, attendance, demographics, courses, etc. Since PowerSchool is web-based, some of this information can easily, but safely be shared with parents and students.

The PowerSchool Parent Portal is a feature of the PowerSchool Student Information System that provides parents/guardians immediate access to grades, records and demographic information.

MINOR SUBJECT AND GRADING

- | | |
|--------------|---|
| Grades K – 2 | Grades of O-S-I-U are used for Art, Computer, Music, Physical Education, and Spanish. |
| Grades 3 – 8 | Numerical grades are used for Computer, Music, Art, Physical Education and Spanish. These grades are included in the student's GPA. |

Requirements:

- **Physical Education:**

Class participation = 90% Class participation includes effort, listening, following directions, working well with others, sharing, cooperation, willingness to try new things, enthusiasm, attitude and setting a good example.

Dress grade = 10%

- **Music:**

Requirements handed out by the music teacher at the beginning of the school year.

- **Computer:**

Requirements handed out at the start of the class period.

REPORT CARDS

Report cards are issued four times a year to communicate the student's progress in school and to help individual students realistically assess their own strengths and weaknesses and thus provide motivation for future goals.

Any challenge to a grade must be done so within 5 days of its issue.

Progress Reports are sent home at the middle of each marking period to notify parents that their child's level of progress in a particular area is a concern to the teacher.

Parent conferences are scheduled throughout the year. Please avail yourself of these opportunities to meet with the teachers.

HONOR ROLL AND PRINCIPAL'S LIST (GRADES 3-8)

Students in Grades 3-8 whose report card grades are 93 – 100 in all subjects, major and minor, will be placed on the Honor Roll of Distinction. No check marks are to appear on the left side of the report card.

Students in Grades 3-8 whose report card grades are 93 – 100 and 85 – 92 in all subjects, major and minor, with a majority of them being in the 93-100 range will be placed on the Honor Roll of Merit. No check marks are to appear on the left side of the report card.

Students in Grades 3-8 who put forth their best effort, but did not necessarily achieve all A's and B's will be placed on the Principal's List. Grades 3 and 4 begin the Honor Roll in the third marking period. No check marks are to appear on the left side of the report card.

TESTING

Regular testing and other forms of assessment throughout the year in each subject helps to determine the extent to which the student has mastered the material presented in class.

Each spring the students participate in the diocesan program of standardized testing. The results of these tests are used by the faculty and administration to determine future placement and instruction for the students. Students in Grades 6-8 will be given Mid-term and Final Exams.

RETENTION POLICY

Causes for retention include but are not limited to the following:

- A failing average in two major subjects
- Teacher recommendation
- Principal recommendation

In rare cases it may be necessary to retain a student more than one time.

Parents will be notified of possible retention before the end of the second marking period. A second conference will be held at the end of the third marking period to advise the parents of the student's standing. A final communication with parents will be made if retention is necessary. All three communications will be recorded on the appropriate form with copies filed in the school office.

STUDENT CONDUCT

DISCIPLINE POLICY

Immaculate Conception School conforms to the Discipline Policy promulgated by the Department of Education of the Diocese of Metuchen, which is reprinted below:

"Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of other students, interfere with the teaching or supervisory duties or staff, must accept the consequences of these choices.

Students are expected to be respectful of others and of others' property; be obedient to authority; be orderly; cooperate with students, teachers, and all others within the school; act in appropriate manner; and behave in a fashion that reflects the teachings of the Roman Catholic Church."

Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

- School authorities shall follow procedures outlined in the Memorandum of Agreement which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited below are a mere summary of the behaviors cited in the Memorandum of Agreement and are not intended in any way to supplement, revise, or supersede the specific language of that document.
 - Physical violence or the threat of physical violence
 - Bringing weapons to school
 - Bringing drugs to school
 - Threatening another person with weapons, drugs, and/or violence
 - On-going bullying and/or even one instance of bullying that presents an imminent danger to others
 - Bringing to school toys or other objects that can be dangerous or used as weapons
- If a student engages in any one of the aforementioned acts, the Memorandum of Agreement requires that the principal or his/her designee; (a) call the local police department immediately upon being informed of the student's violation of this policy, (b) call the parents to inform them of what has transpired, (c) call the appropriate administrator in the Catholic Schools Office, and (d) suspend the student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Catholic Schools Office.
- Policy of the Catholic Schools Office requires that the school inform the parents/guardians that the parents/guardians must (a) arrange to have the child interviewed by a Certified Psychologist, and (b) present a letter signed by the Psychologist to the school principal to consider for reinstatement to school."

Due to the provisions of the Memorandum of Agreement, Immaculate Conception Elementary School must implement the disciplinary actions outlined above when behavioral infractions occur. Parents will assist their children by helping them to realize the consequence of misbehavior in our ever changing society.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

STUDENT BEHAVIOR

Line Basics – Whenever a class is moving from one section of the school to another, students will follow these line basics.

1. Keep hands at side

2. Face forward
3. Keep respectfully quiet
4. Stay to the right

Classroom Conduct – Students will be polite and respectful to all school personnel and to each other. They will follow classroom rules. They will respect another’s property and care for all items on loan to them from the school.

Playground – Each class has a designated play area. The students are to use playground equipment carefully. They will be respectful to teachers and all other school personnel. When the bell signals the end of recess, they will line up quietly, stop talking, and wait for their teacher.

Cafeteria Conduct – Students are expected to conduct themselves properly in the cafeteria. Anyone who fails to observe the cafeteria rules will be given a warning for the first infraction, and will be separated from his/her peers if a second infraction occurs. Parents may not bring fast food or pizza for their child/children to have for lunch.

The following rules will apply in the cafeteria:

1. Walk into the cafeteria. Do not run, push, or move ahead of others.
2. Sit in assigned area and remain seated until lunch is over. Students may not leave the cafeteria during the lunch period.
3. Talk quietly.
4. Food should be eaten and not wasted.
5. Exercise good table manners at all times.
6. Clean the table and throw away any remaining garbage.
7. Line up quickly and quietly
8. Always be polite and respectful to the adults in charge, cafeteria personnel, and classmates. Remember to say “Please” and “Thank you”.

