



Student Handbook 2018 – 2019

Immaculata
HIGH SCHOOL
FAITH • SCHOLARSHIP • SERVICE • FRIENDSHIP

**IMMACULATA HIGH SCHOOL
2018 - 2019**

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Administration

Pastor	Msgr. Seamus F. Brennan
Head of School	Joan Silo Ed.S.
Dean of Academics	Joseph T. Conry M.S. Ed.
Dean of Students	Jeffrey Martinelli M.Ed.
Coordinator of Guidance Services	Linda Tully
Coordinator of Special Services	Stephen Hrabyk
Director of Athletics	Thomas J. Gambino

Student Council Executive Board

President	John Cavanaugh
Vice President	James Sapp Jr.
Treasurer	Julia Hoffman
Recording Secretary	Andrew Waskin
Corresponding Secretary	Paul Falzone
Appointed Positions:	
Special Projects	Matt Hendrzak
Charity	Katie Gorman
Publicity	Christian Callahan
At Large Position	Jack Hendrzak
Senior Class President	Alexa Marsh
Junior Class President	Margo Cherry
Sophomore Class President	Riley Walker
Freshman Class President	TBD

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INTRODUCTION

HISTORY OF SCHOOL

Immaculata, a four year, private, coeducational Catholic High School, is located on Mountain Avenue adjacent to Route 22 in Somerville, New Jersey. Founded in 1962 by Monsignor Eugene B. Kelly, the school was built by the parishioners of Immaculate Conception Parish. Immaculata serves the needs of the population of Somerset, Hunterdon, Warren and Middlesex counties. The high school is accredited by the AdvancED Association and the New Jersey State Department of Education. It is an educational component of the Diocese of Metuchen. In 1998, Immaculata was recognized by the U.S. Department of Education in the Blue Ribbon Schools Program as a recognized school of excellence.

The school's curriculum is designed primarily as college preparatory. Student scheduling allows non-college bound students to succeed on their own level. There is a full complement of honors classes, and AP classes in English (Language & Composition and Literature & Composition), US History, European History, Art History, Music Theory, Calculus, Physics, Chemistry, Biology, Computer Science A, French, and Spanish. We are also approved to offer two courses as a part of the College Board AP Capstone Program, AP Seminar and AP Research. All AP classes prepare students to take AP exams. A wide variety of sports and co-curricular activities enhances the academic program.

The school operates as a legal corporation with the Bishop of Metuchen as the President of the Board. It is administered by a lay-Head of School under the guidance of the pastor-director. The

faculty is composed of the Sisters, Servants of the Immaculate Heart of Mary, lay personnel, and a parish priest chaplain who serves as a full time director of Catholic Identity. Since 1962, Immaculata has served the church and the community by educating young adults to be responsible citizens eager to live their Catholic faith and serve others as they work toward peace and justice.

MISSION STATEMENT

Immaculata High School is committed to the development of the whole person within the framework of Catholic traditions and values. Guided by the pillars of Faith, Scholarship, Service and Friendship, Immaculata integrates a challenging academic curriculum that promotes spiritual, intellectual, physical, emotional and social growth while fostering moral responsibility to self and others.

PHILOSOPHY OF IMMACULATA

In loving obedience to Jesus Christ and His command to preach the gospel to all people, Immaculata, a Roman Catholic parish high school of the Diocese of Metuchen, promotes and offers an environment of learning and mutual respect, where faith, integrity, and Christian ethics serve as the moral guide for daily life. Immaculata presents the opportunity for its students to experience a personal relationship with Jesus Christ while preparing them for a technologically progressive culture and a changing world. The administration and faculty, with the support of parents and guardians, provide a challenging academic program, rooted in the Gospel message of Jesus Christ, as cherished in the traditions and teachings of the Catholic Church. The formation of the whole person and the uniqueness of each individual are developed through activities that promote spiritual, intellectual, physical, emotional and social growth. The Immaculata High School community motivates its students to live prayerfully, morally and productively as they take active roles in the present and future of our Church, our country, and our world.

