



*2010-2011*

*School Handbook*

*314 Old Allerton Road*

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September 2010


Dear parent,

Please read the School Handbook and discuss it with your child(ren). Kindly sign the acknowledgement/receipt, permission to photograph and acceptable use agreement forms. Return the signed forms to the classroom teacher on the next school day.

The field trip permission form is included to use in the event the original form is lost or damaged. Please return only if needed for a particular school trip. The medication forms are to be used as needed and require an appointment with the school nurse. The handbook is posted on our website [www.icsclinton.org](http://www.icsclinton.org). All forms may be downloaded and printed as needed.

Thank you for your cooperation and support. God Bless you as you journey with your child.

Sincerely,

A handwritten signature in cursive script that reads "Annamarie C. Reilly". The signature is written in dark ink on a light-colored background.

Annamarie C. Reilly  
Principal

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## **Non-Discrimination Policy**

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

## **Purpose and Use of Handbook**

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

## **Amendments to Handbook**

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

### **History**

After many years of hopes, plans and prayers, on September 4, 2001 Immaculate Conception School opened its doors to children in 3 year old pre school through grade four making it the only Catholic school in Hunterdon County. The Pre School and Kindergarten remained in the Mary House in the under story of the rectory while Grades 1 through 4 were in 5 new classrooms in the reconstructed church. In September 2002 the Pre School and Kindergarten relocated to the 5 new classrooms in the Early Education Building and grades 1 through 8 in the newly constructed Elementary School. The elementary contains 16 classrooms, science lab, art/music room, media center and multi-purpose room with full service cafeteria, gym and auditorium.

## Mission Statement

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

*"A City on a Hill"*

*Matthew 5:14-16*

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

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

## **Philosophy and Goals**

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

*“The ultimate goal of all Catholic education is salvation in Jesus Christ.”*

Immaculate Conception School gives preference to Catholic students registered in a Catholic parish.

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

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

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

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

**Age Requirements:**

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

- Pre School 3 year old children: children must be 3 years old on or before October 1<sup>st</sup>.
- Pre school 4 year old program: children must be 4 years old on or before October 1<sup>st</sup>.
- Pre Kindergarten must be 5 years old by December 31<sup>st</sup>.
- Kindergarten: children must be 5 years old on or before October 1<sup>st</sup>.
- 1<sup>st</sup> grade: children must be 6 years old on or before October 1<sup>st</sup>.

### **Sacramental Verification**

A Baptismal Certificate and verification of reception of any additional sacraments is required at the time of registration.

### **Immunizations**

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

### **Transfer Students**

Transfer notification, the most recent report card, current standardized test scores and a letter of introduction from a recent teacher are required at registration. An interview with the parent and student is required. A writing sample and placement tests will be utilized for proper grade level placement. The student and family will be notified by mail of the student's acceptance to ICS. A contract signed by parent, student and principal completes the admission process

### **Financial**

A tuition packet is provided prior to registration / re-registration. The Business Manager oversees all school accounts. Tuition is collected by F.A.C.T.S .A non-refundable registration fee is required at the time of registration (\$180.00 re-register; \$250.00 new family). A school fee of \$240.00 per child (gr. 1-8) is required. Kindergarten per child fee is \$250.

### **Attendance**

“Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student’s current academic achievement and to encourage mature adult behavior in the future.”

Parents should call the school office to report a student’s absence before 9:00 am. If no call is received a school secretary will attempt to verify the absence by phoning the parent at home/work/cellular phone. A student must present a note from the parent containing the dates and reason for absence when he/she returns to school. An absence of 5 or more consecutive days requires a doctor’s note. A parent conference with the principal will be required for 10 or more absences. These procedures represent a mutual effort to insure academic success.

Students must arrive at school no later than 12:15pm and dismiss at 2:45pm to be recorded as present for the day. Students who are absent may not attend extra-curricular activities.

### **Lateness**

Students arriving after 8:00 (8:30 preschool and 8:15 Kindergarten) are considered late for school and must report to the school office for a **late slip**. Parents must sign children in at the school office. \* A parent conference with the principal will be required for excessive student lateness.