Bus Conduct – The school bus is an integral part of the school and, as such, is governed by the same standards of conduct that apply in school. For the sake of courtesy and safety, please discuss the following with your child.

Students are expected to conduct themselves in an appropriate manner while waiting for the bus. Playing in the street, destroying private property, fighting, etc., should not take place at the bus stop.

Students are to remain seated with seat belts buckled, keeping ALL parts of their bodies INSIDE the bus, until it comes to a complete stop.

Conversations should not be vulgar, discourteous to the bus driver, or unnecessarily loud. The driver should not be distracted by loud noises of any kind.

Paper, food, books, or pencils/pens are not to be thrown at other students, left on the floor, thrown or hung from the bus windows.

Windows are to be opened and closed only with the permission of the bus driver.

Bus aisles must be kept clear at all times. Large homework projects should be transported to and from school by parents.

Eating on the bus is not permitted.

STUDENTS AND PARENTS ARE RESPONSIBLE FOR VANDALISM OF ANY TYPE.

Students referred for violation of any of the above will receive a warning on the first offense. If the situation continues, parents will be notified and any further problem will result in suspension from bus use. Any action that seriously endangers the safety of students and necessitates the return of the bus to the school will result in immediate suspension.

INAPPROPRIATE SCHOOL BEHAVIOR

The following is a list of inappropriate school behavior that should not occur anywhere on the school premises.

- Disruptive behavior
- Loud or unruly behavior
- Inattentiveness (not paying attention in class)
- Intentionally annoying classmates and/or teachers
- Uncooperative or disrespectful behavior including gum chewing, improper uniform, being unprepared for class, being in the wrong place at the wrong time, and unacceptable language – written or spoken.

If a student repeatedly displays inappropriate behavior, it may be necessary, and in the best interest of the student and the school, to require counseling for that student. This may include the Immaculate Conception Counselor or a private counselor. This action may be required to help determine the cause of the behavior and help the student adjust to the school setting.

No listing of a discipline code can be complete. However, the instances listed above provide the basic guidelines that require disciplinary action by the teacher and/or the administration.

SUSPENSION

It is expected that, when problematic behavior has been manifested by a student, the teacher has already communicated with the parent. Depending on the severity of the infraction, students can be given in-school or out-of-school suspension for a

period of up to three (3) days. Suspended students are responsible for class assignments which they have missed. They are also not permitted to participate in any extracurricular activities during the period of suspension. Additional causes for suspension include:

- Fighting
- Leaving school property without authorization
- Vandalism

In cases where counseling has been recommended, students may not return to school unless documented proof of an evaluation is presented.

EXPULSION

Expulsion is a drastic step taken by the school. It results when the school's best interest or the student's safety and/or best interest may be better served in another academic climate. In cases involving expulsion from the school, the parents and the student are notified and an appointment is arranged for them to meet with the principal. Offenses that may warrant expulsion include but are not limited to the following:

- Continued willful disobedience
- Continued willful defiance of authority
- Possession of a weapon
- Physical assault
- Destruction of school property
- Physical assault including harassment
- Grave theft or vandalism of school property and/or the property of others
- Any criminal action
- Possession of drugs
- Harassment or serious threats of any nature

The administration reserves the right to make determinations about each infraction of the discipline policy as it occurs. Each incident is unique, and disciplinary action will be taken that suits the offense.

As in all things, the school complies with the spirit of the law as far as it is able.

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, teachers, or students by parents/guardians may result in the

dismissal of students. Tuition and fees will not be refunded if student is dismissed.

FAIRNESS DOCTRINE

The School will treat all instances of severe student disciplinary action in accordance with the doctrine of fairness, which includes but is not limited to: (a) adequate notice to both student and parents of pending actions, (b) an opportunity for student/parents to meet with teachers and principal, (c) an opportunity for the student/parents to offer a defense of the student's action, (d) an opportunity for the student/parents to see evidence that supports the School's arguments, (e) an opportunity for student/parents to appeal the School's decision to the Office of the Schools.

FALSE BOMB THREATS

Making a false bomb threat to a school or parish is a violation of federal law and diocesan policy. The principal will report this to the police or prosecutor, as stipulated in the Memorandum of Agreement.

The Principal will annually inform employees, students and parents through the school handbooks that making a false bomb threat is a federal offense punishable with a penalty of up to 10 years in prison, a \$250,000 fine, or both.

TOYS AND VALUABLES

Students are responsible for their belongings while they are in school. Students should not bring the following items to school unless they are asked to do so:

- Ipads/ipods/personal headsets
- Toys, dolls, stuffed animals, etc.
- Large sums of money
- Portable video games
- Computer software
- Cameras
- Laser pointers
- Expensive valuables/irreplaceable items
- Athletic equipment

These items will be confiscated and sent to the Principal. Parents will be asked to retrieve them at the Principal's convenience.

SEARCH and SEIZURE

Student desks, cabinets, closets, and lockers are the property of the school. As such, they are subject to search and seizure by school officials. The school reserves the right to search anything that is brought onto school property.

NURSING INFORMATION AND POLICIES

HEALTH REQUIREMENTS

Medication Administration

The School Nurse or an authorized person designated shall be responsible for the administration of either prescription or non-prescription medication in school or at school-sponsored activities.