STATEMENT OF OBJECTIVES

Believing that Catholic education is a guiding force in the formation of young people, Immaculata High School strives to attain its goals by:

- recognizing, communicating with, and supporting parents in their roles as the primary educators of their children
- offering strong academic programs consistent with individual needs, interests, and abilities
- providing religious academic studies, opportunities for faith sharing, occasions for reception of the sacraments, meaningful liturgical and paraliturgical services, varied retreat experiences, and community service activities
- developing skills for problem solving and critical thinking which equip the students with a foundation for a lifetime of learning
- addressing the developmental needs of the students through programs that foster emotional well being
- encouraging physical well-being through active participation in health and physical education programs, and through athletic competition
- promoting responsible citizenship through opportunities to participate in student government, leadership training, and service projects both in school and in the larger community

- developing the aesthetic sensitivity of the students through varied programs of study and experiences in art, drama, and music
- providing for the creative use of leisure time through activities that reflect the diverse interests of the students.

DIOCESE OF METUCHEN POLICY OF ADMISSION

Catholic schools in the Diocese of Metuchen admit 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. The schools do not discriminate on the basis of race, color, national, ethnic origin, or the sexual orientation of a student's parents/guardians in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. (This policy is in keeping with Internal Revenue Procedure 75-50).

Attending Immaculata High School is a privilege, not a right. Young men and women who attend Immaculata High School must adhere to the philosophy of the school. Any student who violates this philosophy whether by attitude, actions or being continuously troublesome throughout a school year may be denied the privilege of attending Immaculata.

OPPORTUNITIES FOR SPIRITUAL GROWTH AND SERVICE

One of the most important objectives of Immaculata High School is to educate our students in their faith and empower them to live as faithful followers of Christ. In order to achieve this goal, the Theology and Campus Ministry departments collaborate to provide an array of opportunities for spiritual development. In addition to offering a variety of courses in Theology, Immaculata's Campus Ministry provides many opportunities for spiritual development which are available to the entire student body.

- **Chapel:** Immaculata's chapel, located on the first floor of the main building, is available to individuals and classes for private and community prayer on a daily basis.
- **Daily Mass:** Each day begins with a daily Mass in our Chapel at 7:30 AM
- **Adoration of the Blessed Sacrament** takes place there every Thursday during Advent and Lent.
- **Rosary** is recited in chapel during lunch periods on Thursdays during May and October.
- **Stations of the Cross** are prayed during Lent.
- **Ash Wednesday Mass** is held in the gym.
- **Blessing of the Throats** takes place on the Feast of St. Blaise.
- **The Sacrament of Reconciliation** is celebrated at the Church of the Immaculate Conception during Advent and Lent.
- **First Friday Mass** and seasonal liturgies are celebrated at the Church of the Immaculate Conception Church. In inclement weather, the gym is used for this purpose.
- **The Director of Catholic Identity/Chaplain:** An associate pastor from Immaculate Conception The chaplain of Immaculata, and in addition to celebrating the sacraments with the community, he is available to our students on a regular basis including during retreats
- **Retreats:** All students must attend a day of reflection each year.
- **Weekend Opportunities:** Weekend retreats are offered to the student body: Freshmen and sophomores are invited to attend Revelations which takes place in the fall and Visions

which takes place in spring. Juniors and Seniors are invited to participate in Antioch which takes place in the fall and spring.

- **Justiceworkx:** A week long immersion program offered by the Center of Faith Justice is open to all Immaculata's students. This is an opportunity for prayer, reflection, service and education of the social justice teachings of our church. This is offered over an eight week period during the summer.
- **Appalachia:** Spartans partake in both a Christmas and summer mission trip to Wayne County, West Virginia where they work repairing homes and helping the community in a variety of ways including providing Christmas toys for the very needy children of that area.
- **Local Outreach:** Campus Ministry offers over 40 opportunities for outreach during the school year from serving in the local soup kitchen, shopping for seniors, working with special needs children, to collecting/delivering furniture to the needy in Camden and composting in response to Pope Francis' call to be good stewards of the earth.
- **President's Volunteer Service Award for Service:** Students with over one hundred hours of service through Immaculata and outside organizations receive this award the Presidential Award in June.