### **Early Dismissal**

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



## **Early Dismissal, Emergency Closings and Make Up Days**

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

In the event of inclement weather ICS follows Clinton Township. *ICS delayed opening is 2 hours...10:00 K-8 and 10:00 -11:30 pre school AM and PM 1:00-2:30* (see preschool handbook). The delay or closing announcement will be made via the Global Connect system (automated alert system), posted on the school website, broadcast on the radio-NJ 101.5 FM, and available on NJ1015.com. You may call the school for a recorded announcement.

## **Fire Drills/Emergency Drills**

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

## **Nursing Services**

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

## **Student Accident Insurance**

Student accident insurance is provided by the School at no cost to the parent. Information is sent to the parent the 1<sup>st</sup> week of school in September. Accident forms are available by calling the school office.

## **Appointments with School Personnel**

Parents who wish to meet with the Principal, teacher or any member of the school staff must make an appointment for a meeting. For the sake of good order in the school, **parents may not attempt to meet with staff members during the school day without arranging an appointment beforehand.** When appointments are made both parents and staff members should be aware of the purpose of the meeting and attend appropriately prepared.

### **Parent Communication**

Notices and student papers are sent home as needed generally on Fridays. The Friday packet is posted on the school website [www.icsclinton.org](http://www.icsclinton.org).

Specific teacher/class information can be found under “teacher pages” link. Teachers may be reached by phone leaving messages on voice mail or with the main office. Staff members may be contacted by e-mail ( 1<sup>st</sup> initial/last name @ icsclinton.org...ie. [jsmith@icsclinton.org](mailto:jsmith@icsclinton.org)). Please note that teachers are busy with students during the school day and may be unable to respond to messages until later. Some concerns, due to their length, are best addressed at a conference.

### **Cash to School**

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

### **Home and School Association**

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

## **Parental Right to Records**

Immaculate Conception School abides by the provisions of 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.

## **Court Orders**

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

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

## **Academic Policies**

### **Curriculum Offerings**

The Diocese of Metuchen Catholic Schools Office establishes curriculum policies. Guidelines for specific curriculum are supplied by the Catholic Schools Office and distributed to the school faculty. The guidelines are available for the inspection and information of the parents at Immaculate Conception School. The guidelines may also be reviewed on line at **[diometuchen.org](http://diometuchen.org)**. Click on schools and curriculum.

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

The following subjects comprise the elementary school curriculum as major subjects and, therefore, must be successfully completed: Religion, Language Arts, Math, Social Studies, and Science. Art, Music, Physical Education, Spanish Technology/Library and instrumental Music Instruction are also included in the curriculum. Math Placement in grades 6,7 and 8 is determined by the following criteria : placement test, report card grades, Terra Nova test and teacher recommendation.

### **Religious Education and Religious Services**

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

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

Monthly Liturgy is celebrated on the First Thursday of each month at 9:00 am. Children in grades Kindergarten through 8 attend with their class. Parents are invited to attend. Children attend a second 9:00 AM Liturgy during the month as chosen by the classroom teacher. Prayer Services may be celebrated at different times and occasions during the month both in the Church and in the school.

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

### **Homework**

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

## Technology

### Acceptable Use Policy

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always be in conformity with the law and the religious mission of Immaculate Conception School. No student is permitted to access or send inappropriate information or materials. **The acceptable use policy agreement can be found in the appendix of this handbook. It must be signed and returned to school on the next school day.**

### Progress Reports/Report Cards

Report cards are issued quarterly in grades Kindergarten (1<sup>st</sup> Quarter conference only) through 8. Parents are notified mid quarter if a student's progress/ achievement is unsatisfactory. A marking period grade of C or better is required in each subject for participation in extra curricular activities. Student Government officers must have an average of B or better in every subject. Report cards and progress reports must be signed and returned to the classroom teacher as soon as possible. Parents may stay current with student progress by accessing Power School through their PIN number. It is important that the teacher and parent conference on a regular basis (minimally 2 annual conferences in the fall and spring) more often if necessary. The spring conference focus is on the portfolio. Parent –teacher communication insures maximum achievement for the student and the ability to provide assistance for the student in a timely and relevant manner. Teachers are available for conference as necessary by scheduling an appointment.