In complying with this Policy, the following procedures will be observed:

- If medication must be administered at school, a parent/guardian shall come to the school to administer the medication whenever possible.
- The school nurse is the only person authorized to dispense medication, other than the parent/guardian of the student.
- The parents/guardians of the pupil shall provide to the nurse written orders from the physician or advanced practice nurse that the pupil requires the administration of the medicine.
- The parents/guardians shall sign a statement acknowledging their understanding that the school shall have no liability as a result of any injury arising from the administration of medicine to the pupil.
- The designated person who is authorized to administer anaphylactic medication to a student will be selected jointly by the parent, the principal and the school nurse.
- If the school nurse administers the medication: (a) the medication must be delivered directly to the school nurse or principal by the parent/guardian; (b) the medication must be in the original pharmacy-labeled container; and (c) the parent/guardian and the student's physician must complete and sign an Authorization to Administer Medication in School form. [See Appendix A.2.]
- Herbal remedies and nutritional supplement are not considered medications and should not be administered at school.
- A medication is any doctor prescribed medication as well as an over the counter medication.
- Self-Administration of Medication; The school will permit the self-administration of medication by a pupil for asthma or other life-threatening illnesses or conditions, with the following provisions: (a) The student's parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication; (b) A physician must certify the existence of the life-threatening nature of the illness and that the student has been given instruction in the proper method in self-administration of the medication; (c) The parent/guardian and the student's physician must complete and sign an Authorization for Self-Administration of Medication in School form. [See Appendix A.3.]

- A student who has satisfied the requirements for "Self Administration of Medication" will be permitted to carry an inhaler for allergic reactions identified in the physician's Authorization, including a pre-filled, single dose, auto-injector mechanism. The student must notify the nurse that he has used the medication.

Epi-Pen/Pre-filled Auto-injector Mechanism (interchangeable terms)

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine. The school nurse will have the primary responsibility for the administration of the epi-pen. In the absence of the school nurse, other Designees who are trained annually by the school nurse in the administration of the epi-pen shall administer the epi-pen.

In complying with this Policy, the following procedures shall be observed:

- The parent/guardian will annually be notified in writing that, upon administration of the epi-pen, the school and its employees or agents have no liability for any injury arising from administration of the epi-pen to the student. The parent/guardian of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law.
- The student's parent/guardian must provide written authorization at the beginning of the school year from a physician for the administration of the epi-pen.
- Parents will annually be informed in writing of the school's policies regarding epi-pen.
- The school will immediately call 911 to arrange for emergency services to transport a child who has received epinephrine to a hospital emergency room even if the pupil's symptoms appear to have resolved. The school will immediately inform the parent that this action has been taken.
- The principal and the school nurse, in consultation with the parent, will identify at least 2 school employees as volunteer Designees who will administer epinephrine for anaphylaxis when the school nurse is not available. The school nurse will train volunteer Designees who are determined acceptable candidates.
- Epi-pen medication will be maintained in the Nurse's Office.
- The location of the epinephrine will be indicated on the pupil's Emergency Care Plan. The dosage, Epi and Epi-Junior, will be indicated on the Emergency Care Plan.
- The parent will supply the school with back-up epinephrine so that it will be available at the school if needed.
- The principal will, in writing, inform the parents of any student who participates in an after-school function which specific person will be on-site at the function to administer the epi-pen to a student during a critical emergency if necessary. (The parent may be designated as the specific

person. In the case that the epi-pen is administered, all other procedures outlined in this policy will be enacted).

- The principal, nurse and parent will collaborate to determine who will administer the epi-pen to a student at an after-school function if the parent cannot be present to administer the epi-pen at the function.

ALLERGIES

Recognizing that allergies are important health conditions affecting many children, the school will design a formal plan to address these potentially life threatening reactions.

In order to comply with this Policy, the following Procedures shall be observed:

- The principal shall create an Emergency Action Plan (EAP) for dealing with life threatening allergic reactions.
- The principal and school nurse shall review the EAPs with the teachers at least annually.
- The principal shall review the EAP with the student's parents/guardians at the beginning of each school.
- The principal shall accommodate the needs of student with allergies.
- If the principal believes that the school cannot accommodate the needs of students with allergies, the principal must call the Superintendent of Schools to discuss alternatives prior to taking any action.

ALLERGIES & FOOD

According to the Diocesan guidelines, any food items that are brought into the building for consumption by the children must be in the original containers with the ingredients clearly marked on the package.

Immaculate Conception is a peanut safe school. Peanut butter, tree nuts and peanuts are not permitted for lunch, snack, or classroom parties.

OTHER NURSING CONCERNS

The following protocols are in place at Immaculate Conception School:

- Lice – When identified, the student will be sent home for treatment. It is required that they see the school nurse before returning to class.
- Rashes – Any student with an unidentified rash will be sent home to be evaluated by a physician. A physician's note is required to return to school.
- Fever – Any student sent home with a fever must remain home for 24 hours, fever free, before returning to school.
- Pink Eye – Any student with discharge from his/her eye will be sent home to be evaluated by a physician.

- Asthma – An asthma plan needs to be completed by the student’s physician. Immaculate Conception School owns a nebulizer for the needs of our students.

IMMUNIZATION REQUIREMENTS

No child shall be admitted to a school without proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A. 26:1A9. Proper immunization is a condition of admission to the school.

Requirements:

- * Hepatitis B – 3 doses
- * DPT: a minimum of five doses provided at least one dose is given on or after the 4th birthday.
- * OPV: a minimum of four doses, provided at least one dose is given on or after the fourth birthday.
- * MMR vaccine: one dose administered on or after the first birthday. Second measles vaccine administered prior to Kindergarten admission.
- * Hib for Pre-K
- * Recent physical form from Medical Doctor.
- * Variavax (or Chicken Pox) one dose on or after 1st birthday.

All students interested in participating in any of the sports programs offered at Immaculate Conception must have a recent medical form submitted prior to November 1 of the current school year.

STUDENT ACCIDENT INSURANCE

Diocesan policy requires that each student be covered by Student Accident Insurance. Payment for this is included in your tuition. This insurance is SECONDARY to your own health insurance. If you do not have any health insurance, then it becomes primary.

If an accident occurs in school, an insurance form can be obtained from the nurse.