GUIDANCE PROGRAM

The Guidance Program at Immaculata High School has as its essential purpose, the service of each member of the student body. Because each student is unique, the Guidance department helps students deal with their educational, vocational, personal, social and/or spiritual concerns in a manner consistent with the philosophy of Immaculata.

PURPOSE AND AIMS

- Help students make a satisfactory transition from one educational level to another.
- Help student learn to react responsibly to life situations within the classroom and outside the classroom
- Share the total school effort to develop the student's personal interests, abilities and responsibilities
- Help students resolve personal and social concerns and to understand him/herself in relation to others
- Share with the student a faith in and acceptance of him/herself, along with a responsibility to develop his/her unique potential
- Encourage wise decision-making, and to help the student and his/her parents foster a realistic attitude toward his/her abilities, and future as well as present plans

GUIDANCE OFFICE – The Guidance office is located in the rear hallway of the first floor (Room 58) near the entrance to the Obzansky Building. **This office is open when school is in session.**

APPOINTMENTS – Students may initiate a conference with a counselor by completing an appointment request form located in the Guidance Office. If the situation is urgent, the secretary can have a counselor send for a student as soon as possible. Appointments are made during lunch, study, and *Activity periods*. Appointment slips are distributed during homeroom. Students should

report to class before an appointment and ask permission to leave. When the appointment is finished, a counselor will sign the appointment slip so that students return to class immediately.

SUICIDE PREVENTION POLICY – Immaculata recognizes the potential effect that depression and self-destruction have among adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to him/herself or to others. In response to this serious problem, the administration has determined that our school must be prepared to meet this challenge. Upon identification of a student at risk (for suicide or homicide), the parent/guardian will be informed that the student will not be permitted to return to school until the Head of School receives a letter from a mental health professional, stating the results of the initial assessment of the student's mental health condition and treatment recommendation(s). The policy in its entirety is available upon request.

TESTING

Standardized Testing is required of all freshmen.

PSAT (Preliminary Scholastic Aptitude Test) – Juniors and sophomores are automatically registered to take the PSAT *which is administered during the school day in October.*

SAT I and SAT II – Applications for SAT I and II for college entrance, as well as a schedule of the dates of administration are available in the Guidance Office. Students are responsible for meeting deadlines when registering for the SAT I and SAT II testing. These tests are usually administered at local public high schools. (See calendar for dates.) *The SAT is administered at IHS in October and March and at local public high schools throughout the year. See your child's counselor for specifics.*

ACT- The ACT is a college admissions test administered five times per year in test centers throughout the country. Colleges usually require that students submit scores from the ACT (or the SAT) as part of the college admissions process. The test consists of four sections-English, mathematics, reading and science reasoning. Students receive a score for each section plus a composite score ranging from 1 to 36. *Dates are available in the guidance office.*

AP TESTING – Taking an AP course and exam is a collaborative effort between the student, your parent/guardian, and the school. Each party plays a role and must make the commitment to meet the expectations noted below.

Students in AP courses and their parents will be notified by the AP Coordinator in March 2019 regarding registration for the AP Exam. The registration forms and total fees must be submitted to the school by Friday, March 29, 2019, if not before. Parents can pay the school directly through check, money order, or online payment on or before 3/29/19. The AP Coordinator and AP teachers will coordinate the completion of any necessary paperwork in school after the student has registered for the exam.

The AP exam is considered part of the AP course and it is expected that all students enrolled in the course will take the exam. If a student is enrolled in an AP course and chooses not to take the AP Exam, the AP designation will be removed from the course name on the student's report card and

transcript. In addition, if the exam is not taken, the course will earn Honors, not AP, Quality Points towards the student's GPA.