## **Records and Transcripts**

### **Viewing records**

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

### **Government records**

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

### **Transcripts**

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

Transcripts will be issued through the following procedures:

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

## **Field Trips**

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

**The permission slip must be signed and notarized for out of state trips.**

A copy of the permission form is included in the handbook to be duplicated or hand copied in the event the original is lost or destroyed. Permission forms must be signed. Permission may not be given by telephone.

For the safety of the children chaperones must be 21 years or older and may not be accompanied by any other adults or children. Students may not be removed from class to attend a siblings field trip or classroom event.

### **Discipline Policy**

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

Students who, despite redirection and conferencing, choose to disrupt the good order of the classroom and school, therefore , interrupting the learning of others will have to accept the consequences of their actions. Students are expected to follow the school rules including homework assignments, appropriate dress , gum chewing etc. Appropriate discipline is within the discretion of the Principal. Consequences will take the form of time out, denial of privileges, recess detention, after school detention, conferences with the student and notifying parents, suspension and expulsion. It is the school's mission to encourage a student to be accountable and self correct. If a student continues to exhibit unacceptable behavior a principal/parent/student conference will be scheduled. An action plan will be developed including a discipline plan, counseling etc. These efforts are cooperative and collaborative with the welfare of the student in mind. If these cooperative efforts prove ineffective, the students will be requested to withdraw from the school or will be denied readmittance to the school. Immaculate Conception School follows Diocesan Policy by adhering to the procedures outlined in the *Memorandum of Agreement* that has been entered into by the Diocese of Metuchen, the school and local law enforcement agencies. Drugs, alcohol and tobacco use, vandalism, weapons and bomb threats are addressed in this policy.

**The following are examples of, but not limited to, offenses that will result in suspension or expulsion:**

### **Suspension**

- Fighting
- Disrespect toward school or personal property
- Bullying/cyber bullying/harassment
- Acts of disrespect toward any person
- Disregard for school rules

### **Expulsion**

- Any offenses that violate the law
- Repeated school offenses

### **Electronic Devices**

Cellular telephones are not permitted in the classroom. As courtesy students requiring cellular phones **MUST** deposit them in the school office on arrival at school. They may be picked up at dismissal. Other devices, such as, electronic games, MP3 players and video cameras etc. are not permitted on school premises as they are distracting and easily damaged. Use of digital cameras requires written permission from the principal and the teacher. Disregard of this rule is considered a suspendable offense. In addition disregard of the cell phone directive will result in the student being denied cell phone use for the remainder of the school year.

### **Volunteers**

All volunteers must be fingerprinted by MorphoTrak and must attend the “Protecting God’s Children” program as directed by the Office of the Bishop of the Diocese of Metuchen. This directive applies to anyone who plans to volunteer more than 1 time during the school year.

The Parish Coordinator facilitates the program for Immaculate Conception Church. Dates are announced in the parish bulletin. Call the school or rectory for information.

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

### **Administration of Medication**

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

- A. A parent/guardian should come to the School and personally administer the medication.
- B. If this arrangement is not possible, the school Nurse or Principal (or his/her designee) will administer the medication under the following conditions:
  - The medication must be given to the School Nurse or Principal by the parent/guardian;
  - The medication must be in the original pharmacy-labeled container; and
  - The parent/guardian and the student’s physician must complete and sign an “Authorization to Administer Medication in School” form. This form is available from the School. A copy is included in the Handbook.

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

### **Policy on the Administration of Epinephrine**

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

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

The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

*Administration of the Epi-pen by the school*

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

*Emergency Administration of Epinephrine Implementation of  
P.L.1997,c368*

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

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

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

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

**Suspected Child Abuse or Neglect**

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

### **Asbestos Management Plan**

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

**Acknowledgement and Receipt**

I acknowledge receipt of the Handbook containing the policies, rules and regulations for Immaculate Conception School. I have read the Handbook. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I accept responsibility to support the School in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

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Print Name(s) of Student(s)

---

Signature of Students

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Print Name(s) of Parent/Guardian

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Signature(s) of Parent/Guardian