MEDICATION POLICY

Medication should be given at home, if at all possible.

The polices of the Middlesex County Educational Services Commission and the State of New Jersey require that any medication to be given in school must be accompanied by a **written order form** from your physician. A form is attached for your use. (See Appendix) This form must be completed for all types of medication, prescription and non-prescription, i.e. inhalers, antibiotics, tylenol, etc. The form must be signed and dated by the physician and the parent.

The medication must be given to the school nurse in a **pharmacy** labeled container which includes the name of the student, the name and telephone number of the pharmacy, the prescription number, the name and dosage of the medication, the

directions for administering the medication and the time it is to be dispensed in school, along with the name of the physician who prescribed the medication.

For the safety of the students, New Jersey State Law requires that all medications, including inhalers, be kept in the nurse's office. Along with the physician's form, a parent's/guardian's form must also be completed and signed, giving permission for the prescribed medication to be administered in school. The only alternative to the above policy would be for one parent/guardian to come to school to administer the medication to the child personally.

PHYSICAL EDUCATION CLASS REQUIREMENTS

- Students who are not taking gym, must have a note from the doctor. These notes must be given to the nurse and initialed by her.
- Notes from parents requesting that a child be excused from gym class must be submitted to the nurse.
- Students who do not participate in gym class are not permitted to "play" at lunch recess. These students will be asked to sit or stand in a designated area of the playground.
- Improper conduct is cause for removal from class and a zero for the day. Three such incidents will result in an unsatisfactory grade for the marking period.
- A note from the doctor giving clearance for the child to return to gym class is required.

TECHNOLOGY/TEXTBOOK/SUPPLY POLICIES

COMPUTER LAB/CHROMEBOOKS

Computers/Chromebooks are provided for serious usage and learning. The use of technology within the school is always supervised. The computers and Chromebooks are in use by a large number of students. Therefore, no student may alter the desktop configuration or leave the computer in an unusable condition. Students who do not follow technology regulations will be excluded from the computer lab or from using the Chromebooks. Damage to the technology will be the responsibility of the student who caused the problem and repair charges will be billed to that student's family.

The school has the right to monitor e-mail and material that has been down-loaded from the Internet and that is brought to the school.

**IMMACULATE CONCEPTION SCHOOL PERSONALLY OWNED
COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND
DEVICE USE AGREEMENT PERMISSION FORM** (See Appendix)

Immaculate Conception School strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By utilizing a filtering system, Immaculate Conception School will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places Immaculate Conception School in compliance with CIPA (Children's Internet Protection Act). You and your child's signatures will indicate acknowledgement and understanding of the rules of network etiquette.

INTERNET ACCEPTABLE USE POLICY

Use of technology, whether or not explicitly stated within this policy, must be consistent with the philosophy, goals and Catholic educational mission of the school. Written permission of the parent/guardian will be obtained in order for a student to gain access to school-provided technology. Students using the Internet are responsible for their behavior in accordance with the school's disciplinary policy. All students will sign the "Acceptable Use Policy." (See Appendix)

LIBRARY BOOKS

Students may borrow books for a one week rotation and renew them for a second week. To renew, the student must bring the book back on library day. Additional books may not be borrowed when a book has not been returned. A charge will be assessed for lost, unreturned, and destroyed books.

TEXTBOOKS

Each student is issued books for use during the school year. Students who lose or destroy books are responsible for replacing them. All school owned textbooks must be covered at all times.

BOOK BAGS

Each student is required to have a book bag. Book bags should be free from key chains and ornamentation. The student's name should appear somewhere on the book bag. Book bags with wheels are not permitted.

Students may borrow books for a one week rotation and renew them for a second week. To renew, the student must bring the book back on library day.

Additional books may not be borrowed when a book has not been returned. A charge will be assessed for lost, unreturned, and destroyed books.

UNIFORM POLICY

UNIFORM COMPANY

Flynn & O'Hara Uniform Company
2145 NJ Hwy. 35
Holmdel, NJ 07733
(732) 888-3885
www.flynnohara.com

UNIFORM REGULATIONS

Students are to wear the school uniform daily. The teacher is required to enforce the dress code.

BOYS

Boys: Grades K – 8: (Required Dress Uniform)

- Khaki uniform pants
- White button down oxford shirt (long or short sleeves)
- Blue and white stripe tie
- Black or brown belt
- Black crew socks
- Sturdy dress shoe

Grades K-8 (Warm Weather)

- Khaki walking short
- Navy blue knit golf shirt with embroidered school name
- Black or brown belt
- White crew socks

GIRLS

Girls: Grades K – 5 (Required Dress Uniform)

- Royal and powder blue plaid drop waist jumper
- White peter pan collared blouse (long or short sleeves)
- Navy knee socks or tights
- Blue or black oxford or sturdy slip on shoe

Girls: Grades K-5 (Warm Weather)

- Navy blue knit golf shirt with the embroidered school name
- Khaki 2-pleat skirt or walking short
- White crew socks

Girls: Grades 6-8 (Required Dress Uniform)

- Royal and powder blue plaid wrap around kilt
- White button down oxford blouse (long or short sleeves)

- . Navy V-neck sweater or sleeveless vest with embroidered school name
- . Navy or black oxford or sturdy slip on shoe
- . Navy knee socks or tights

Girls: Grades 6-8 (Warm Weather)

- . Khaki 2-pleat skort or walking short
- . Navy blue golf shirt with embroidered school name
- . White crew socks

Optional Summer Uniform:

The summer uniform is optional, and may be worn September, October and after Easter to the end of the school year.

No student is to leave the school building unless completely dressed in the school uniform. Exceptions to this may be made by teacher special request.