Questions regarding fees, registration, exam times or other issues should be directed to the AP Coordinator. Questions about the exams or exam content should be directed to the course instructor.

SPECIAL SERVICES - The Office for Special Services provides services to eligible students when they meet state-mandated criteria for classification. Services may include but are not limited to counseling, vision and hearing screenings, speech therapy, and supplementary/compensatory education.

INDIVIDUALIZED PLANS/ACCOMMODATIONS - Immaculata High School strives to provide all students with an appropriate education that best fits their academic needs. Students with learning disabilities in Immaculata are supported through an Individualized Service Plan (ISP) which provides goals, objectives and classroom specific modifications suited to their unique learning style. Child Study Team evaluations are facilitated through the Office for Special Services which includes; a school psychologist, learning consultant, social worker and the Coordinator for Special Services. Chapter 192/193 also provides services for students through Compensatory and Supplementary Instruction who meet the criteria for eligibility without an ISP. In addition, should a student suffer from a physical or mental impairment that may affect the learning process, an accommodation plan would be developed through the Office for Special Services in conjunction with the child's medical care professional. These plans would be evaluated on an annual basis.

TRANSCRIPTS - All transcripts for current students and alumni are handled by the Guidance Department. Requests for official transcripts to be sent to colleges, universities, future employers, the military, etc. must be in writing, either on the form provided in Guidance or by letter from a graduate. If a student or graduate is asked to supply an official transcript, that transcript must be sent from this institution to the institution in question. Official transcripts bear the seal of Immaculata High School and must be sent directly to the college, as requested by the student. Unofficial transcripts do not bear the seal of Immaculata High School and can be carried by the student.

TRANSFERS - To transfer a student from Immaculata, a letter from the parents should be forwarded to the Head of School stating the reason for the transfer and the name of the school the student plans to attend. The Head of School notifies the Guidance Department who will attend to the transfer. Student records will not be released until all financial obligations to Immaculata have been fulfilled. See pages 64 to 65 for financial information.

Guidance confidential fax # is 908-203-0664.

MEDIA CENTER

The Immaculata High School Media Center is used for independent research, independent work, leisure reading, technology purposes, and classroom use.

MEDIA CENTER RULES

The Media Center at Immaculata High School provides a relaxing environment for independent work and electronic research along with individual computer workstations.

1. The Media Center is to be maintained as an orderly academic area for quiet individual **and/or group** work.
2. All students using the Media Center are expected to follow and respect school rules and the rights of their fellow students.
3. Students arriving from study hall must have a Media Center pass which must be presented at the circulation desk. See the STUDY HALL section on how to obtain a pass.
4. Food and drink are not permitted in the Media Center.
5. Students who cannot abide by the above rules will be asked to leave the Media Center. A repeated warning will result in the loss of Media Center privileges.
6. *Cell phone policy: The Media Center is designed to facilitate a quiet learning environment. Students are to place their cell phones in a numbered pocket sleeve, kept by the desk in the media center. In the event a student needs their phone for an assignment they may ask the Media Center coordinator for the phone to work on their assignment. Should the student abuse this privilege, they will be asked to submit their phone at that moment and may lose that privilege for the remainder of the marking period.*

Media Center REGULATIONS – *During the school day, the Media Center is to be used for reference work, book selection, printing, collaboration and use of the laptops for assignments.*

Students who wish to use the Media Center may come during the following times:

- **STUDY HALL:** *Passes to come to the Media Center during Study Hall **MUST** be obtained by the Media Center Coordinator no later than 9:30 AM (end of 2nd period). The passes are available for any particular period as determined by scheduled class use. **Student must have an ID** to get a pass. Passes are shown and signed by study hall teachers. When arriving back in the Media Center, the student returns the pass and signs his/her name on the appropriate log sheet.*
- **LUNCH PERIOD:** *Students may come to the Media Center during their lunch period. Students must sign out of the cafeteria **after eating lunch** (15 minutes). They must sign the sign-in sheet when they enter the Media Center. Once students enter the Media Center they must remain for the **entire** period unless they receive written permission to leave. Students wishing to come to the Media Center earlier than 15 minutes after the bell may do so with permission from the Media Center Coordinator. Students wishing to come to the Media Center to print only may do so and return to the cafeteria.*
- **ALL OTHER TIMES (except before and after school):** *Passes to come to the Media Center during class **MUST** be obtained by the teacher. Students may use the facility during class with the teacher's and Media Center Coordinator's permission. The pass must state the reason to use the Media Center (printing, research, independent work) Students may return back to class upon completion. *Students may stay in the Media Center during the duration of the period with permission from their teacher and Media Center Coordinator.**
- *Hours for the Media Center have changed from 7:30 AM to 3:30 PM.*

BOOK LOAN PRIVILEGES – All material must be checked out from the Media Center at the *circulation* desk. Books from the stacks may be borrowed for two weeks. Books not in immediate demand may be renewed for two weeks by presenting them at the circulation desk.

CALCULATOR LOAN PRIVILEGES – Graphing calculators are available for students to loan from the Media Center. Calculators may be borrowed for in-school use only, and must be returned no later than dismissal time on the same day that the calculator was issued.

PENALTY FOR OVERDUE MATERIAL – There is a fine of **twenty-five cents** a day for *overdue books and other materials*. Reference fines are different (see Reference Books). **After three notices for overdue books, a student will automatically receive ten demerits, if books are not returned.**

DAMAGED OR LOST BOOKS – The borrower will be held responsible for the cost of a book returned in a damaged condition. If a book is defective, it must be brought to the attention of the Media Center Coordinator before taking it from the Media Center. Any student who loses a book must pay to replace it. If the book is found before the end of the school year, the money will be refunded minus the overdue charge. Students who lose books that are out of print must pay current prices to replace it with a similar one.

CHROMEBOOK SERVICES - Students needing assistance with Chromebooks should report to the Media Center and describe their issue to the Media Center Coordinator. The Media Center Coordinator is able to issue loaner Chromebooks, and collect broken/malfunctioning Chromebooks for insurance purposes and repairs. The Media Center Coordinator can also charge Chromebooks for students; however, this service can be refused to individual students at the discretion of the Media Center Coordinator and/or the Technology Department if that student's use of it is determined to be excessive. Chromebook chargers are not loaned to students from the Media Center. Students needing loaner Chromebooks are strongly encouraged to obtain them before the start of the school day. **Please refer to the Chromebook Policy for additional details.**

COMPUTERS AND PRINTING – The laptops and networking system in the Media Center are intended for research, independent work and printing use by students and faculty. Laptops **may not** be used for games. **Students using Media Center laptops are to follow all guidelines in the Computer Use Agreement.** *The cost of student printing in the Media Center is ten cents per page. Students are encouraged to ask the Media Center Coordinator for assistance before printing.*

RESEARCH DATABASES – Research Databases are available to students. Please visit the Immaculata High School (Media Center) website for further details. Students may ask the Media Center Coordinator to give a lesson on how to use the databases and their SCL library card. Students may print from the school laptops. Students **MUST** ask the Media Center Coordinator for help before printing *articles from research databases and other Internet sources.*

Somerset County Library Card – *Immaculata High School has teamed up with the Somerset County Library System. All students are entitled to a Somerset County Library Card which gives them access to a rich collection of resources that improves their*

education. Students may ask the Media Center Coordinator to give them a lesson on how to use the card and navigate the SCL website.

OTHER SERVICES

WORKING PAPERS - The procedure for obtaining working papers is as follows:

1. Student must have a promise of employment.
2. Student must obtain forms from the local high school.
3. Upon completion, form must be signed by an Immaculata official. (Principal, Guidance Director, Academic Dean).
4. Student must return form to the local public high school for issuance.