---

Date

# Appendix

## ICS Faculty and Staff

**Rev. Randall J. Vashon, Pastor**  
**Annamarie C. Reilly, Principal**

**PreKindergarten**  
**Preschool 4yr. old**  
**Preschool 3 yr. old**  
**Kindergarten**  
**Kindergarten**  
**Grade 1**  
**Grade 1**  
**Grade 2**  
**Grade 2**  
**Grade 3**  
**Grade 3**  
**Grade 4**  
**Grade 4**  
**Grade 5 Math/Sci**  
**Grade 5 LA/SS**  
**Grade 6 (LA/SS 6)**  
**Grade 6 ( Science 6/7/8)**  
**Grade 7 (Math 6/7/8)**  
**Grade 7 (SS 7/8 Math 6)**  
**Grade 8 (Religion 6/7/8)**  
**Grade 8 (LA 7/8)**  
**Supplemental Math (6/7/8)**  
**Physical Education**  
**Music K-4/ Glee Club2/3**  
**Music 5-8 / IC Singers 4-8**  
**Instrumental Music/Band**  
**Spanish 4-8**  
**Spanish K-3**  
**Art**  
**Librarian**  
**Technology Coordinator**  
**Computer Teacher**  
**Curriculum Coordinator**  
**Special Education**  
**School Nurse**

**Mrs. C. Fortunato, Head Teacher**  
**Mrs. C. Roose**  
**Mrs. C. Tropeano**  
**Mrs. C. Kassebaum**  
**Mrs. M.Meyer**  
**Mrs. E. Ziembra**  
**Mrs. C. Pepperman**  
**Mrs. J. Kosakis**  
**Mrs. T. Craig**  
**Mrs. MJ DeSaro**  
**Mrs. N. Tyerech**  
**Ms. R. Bloom**  
**Ms. M. Patane**  
**Ms. M. Wolak**  
**Mrs. D. Filan**  
**Mrs. J. Martoccia**  
**Ms. R. Groller**  
**Mrs. A. Jones**  
**Mrs. T. Monthony**  
**Mrs. K. Smith**  
**Mrs. E. McGovern**  
**Ms. D. Kielce**  
**Mrs. R. Blaufuss**  
**Mrs. K. Hausler**  
**Mrs. G. James**  
**Mrs. G. Niedziejko**  
**Mrs. G. James**  
**Mrs. P. Cortelezzi**  
**Mrs. M. Sharp**  
**Mrs. K. McBride**  
**Mrs. D. Julian**  
**Ms. A. Freda**  
**Mrs. F. Mautone**  
**Mrs. D. Eisenhart**  
**Mrs. M. McNulty**  
**Mrs. A. Flynn**

<b>Teacher Assistants – Pre-Kindergarten</b>	<b>Mrs. R. Harrison</b>
<b>Preschool 4 yr. olds</b>	<b>Mrs. S. Schmitt</b>
<b>Preschool 3 yr. olds</b>	<b>Mrs. M. Procopio</b>
<b>Teacher Assistants - Kindergarten Kassebaum</b>	<b>Mrs. E. Westlein</b>
<b>Kindergarten Ziemba</b>	<b>Mrs. A. Russo</b>
<b>Kindergarten Meyer</b>	<b>Mrs. A. Manley</b>
<b>Teacher Assistants – Grade 1</b>	<b>Mrs. P. Franchino</b>
	<b>Mrs. S. Conaty</b>
<b>Teacher Assistants – Grade 2</b>	<b>Mrs. S. Dau</b>
	<b>Mrs. J. Enteman</b>
<b>Lunch Coordinator</b>	<b>Mrs. J. Campbell</b>
<b>Lunch Assistants</b>	<b>Mrs. D. Sekula</b>
	<b>Mrs. P. Dandeo</b>
	<b>Mrs. L. Brokaw</b>
	<b>Mrs. M. Procopio</b>
<b>Lunchroom Assistant</b>	<b>Mrs. F. Mazzei</b>
<b>After Care Early Ed.</b>	<b>Mrs. C. Bennett</b>
	<b>Mrs. A. Senger</b>
<b>After Care Elem.</b>	<b>Mrs. P. Dandeo</b>
	<b>Mrs. C. Pusey</b>
	<b>Ms. K. Riggio</b>
<b>Secretaries</b>	<b>Mrs. M. Casserly</b>
	<b>Mrs. J. Ingram</b>
<b>Business Manager</b>	<b>Mr. E. Ronco</b>
<b>Bookkeeper</b>	<b>Mrs. J. Boyer</b>
<b>Maintenance</b>	<b>Facility Manager</b>
	<b>Mr. A. Kielce</b>
	<b>Mrs. K. Conroy</b>
	<b>Mrs. J. Gibbons</b>
	<b>Mr. J. McKeon</b>