All students must have a regulation physical education uniform:

- IC gym shorts
- IC gym shirt
- Sneakers
- White sports sock
- Navy sweat pants
- Navy sweatshirt
- Girls with long hair should have it tied back for Gym class
- Regular eyeglasses can be worn during Gym with written permission from the parent

ANYTIME CHILDREN ATTEND CHURCH SERVICES OR FUNCTIONS OUTSIDE OF THE SCHOOL BUILDING THEY WILL BE REQUIRED TO WEAR THEIR DRESS UNIFORM.

HIGHLIGHTS

- All students are expected to present a clean, neat appearance
- Stockings may not be worn
- Only one, small post or small hoop earring per ear (no dangling earrings) is permitted
- Boys are not permitted to wear earrings
- Students in Grade 3-8 may wear a watch
- No makeup or nail polish is permitted
- No boots, clogs or work boots are permitted
- Fad hair styles are not permitted
- All trousers must fit at the waist and have a belt that fits
- The "baggy" look in either the boys' trousers or the girls' blouses and sweaters is not acceptable for school.

Dress down days are for the enjoyment of the students. However, appropriate attire should be worn. Torn jeans and camouflage outfits are not permitted and tee shirts should be free of any logo, picture, or saying that is unacceptable in a school environment

Parents will be notified if the student is not adhering to the dress code. This initial contact enables the parent to review the dress code with the student and correct the situation. Should the unacceptable practice continue, additional action will be taken. Full parental cooperation is expected. If for any reason a student is out of uniform, he/she must submit a letter of explanation to the homeroom teacher.

SCHOOL SERVICES

COUNSELING

Professional counseling services are available for students who exhibit a need for them. If you are interested in this service for your child, please contact the principal directly.

STATE SUPPORTED SERVICES

The Middlesex County Educational Services Commission provides the following services to students who attend Immaculate Conception School. Applications for any of these New Jersey State supported services are due in the office by May 1st for the following school year. Services are provided in the trailers located in the parking lot adjacent to the school.

Compensatory Education - Grades K-8

Students whose Math and/or Reading test scores show the need for remedial help are eligible for the Comp-Ed Program. Students who participate in the Comp-Ed Program are responsible for the work they miss when they are not in class.

Speech

Students who are recommended by the teacher are screened and receive speech therapy as it is needed.

Supplemental Instruction

Students who have been classified by the Child-Study Team or who have learning disabilities are eligible for special instruction.

Child Study Evaluation

Students who have problems learning may be recommended by the teacher or parent for a comprehensive learning evaluation. Results are discussed with parents, teachers and the administration.

Home Instruction

Any student who must remain out of school for more than two weeks is eligible for home instruction. In order to receive this service, parents must submit a form from the doctor.

PARENT ORGANIZATIONS

HOME SCHOOL ASSOCIATION (HSA)

The HSA is a volunteer association of parents and teachers that strives for better education for all of our students. It also promotes the ever-necessary lines of communication between the home and the school. Fund-raising is one of the main functions of the HSA. It also sponsors family fun and social concerns activities.

The HSA officers for the 2017-2018 school year are:

President	Mrs. Karalyn Herban
Past-Presidents	Mrs. Jen Alexander, Mrs. Yvette Fortin
Secretary	Mrs. Kathy Baio
Treasurer	Mrs. Jennifer Perdoni
Fundraising (Co-chair)	Mrs. Jennifer O'Rourke
Room Parents/Volunteers	Mrs. Shannon Chadwick
Legislative/Communication	Mrs. Kristen Luciani
Hospitality	Ms. Joy Fox
Box Tops	Mrs. Michelle Rogala

FATHER'S CLUB

Immaculate Conception Fathers' Club (ICFC) is an organization of current and former ICS fathers whose purpose is to support the social, charitable and organizational goals of the school. The club accomplishes this by organizing and running events throughout the year and by lending support to the HSA and to other

school events. Membership is open to present and alumni fathers who want to help make a difference.

BULLDOGS

A voluntary organization that is under the supervision of the Principal of the school, the Bulldog Athletic Association is comprised of parents of children who are enrolled at Immaculate Conception School. The members work to fund raise and coordinate an athletic program for the school.

The organization offers athletic instruction to boys and girls who attend the school. The purpose of the organization is to promote Roman Catholic ideals, good sportsmanship, honesty, integrity, and respect. The most important goal is to ensure that the athletes have a safe and fun time while learning the fundamentals of sports.

SAC

COMMITTEES FOR CATHOLIC SCHOOL DEVELOPMENT PARENT AMBASSADORS

STUDENT LIFE

ALTAR SERVERS/LITURGICAL FUNCTIONS

Students who are altar servers and whose services are required during the school day, are permitted to go to church only with the written permission of the parent. (See Appendix)

EXTRACURRICULAR ACTIVITIES (GRADES 5-8)

Immaculate Conception School believes that both academics and extracurricular activities are important to the total development of students. However, extracurricular activities are a privilege and the administration reserves the right to set policy for student participation. This policy will include academic and disciplinary standards.

Students must maintain a minimum grade of 82 in all subjects. Failure to do so will make them automatically academically ineligible to participate in extracurricular activities and sports programs. Any student who is academically ineligible will immediately be suspended from programs and teams for at least two weeks. If during that time his/her grades have not improved to a 82 or above, the suspension will be extended until the desired grade(s) is achieved. The suspension will be lifted

when the student obtains the proper form from his/her homeroom teacher and presents it to the coach or moderator.

Progress Reports are issued periodically which enable students to improve their academic standing. A duplicate notice will be sent to the coaches or leaders of extracurricular activities to notify them that a serious situation exists.

Students may not participate in practices, games, related activities, etc. if they are absent from school on the day of the activity. It is strongly recommended that if a student is absent from school on Friday, he/she not participate in a sports activity over the weekend.

Suspension from school results in immediate exclusion from extracurricular activity. The exclusion lasts for the duration of the suspension.

The administration has the right to remove a student from any extracurricular activity for disciplinary reasons.

Extenuating circumstances will be addressed by the administration.