CLINIC – Immaculata employs one full-time nurse and a part-time nurse to serve the medical needs of our students. The nurse's office is located on the first floor adjacent to the gymnasium. *Students are to receive a pass from their teacher to report to the clinic. This applies in all situations unless it is an emergency and immediate medical attention is needed. Accidents which occur at home are not treated at the clinic.*

- **Medications:** All student medications are to be brought directly to the nurse's office in their original prescription container along with a physician's order. **No medication will be dispensed unless received in this manner.** Any student who is under a doctor's care or taking any medication that requires a prescription must inform the health office. This applies even if the student does not take the medication during school hours, but is taking it on a regular basis.
- **Sending student home due to illness:** The medical personnel on staff will determine if a student should be sent home because of illness and contact a parent or guardian for this purpose. ***Students should not call or text a parent or guardian from any school or their cell phone for this reason. Once a student has entered the school, only the nursing staff will determine if a child is too ill to attend classes.*** Arrangements and emergency numbers should always be in place in case a student must be sent home ill during school hours.
- **Doctor's notes:** Immaculata policy mandates that if a student is absent three (3) consecutive days or more, he/she must provide a physician's note before reporting back to the classroom.
- **Physical exams:** A physical examination by a personal physician is required before entering Immaculata as a freshman and again during the junior year. **No student will be admitted without proper proof that he/she has been immunized as required by NJ state law. Proper immunization is a condition of admission to the school. No requests for religious exemptions will be considered.** Routine scoliosis, audiometric, and vision screening are performed according to State mandates. Vision and hearing screenings will also be done at any time throughout the year upon the request of a parent or a student.
- **Other:** Health problems that need special consideration should be reported by the parents to the school nurse at the *beginning* of the school year or when such cases arise. Special problems include serious impairment of vision or hearing, diabetes, epilepsy, asthma, recent surgery, injuries or any condition that might affect a student's behavior or performance. ***The parents of any student with allergies requiring the use of an epi-pen in***

emergency situations MUST speak directly with the school nurse and provide her with documentation from their child's doctor. All high school students should carry their own epi-pen during school hours as allowed by N.J. State Law. There is an emergency epi-pen in the nurse's office at all times.

- The administration and nursing staff have the authority to deny any student school privileges if the school's healthcare and our facilities do not provide adequate care for their condition. The student may be readmitted later with approval of the administration and nursing staff after the condition has been assessed.
- **Student Accident Insurance** – Immaculata purchases a student accident policy for each student enrolled in the school. If your child has been accidentally injured in the course of the school day or at a sanctioned school event you may be eligible to seek this excess coverage to recoup some out of pocket medical expenses associated with treatment. You MUST contact the Nurse's Office to obtain a claim form. Claims are due from you to the carrier within 90 days of the accidental injury.
- The accident insurance is EXCESS coverage only. This means that parents should seek medical attention for their injured child that is consistent with, and in-network for their own personal medical insurance policy. Your personal medical insurance is primary. Please do not assume the school, coach, trainer or nurse is aware of your child's injury and how your personal medical insurance will respond to your bills for treatment. Please, do not assume the school, coach, trainer or nurse knows whether you should submit a claim or not. Parents must call the Nurse's Office to obtain the claim form and work with the carrier to seek remuneration.

SPARTAN CLUB – All parents of Immaculata students are automatic members of the Spartan Parent Club, an organization dedicated to supporting and developing the academic, athletic, cultural, religious, and social activities of Immaculata High School. The Executive Board provides overall planning and implementation of the activities and functions of the Spartan Parent Club and normally meets monthly during the school year.

PROGRAM OF STUDIES

The program of studies at Immaculata strives to meet the needs of all students in developing their abilities and talents. The curriculum is planned to permit the student to select college preparatory courses. The objectives of the total curriculum are to impart spiritual, intellectual, cultural, physical, and social values.