**8/9/10**

# **IMMACULATE CONCEPTION SCHOOL CALENDAR 2010-2011**

## **SEPTEMBER**

- 1 First Day School; 12:15 dismissal**
- 2 12:15 dismissal; 9 AM Liturgy**
- 3 12:15 dismissal**
- 7 Labor Day – School Closed**
- 18 HSA Comedy Night, 6:30 PM – 11:00 PM Parish Hall**
- 22 Back to School Night**
- 23 Back to School Night**

## **OCTOBER**

- 3 Pancake Breakfast**
- 7 12:15 dismissal; 9 AM Liturgy/Barbeque**
- 8 School closed – Professional day**
- 11 School closed – Columbus Day**
- 16 Wine & Beer Tasting**
- 29 Trunk or Treat**

## **NOVEMBER**

- 4 12:15 dismissal; 9:00am Liturgy**
- 5 Fall Festival Dance grs. 6-8, end of 1<sup>st</sup> marking period**
- 7 Pancake Breakfast**
- 14 American girl Fashion Show**
- 15-19 Book Fair**
- 17 12:15 dismissal; Parent/Teacher conferences**
- 18 Parent/Teacher conferences**
- 19 Parent/Teacher conferences**
- 24 12:15 Dismissal; Thanksgiving**
- 25 School closed – Thanksgiving**
- 26 School closed – Thanksgiving**

## **DECEMBER**

- 2 12:15 dismissal; 9:00am Liturgy**
- 3 St. Nicholas Shoppe**
- 5 Pancake Breakfast**
- 8 School closed – Feast of Immaculate Conception**
- 23-31 School closed - Christmas**

## **JANUARY**

- 2 Pancake breakfast**
- 7 12:15 dismissal; 9:00 am Liturgy**
- 17 School closed, Martin Luther King**
- 21 End of 2<sup>nd</sup> marking period**
- 29 Men's Cornerstone**

## **FEBRUARY**

- 3 12:15 dismissal; 9:00 am Liturgy**
- 6 Pancake Breakfast**
- 11 Father/Daughter Dance**
- 12 Knights of Columbus Valentine Dance**
- 14 Valentine's Day – Grandparents lunch**
- 21 School closed, President's Day**
- 26 Gala**

## **MARCH**

- 3 12:15 dismissal; 9:00 am Liturgy**
- 6 Pancake breakfast**
- 9 Ash Wednesday**
- 18 School closed – Professional day**
- 25 End of 3<sup>rd</sup> marking period**
- 26 Women's Cornerstone**

## **APRIL**

- 7 12:15 dismissal; 9:00 am Liturgy**
- 5-12 Terra Nova testing**
- 21 12:15 dismissal, Holy Thursday**
- 22-29 Easter**

## **MAY**

- 5 12:15 dismissal; 9:00 am Liturgy**
- 6 School closed, Faculty Spirituality Day**
- 11 & 12 Science Fair**
- 13 All School Faith Families Field Day**  
**Spring Fling Dance**
- 19 Spring Concert**
- 20 Music in the Parks Competition**
- 30 School closed – Memorial Day**

## **JUNE**

- 2 12:15 dismissal; 9:00 am Liturgy  
Art Show 12-6 PM, Portfolios grs. 1-8  
Feast of the Ascension**
- 3 7/8<sup>th</sup> Barbeque**
- 7 8<sup>th</sup> grade Award's Dinner**
- 8 8<sup>th</sup> grade Graduation**
- 10 End of 4<sup>th</sup> marking period**
- 15 12:15 dismissal**
- 16 12:15 dismissal**
- 17 Last day of school; 12:15 dismissal**

**revised 8/9/10**

# Immaculate Conception School – Technology Administration

## ACCEPTABLE USE POLICY

### *1.0 Definitions.*

1.1 “AUP” means this Acceptable Use Policy.