ATHLETIC ACTIVITIES

- Coed Soccer Grades 5-8
- Cross Country - Fall Grades 5-8
- Boys Basketball Grades 5-8
- Girls Basketball Grades 5-8
- Boys Baseball Grades 5-8
- Girls Softball Grades 5-8
- Track and Field -Spring Grades 5-8

Athletic teams are sponsored by Immaculate Conception Athletic Association. Parents of athletes are encouraged to join and help support this fine program for our students.

CHURCH BUDDY PROGRAM

Students in Grades K and 1 are paired up with a student from grades 7 & 8. Throughout the year activities are scheduled by the teachers of the cooperating grades.

CLUBS

- Catholic Action Group
- Choir
- National Junior Honor Society
- Student Council
- Theater

- Yearbook
- NJ Classical League

FIELD TRIPS

Class trips are a privilege that students earn through their good behavior and participation in class.

Parents will be notified of all trips to areas outside the immediate school environs. Before the student is permitted to participate in the trip, a written permission slip must be signed by the parent. All permission slips for trips outside of New Jersey must be notarized. Please read all the information on the permission slip and take note of the time the student will be returning. Parents are responsible for being on time to pick up the students from a field trip.

Parents must accept the responsibility for any damage or injury incurred through the actions of their child/children.

A field trip is not a day off from school. If, for any reason, your child is not attending the trip he/she must attend school.

ACKNOWLEDGMENT AND RECEIPT

This Handbook follows the guidelines recommended by the Diocese of Metuchen Office of the Superintendent as of September 2011.

The Handbook has been posted on the ICS Website. Each family is asked to read it. Upon completion, fill out the acknowledgement and receipt form and return it to the homeroom teacher of the youngest child.

Appendix

- Field Trip Permission Slip
- Emergency Dismissal Form
- Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form
- Technology: Internet Acceptable Use Policy
- Altar Server Permission Slip
- Form for change of address/phone/email
- 2017 – 2018 School Calendar
- Tuition Form

Immaculate Conception School
23 Manalapan Road
Spotswood, NJ 08884



IMMACULATE CONCEPTION SCHOOL

Dear Parent/Guardian:

Your child is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school. This activity will take place under the guidance and supervision of teachers and other representatives of the school. A brief summary of the trip is as follows:

Education Objective of Trip	
Destination to:	
Departure Time:	
Return Time:	
Name of Bus Company	
Supervising Teacher	
Cost to student:	

Name of student	
Parent/Guardian	
Address:	
Phone	
Health Insurance & Policy #	
Special medical needs/dietary/allergies	
Family Physician/Phone	
During the trip I can be reached at:	

Parent/Guardian—Please read carefully and sign below

I request that my son/daughter participate in the above-described activity and consent to the mode of transportation indicated. Should emergency medical treatment be necessary and I am unable to be contacted immediately, I authorize the delegated agents of the above-named school to act on my behalf and approve appropriate treatment.

I specifically waive claim or claims that may be derived from any accident or injury sustained by my son/daughter en route, during and returning from the activity. I further agree to indemnify and save harmless the above school, parish, the Catholic Diocese of Metuchen, their staff and adult supervisors working on their behalf.

I further understand that school representatives are NOT permitted to dispense medication.

Parent/Guardian Signature _____ Date _____

Notary Public Signature _____ Date _____

(Trips that are out of state require signature and seal of notary public.)

Rev. Msgr. Joseph M. Curry, Pastor
jcurry@icspotswood.com

Miss Mary R. Erath, Principal
Merath@icspotswood.com

September, 2017

IMPORTANT

In an emergency situation **EARLY SCHOOL DISMISSAL**, you will be notified by the Honeywell Alert System. Parents have the following options – please check one:

BUS STUDENTS:

_____ Yes, my child may go home on the bus, even if I have not been contacted.

_____ No, my child may not go home on the bus, but must remain at school until I pick him/her up.

WALKERS:

_____ Yes, my child may walk home as usual.

_____ No, my child may not walk home, but remain at school until I can pick him/her up.

CAR PICK-UP:

_____ All car riders will wait for their rides at school.

Child's Name _____ Grade _____

Parent/Guardian Signature _____

E-Mail: _____

Please complete and return one form for each child.

Thank you,

Miss Mary R. Erath
Principal

Please return to school by Friday, September 29, 2017.

On an Emergency Early School Dismissal, there will be no Extended Day.

IMMACULATE CONCEPTION SCHOOL PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

IMMACULATE CONCEPTION SCHOOL strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By utilizing a filtering system, Immaculate Conception School will make every reasonable effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places Immaculate Conception School in compliance with CIPA (Children's Internet Protection Act). You and your child's signatures will indicate acknowledgment and understanding of the following standards. These standards have been cross-referenced with other sections of the Immaculate Conception School Student *Code of Conduct* to provide information to students and parents regarding possible violations and consequences. Please refer to other sections of the **Immaculate Conception School Student Code of Conduct** for additional information for violating these standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette.

1. Personal Safety

- a. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
- b. I will not agree to meet with someone I have met online without my parent's approval.
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

2. Illegal Activities

- a. I will not attempt to gain unauthorized access to Immaculate Conception School network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. I will not use Immaculate Conception School network to engage in any other illegal act, such as arranging for the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- d. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
- e. I will not install software on any Immaculate Conception School computers or on the Immaculate Conception School network without direct supervision of Immaculate Conception School staff.
- f. I will not alter hardware or software setups on any Immaculate Conception School computer resources.

3. Security

- a. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
- b. I will immediately notify a teacher or the system administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
- c. I will take all precautions to avoid the spread of computer viruses.
- d. I will not attach non-Immaculate Conception School computer equipment or peripherals to the Immaculate Conception School network or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- b. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
- b. I will not post private information about another person.

6. Respecting Resource Limits

- a. I will use the technology at my school only for educational and career development activities.
- b. I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.
- d. I understand that Immaculate Conception School personnel may monitor and access any equipment connected to Immaculate Conception School network resources and my computer activity. Immaculate Conception School personnel may delete any files that are not for a classroom assignment.

7. Plagiarism and Copyright Infringement

- a. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

8. Inappropriate Access to Material

- a. I will not use district network resources to access or store material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
- c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The Immaculate Conception School fully expects that I will follow my parent’s instructions in this matter.
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

9. Personal equipment

- a. I will be fully responsible, at all times, for the personally owned device brought to school.

- b. Immaculate Conception School is not liable for any loss/damage/theft of a personally owned device.
- c. I will be responsible for the condition of the device brought to school, including updates, antivirus software, configuration, and any other applicable normal maintenance.
- d. My authorized personal devices should be charged and recharged outside of school, unless specific permission is granted.
- e. Device use is limited exclusively to the classrooms policies of teachers participating in the BYOD Program.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline maybe imposed in accordance with the Immaculate Conception School Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of Immaculate Conception School owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The Immaculate Conception School reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The Immaculate Conception School also reserves the right to limit the time of access and use.

**IMMACULATE CONCEPTION SCHOOL PERSONALLY OWNED COMPUTING/NETWORK
DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION
FORM**

I, _____ agree to let _____

Name of parent or guardian

Name of student

bring their personally owned computing device for instructional use in **Immaculate Conception School**. I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my student to use their own device that **Immaculate Conception School** is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that **Immaculate Conception School** Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

Immaculate Conception School uses technological measures such as filtering to promote internet safety. Filtering limits students' ability to access harmful internet sites from any device connected to the **Immaculate Conception School** network, but only when this equipment is used in school on the **Immaculate Conception School** network. Access through cellular networks does not provide the same measures of filtering. Students should only use the **Immaculate Conception School** network (not private cellular service) for internet access while on **Immaculate Conception School** property.

I have read and concur with the Internet Acceptable Use Policy. I further understand that any violation of the above may result in the loss of network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the **Immaculate Conception School** curriculum. Uses of these devices for unrelated activities beyond or outside the **Immaculate Conception School** educational program are prohibited.

___/___/___

Parent or Guardian's Signature

Date

Immaculate Conception School

Technology: Internet Acceptable Use Policy

All use of technology, whether or not explicitly stated within this policy, must be consistent with the philosophy, goals and Catholic educational mission of the school. The school administrator reserves the right to make determinations that particular uses are or are not consistent with the mission of the school.

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all appropriate information is limited when employees and students are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Students' pictures should not be posted on the Internet without the express written permission of the parent/guardian. Students' photos that are posted on the internet should not have any identifying information attached to the photos.

It is the responsibility of the chief administrator to monitor and oversee the use of technology in the school.

Employees and students access to, and use of, the Internet and other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

Written permission of the parent/guardian will be obtained in order for a student to gain access to school-provided technology. All students will sign the "Acceptable Use Policy" (which appears at the end of the Student Handbook). Students using the Internet are responsible for their behavior in accordance with the school's disciplinary policy. The privacy of students' files and electronic mail is not guaranteed in the school setting.

Responsibility:

- The school makes no assurances of any kind, whether expressed or implied, regarding Internet services. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in the Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's internet access must also comply with agreements specified in the contract with the internet service provider.
- Administrators, teachers, support personnel and students will not use school computers, networks, electronic mail or access to the internet to create or transmit text, images or audio which could be

considered as damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy.

- Employees and students will not intentionally damage, misuse, or tamper with hardware or software, network system or information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send/receive electronic mail.
- Technology hardware or software will not be removed by employees or students without permission of the administration.
- Employees and students will not gain unauthorized access to resources or invade the privacy of others, except as otherwise provided by law or policy.
- Employees and students will not use or attempt to obtain another user's password.
- Employees and students will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Employees and students will not subscribe or use fee based on-line services without the prior written approval of the administrator.
- Employees and students will not use electronic mail for any illegal activity, including, but not limited to violation of copyright laws.
- Employees and students will not respond to unsolicited electronic mail messages.
- Administrators may request that certain internet sites are blocked if they are deemed inappropriate.
- The school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to every and all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

Immaculate Conception School
“Acceptable Use Agreement for Students”

I/We, the undersigned parent(s)/guardians(s) have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published in the school handbook. I/We further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy will result in suspension of internet/technology privileges and will incur disciplinary action as stated in the handbook disciplinary code and the policy manual of the diocesan Office of Schools.

Date _____ Parent/Guardian Signature _____

Date _____ Parent/Guardian Signature _____

I, the undersigned student have read, understand, and agree to abide by the provision of the Technology Acceptable Use Policy as published in the school handbook.

Date _____ Student Signature _____ Grade _____

Altar Server Permission Form

Dear Parents or Legal Guardian,

Your child is eligible to participate as an altar server at Immaculate Conception Church, Spotswood, NJ. On occasion, the church will need altar servers during school hours. If you would like your child to participate in this type of event, you must sign the permission slip below.

PLEASE SIGN AND RETURN

I hereby give consent for my child, _____
to act as an altar server at Immaculate Conception Church, Spotswood, NJ during
school hours.