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

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

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

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

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

### *2.0 Overview*

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

### *3.0 Purpose*

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

#### *4.0 Scope*

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

#### *5.0 Policy*

##### *5.1 General Use and Ownership*

1. Users should be aware that the data they create on the School's systems remains the property of the School. Because of the need to protect the School's network and systems, the School cannot guarantee the confidentiality of information stored on any of the Facilities.
2. For security and network maintenance purposes, authorized district personnel may monitor equipment, systems and network traffic at any time.
3. The School reserves the right to audit its networks and systems on a periodic basis to ensure compliance with the AUP.
4. The School reserves the right to access Student and Faculty files and communications within the Facilities.
5. Students and Faculty are permitted to use only the software to which they have been granted express rights by appropriate School personnel.
6. Students and Faculty must abide by any patent, copyright, or license restrictions that may relate to the use of the Facilities, products, programs or documentation.
7. Before leaving the School for any reason, Students and Faculty must return all software, accounts, and equipment provided to them by the School.
8. Any Student or Faculty member who becomes aware of any attempt to violate or bypass security mechanisms or effort to disrupt the network(s) must promptly report such activity to a teacher or class supervisor (if a Student), or to School security personnel (if a Faculty member).

##### *5.2 Security and Proprietary Information*

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

### *5.3. Unacceptable Use*

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

#### *5.3.A System and Network Activities*

The following activities are strictly prohibited, with no exceptions:

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

#### *5.3.B Email and Communications Activities*

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.

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

## *6.0 Enforcement and Indemnification*

### **6.1 Enforcement.**

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

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

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

### **6.2 Indemnification**

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

### **7.0 Acknowledgement and Acceptance of the AUP**

By signing below, I hereby acknowledge receipt of the AUP, and I agree to abide by all of its terms:

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

OR

FACULTY MEMBER NAME: \_\_\_\_\_

### **School Uniforms / Dress Code**

School uniforms are purchased through Flynn and O’Hara only. School uniforms are required daily for students in Kindergarten through Grade 8. Dress uniforms are required for school liturgies, special assembly programs, specific field trips and special “announced “occasions. Dress or casual uniforms may be worn at all other times except physical education days when P.E. uniforms are required. Uniform shoes must be scuff proof and may be purchased from the retailers listed.

#### **Boys – Kindergarten through Grade 8**

##### **Dress Uniform**

Navy pants

White oxford button down shirt (long /short sleeve)

Navy unisex cardigan sweater (embroidered insignia) K-4;

**Gr.5-8 Navy unisex cardigan with contrasting piping**

Navy unisex vest

Black/ brown belt (reversible)

Navy / black/white socks

Black/ Dark brown scuff proof shoes

Black watch plaid tie;

**Gr. 5-8 green/blue/red stripped tie**

##### **Casual Uniform**

Navy pants

Navy walking shorts (optional April 1 through October 31)

White knit turtleneck shirt (embroidered insignia)

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

Navy unisex cardigan sweater (embroidered insignia);

##### **Gr.5-8 Navy unisex sweater**

Navy unisex vest

Black/brown belt (reversible)

Navy/black/white socks

Black/Dark brown scuff proof shoes

## **Girls – Kindergarten through Grade 8**

### **Dress Uniform**

Plaid belted tunic; **Gr.5-8 plaid wrap-around kilt (skirt length at knee)**

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

Navy crew neck cardigan sweater (embroidered insignia); **Gr.5-8 Navy unisex sweater**

Navy unisex vest

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

Black/Dark brown/navy scuff proof shoes

### **Casual Uniform**

Plaid belted tunic; **Gr.5-8 plaid wrap-around kilt (skirt length at knee)**

Navy pants

Navy walking shorts (optional April through October)

Navy unisex vest

Black/brown reversible belt (with trousers or walking short)

White knit turtleneck shirt (embroidered insignia)

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

Navy crew neck cardigan sweater (embroidered insignia); **Gr.5-8 Navy unisex sweater**