Signature of Parent

Date

CHANGE OF HOME / EMAIL ADDRESS or PHONE NUMBER FORM

Name of Student

Grade

Old Home or Email Address:

Old Home or Cell Phone Number:

New Home or Email Address:

New Home or Cell Phone Number:

Signature of Parent

Date

SCHOOL CALENDAR*

2017 – 2018

Aug.	31	Early dismissal, 12:15 PM – Opening day for Grades 1-8
Sept.	1	Early dismissal, 12:15 PM - Opening day for Kdg.
	4	School closed, Labor Day
Oct.	6	School closed, Faculty Professional Day
	9	School closed, Columbus Day
	13	Early dismissal, 12:15 PM
Nov.	17	Early dismissal, 12:15 PM (Confirmation)
	21	Early dismissal, 12:15 PM (Parent- Teacher Conferences)
	22	Early dismissal, 12:15 PM
	23	School closed, Thanksgiving
	24	School closed, Thanksgiving holiday
Dec.	8	School closed, Feast of the Immaculate Conception
	22	Early dismissal, 12:15 PM
	25 –29	School Closed, Christmas Vacation
Jan.	1	School closed, New Year’s Day
	15	School closed, Martin Luther King Day
Feb.	16	School closed, Faculty Professional Day
	19	School closed, Presidents’ Day
Mar.	23	School closed, Faculty Spirituality Day
	29	Early dismissal, 12:15 PM
	30	School closed, Good Friday
Apr.	2-6	School closed, Easter Vacation
	17	Early dismissal, 12:15 PM (Parent-Teacher Conferences)
May	2	Early dismissal, 12:15 PM
	28	School closed, Memorial Day
June	14	Early dismissal, 12:15 PM
	15	Early dismissal, 12:15 PM

*Subject to change if the need arises

Immaculate Conception School

Fully accredited by AdvancED

23 Manalapan Road, Spotswood, New Jersey 08884

Phone # 732-251-3090 Fax # 732-251-8270

School Website: www.icsspotswood.org

Rev. Msgr. Joseph Curry, Pastor
Principal

Miss. Mary Erath,

2017-2018 REGISTRATION

Thank you for choosing Immaculate Conception! You are joining a winning team!
We are looking to make your child a contender!

We have changed the fund-raising program, so we ask you to please read the enclosed information and complete the attached forms. If you have any questions please feel free to call or email the School Office.

TUITION INFORMATION

Tuition Classifications

Practicing Catholics

You are considered a Practicing Catholic if you:

- **Immaculate Conception**
 - Have completed an IC Parish Registration form
 - Are attending Mass on a regular basis
 - Are using Parish Envelopes
- **Are registered outside of Immaculate Conception**
 - Have verification from your Pastor that you qualify for a Practicing Catholic tuition rate

Others:

This rate applies to all Non-Catholic families. It also applies to all Catholic families, including Immaculate Conception families that are not registered in a parish in the Diocese of Metuchen and/or whose pastor cannot verify their active participation in their respective parish.

Tuition Rates

Practicing Catholics

One Child	\$ 5,200.00
Two Children	\$ 8,950.00
Three or more Children	\$ 11,200.00

Others:

One Child	\$ 6,200.00
Two Children	\$ 10,700.00
Three or more Children	\$ 13,700.00

Registration Fee: **\$100** per Family (by February 21, 2017)
 \$200 per Family (between February 22 till March 22, 2017)
 \$300 per Family (after March 23, 2017)

Technology Fee: **\$100** per student for children in K-8 grades.
 For classroom use of I-Pad or Chrome Book

REFUNDS: Tuition refunds will be pro-rated from the time of leaving the school

TRANSFERS: Tuition will be pro-rated from the time a student arrives in the school.

TUITION PAYMENT PLANS:

Please choose one:

FULL PAYMENT Checks should be made payable to *Immaculate Conception School* and sent to the parish office in an enveloped marked "TUITION." **Full payment is due by August 1, 2017.** You will receive a **\$100** credit if you choose this option

TWO PAYMENTS Families may choose to pay the entire tuition in two installments, half of the amount is due on **August 15, 2017** and the balance is due **December 1, 2017.** This

would be done through the F.A.C.T.S. Management Company, which establishes automatic payments from your designated bank account. A \$10 non-refundable annual enrollment fee is automatically deducted from your account upon receipt of your agreement with F.A.C.T.S.

MONTHLY PAYMENTS

12 Monthly payments are made through the F.A.C.T.S. Management Company, which establishes automatic payments from your designated bank account. A \$43 non-refundable annual enrollment fee is automatically deducted from your account upon receipt of your agreement with F.A.C.T.S.

MONTHLY PAYMENT SCHEDULE

	<u>Monthly Payment</u>
Practicing Catholics:	
One Child	\$433.33
Two Children	\$745.83
Three or more Children	\$933.33
 Others:	
One Child	\$516.67
Two Children	\$891.67
Three or more Children	\$1,141.67

TUITION DISCOUNTS

We are offering discounts to people on their tuitions, please read the information below so that you can decide if you would like to take advantage of any of these discounts.

Pre-K Discounts:

For families with children enrolled both in the Elementary School and the Pre-K will receive a discount on the Pre-K tuition rate. Your discount will be calculated upon Pre-K registration.

Fundraising Discounts:

A family's tuition will be discounted if they choose to participate in fundraising activities for the school as follows:

Vouchers:

- For every **\$2500** of vouchers purchased, a family will receive a **\$125** credit on the tuition up to **\$375**

Big Bucks

- This is an optional purchase; no tuition credit will be given.

Service Hours

- For (6) hours of Service at the **2017 Carnival** a family will receive a **\$200** discount on its tuition for the **2017-18 School Year**

Legacy Family:

If you are a graduate of Immaculate Conception and are registering your child to continue the tradition, you will receive a **\$100** discount.

Family Referral:

If a new family comes to Immaculate Conception and uses your name as a referral you will receive a **\$100** discount.

**ALL DISCOUNTS WILL BE CREDITED TO YOUR ACCOUNT ON
DECEMBER 1, 2017 AND APRIL 1, 2018**

**IMMACULATE CONCEPTION SCHOOL
FAMILY AGREEMENT
2017-2018
PLEASE PRINT:**

Student's Last Name: _____

Student's First name(s): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: _____ (____listed / ____unlisted)

Email Address: _____

Practicing Catholic _____

Parish _____

Other _____ Religious Affiliation: _____

Tuition Payment Method: (check one)

_____ Full Payment (\$100.00 Discount)

_____ Two Payments (F.A.C.T.S Enrollment)

_____ Monthly Payments (F.A.C.T.S Enrollment)