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

Black/Dark brown/navy scuff proof shoes

## **Boys and Girls Physical Education Uniforms Kindergarten through Grade 8**

Navy sweat shirt (imprinted logo)

Navy sweat pants (imprinted logo) required Nov. 1 – Mar. 31

Gray tee shirt (imprinted logo)

Navy mesh shorts (imprinted logo) optional April 1 – October 31

White crew socks

Sneakers (no high tops/no embellishments) (exception: manufacturer logo)

### **Uniform Shoes may be Purchased at the Following Retail Stores**

**Bilrite, Somerville**

**Flemington Department Store, Flemington**

**Stride Rite, Bridgewater**

**Stride Rite Outlet, Liberty Village, Flemington**

### **Out of Uniform**

On occasion students are permitted to dress out of uniform. It is expected that the choice of clothing is appropriate for a Catholic School. Short skirts, short waist shirts and low waist pants are not permitted. Students wearing inappropriate clothing will be denied the privilege of the next “dress down” day.

Students are expected to report to school everyday in the school uniform. Students must have a note of explanation from the parent when **not dressed** in the full uniform and P.E. uniform. Parents are requested to purchase black sneakers if a student must wear

sneakers for an extended period of time due to a medical reason. A doctor's note is required. Students **without** a note of explanation will receive a uniform infraction notice and age appropriate consequence. It is expected that the uniforms will be clean, neat and in repair at all times. **All articles of clothing must be labeled with the child's name as well as backpacks and lunch bags.** Shirts/blouses for boys and girls are worn tucked in at all times. Shoe heel height **may not exceed 1 ½ inches at the highest point.** **Sneakers ( leather or fabric), sandals and boots are not permitted. Tennis socks are not permitted.**

Students may wear a watch. Girls may wear small post earrings. No other jewelry is permitted. Boys **may not** wear earrings. Haircuts and styles must be conservative. Hair length for boys must be above the eyebrows and above the shirt collar. Colored /bleached hair is not permitted (temporary or permanent). Make up is not permitted (includes all make up for face, eyes, nails, lips).Nail polish and tips are not permitted. No tattoos (permanent or temporary) are permitted.

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

## **Parent Action Plan**

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

**I will carefully read school bulletins and other communications from ICS administrators and teachers. My goal is to be well-informed about what is happening and what is planned in the school.**

*Blessed are they who try to understand and cooperate with school rules for they will be most appreciated.*

**I will seek to understand the reasons for school rules and comply with them. My goal is to be a role model for the children about the value and importance of rules at home and at school.**

*Blessed are they who remain patient, tolerant and cautious in the carline for they will contribute to the safety of the students.*

**I will remain patient, tolerant, and cautious in the car line. My goal is to make the car line safer for all members of the ICS community, especially the children.**

*Blessed are they who seek the truth and refrain from gossip and rumors for they will have peace of mind.*

**I will refrain from gossip and the spread of harmful rumors. I will seek to know the truth of a situation from a competent school authority. My goal is the peace of mind that comes from being considerate and sensitive to the needs of others.**

*Blessed are they who follow protocol in seeking answers to problems, issues or concerns for they will secure a reassuring solution.*

**I will follow school protocols in seeking answers to problems. My goal is to develop a positive working relationship with school teachers and administrators.**

*Blessed are they who strive for their own personal spiritual growth, academic excellence and moral integrity for they will be strong, dynamic role models for their children.*

**I will strive to be the role model of someone who pursues spiritual growth, excellence in what I undertake, and moral integrity.**  
**Volunteer Agreement**

SCHOOL: Immaculate Conception School

VOLUNTEER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ POSITION: \_\_\_\_\_

### **VOLUNTEER CONFIDENTIALITY AGREEMENT**

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

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

### **Agreement**

I, (print name) \_\_\_\_\_, as a volunteer for **Immaculate Conception School** agree never to disclose information about a student to anyone other than an authorized school employee. I will refer all requests for such information from those not directly involved in the student's education to authorized school department employees. I understand that violation of this confidentiality

agreement will result in immediate termination of my volunteer status at **Immaculate Conception School** and possible exposure to fine or civil penalties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_