GRADING POLICY – The school year is divided into four marking periods and two semesters. The dates for the 4 academic quarters are posted on the school website.

Semester 1	Semester 2
Quarter 1 = 40%	Quarter 3 = 40%
Quarter 2 = 40%	Quarter 4 = 40%
<u>Exam 1 = 20%</u>	<u>Exam 2 = 20%</u>
100%	100%
FINAL GRADE = <u>Semester 1 + Semester 2</u>	

The school employs the following grading system:

A+= 97-100	C+= 77-79
A= 93-96	C = 74-76
A-= 90-92	C-= 72-73
B+= 87-89	D= 70-71
B= 83-86	F= 69 & below
B-= 80-82	

I=Incomplete ME=Medical excuse (no credit earned) W=Withdrew (no credit earned)

COURSE LEVELS

- **Advanced Placement/Advanced** – Designated as AP/Adv - for the student who is ready for college-level courses approved by the College Board and taught in high schools. They are intended for those subjects for which advanced standing or advanced placement may be earned in college.
- **Honors** – Designated as H – for the student who is capable of learning much beyond the ordinary content of a course and who assumes the responsibility of working independently to a greater degree.
- **College Prep** – Designated as CP – for the average or above average college preparatory student who can assume the responsibility of working independently to some degree.
- **Essentials** - for those students who require a slower pace and greater direction with a major emphasis on drill and fundamentals to prepare them to move into college prep level courses. Placement in Essentials courses is based on standardized scores and teacher recommendation.
- **College Courses** – Occasionally a student is recommended to take a course, or courses, at a local college. All such courses must be pre-approved by the Director of Guidance and/or Dean of Academics.

COURSE SELECTION PROCEDURE - Students are placed in courses based on entrance test scores, previous grades, department recommendations, and other relevant criteria. Course selection is done online through PowerSchool during the second semester. **Students with outstanding financial obligations may not be permitted to select courses.** Student schedules are available at the end of August through PowerSchool (provided all financial and documentation obligations are complete).

As students think about their schedule for next year, they should seek advice from their parents, teachers, counselors and others who know them. Students should challenge themselves by taking a rigorous course load based on their ability. Taking a variety of challenging courses helps keep their options open for the future. Students should consider all the variables that go into providing the appropriate academic challenge while maintaining balance and well-being.

We ask that students and their families make an honest assessment of the time demands required of selected courses, as they fit with the students' overall schedule of activities, sports and/or outside work. Unless the student spends the required time on study each day, he/she cannot expect to achieve academic success. It is very important that students choose courses that they intend to take.

The first part of the course selection process is course recommendations. It is during this time that teachers recommend students for classes during the following year. Once the master schedule has been completed, a student schedule is generated. Our hope is that students are scheduled for all the courses they have requested.

Classes may not be changed because of dislike for the subject, for meeting time of the class, or for the teacher. Some elective courses are only offered if enough students sign up for them. The administration reserves the right to make schedule changes to equalize class size or to place the student in an appropriate ability level class based upon teacher recommendation.

Requests for changes are not honored after the scheduled deadline. Exceptions are made only in the cases of conflicts, scheduling errors or recommendation of the administration. The window to make schedule changes closes on September 14, 2018 (February 1, 2019, for second semester courses). If a level change is made, it is made through teacher recommendation at the discretion of the Administration.

GRADE POINT AVERAGE – The guidelines governing grade point average are based on the recommendations of the National Association of Secondary School Principals which are explained below. The grade point average for an Immaculata student is determined by these factors:

- 1) Quality Points based on the Weight of the class
- 2) Number of Credits

$$\text{QP} \times \text{Cr} = \text{Total QP}$$

$$\text{G.P.A.} = \frac{\text{Total QP}}{\text{Total Credits}}$$

QUALITY POINTS SCALE

	Essentials	CP	Honors	AP/Adv
99	3.58	4	4.42	4.63
98	3.51	3.93	4.35	4.56
97	3.44	3.86	4.28	4.49
96	3.37	3.79	4.21	4.42
95	3.3	3.72	4.14	4.35
94	3.23	3.65	4.07	4.28
93	3.16	3.58	4	4.21
92	3.09	3.51	3.93	4.14
91	3.02	3.44	3.86	4.07
90	2.95	3.37	3.79	4
89	2.88	3.3	3.72	3.93
88	2.81	3.23	3.65	3.86
87	2.74	3.16	3.58	3.79
86	2.67	3.09	3.51	3.72
85	2.6	3.02	3.44	3.65
84	2.53	2.95	3.37	3.58
83	2.46	2.88	3.3	3.51
82	2.39	2.81	3.23	3.44
81	2.32	2.74	3.16	3.37
80	2.25	2.67	3.09	3.3
79	2.18	2.6	3.02	3.23
78	2.11	2.53	2.95	3.16
77	2.04	2.46	2.88	3.09
76	1.97	2.39	2.81	3.02
75	1.9	2.32	2.74	2.95
74	1.83	2.25	2.67	2.88
73	1.76	2.18	2.6	2.81
72	1.69	2.11	2.53	2.74
71	1.62	2.04	2.46	2.67
70	1.55	1.97	2.39	2.6

EXAMINATIONS - Exams are administered at mid-year and at year's end. All exam dates are posted on the calendar. If a student is absent for an exam, a doctor's note must be sent to school. Seniors can be exempted from June examinations **in full year courses** if they have earned a grade of 93 or above in each quarter, including the fourth.

MAKE-UP WORK – It is the student's responsibility to make up all work missed due to absence, both excused and unexcused, in a timely manner. Failure to do so may result in a 0 (zero) for the assignment. It is also recommended that students take advantage of subject teacher's websites to keep up with missing work. In addition, parents may contact the teacher directly by accessing the teacher's email address on our website. The student is expected to complete the assigned work and give it to the teacher. We do not encourage students to vacation during the academic year. However, those who do are responsible to obtain the work they will miss directly from the teachers before leaving for vacation and are expected to have it complete when they return to school.

YEAR-END FAILURES/SUMMER SCHOOL POLICY

A year-end failure is defined by Immaculata High School as an academic course where a student's year end average is below seventy (70). Therefore, it is possible for a student to fail for a quarter or fail an exam and still pass the course for the year. However, those students who do not achieve a grade above 70 for the year will fall under the following sanctions:

- 1) Ninth-grade students with five failures at the end of the first semester will be dismissed, as will 10th, 11th and 12th grade students with four failures. Any student with three failures at the end of the school year will not be readmitted to school the following September.
- 2) **NO STUDENT WILL BE ALLOWED TO REPEAT A COURSE DURING THE FOLLOWING YEAR.** If a student fails one or two courses at the end of the school year, he/she may not be promoted to the next grade unless the failure is removed by successful completion of an approved credit recovery program, at which time the credit recovery course will be added to their transcript and they will receive GPA credit for a grade of 70.
- 3) All failed courses must be made up during the summer for a student to return to IHS the following year or receive their diploma. Parents must contact the Dean of Academics or Guidance Director to discuss which strategy will be approved (summer school, certified tutor, on-line course, etc.) to make up a failure.

ACADEMIC ELIGIBILITY AND PROBATION

A student's eligibility to participate in extracurricular activities is determined at the end of each quarter and semester. Any student who has two or more failures at the end of a quarter (marking period) or at the end of the semester (marking period) will be academically ineligible to participate in any extracurricular activity scheduled during the next marking period (quarter or semester, respectively). The official date of ineligibility will be the day the report card is distributed. Reinstatement of eligibility will be determined by the administration according to the handbook.

Extra-curricular activities are defined as athletics, student government, school plays, clubs, dances, and non-subject related trips. Students already involved in an activity at the time will be suspended from the activity. Academic eligibility for athletics assumes that a student has fulfilled the credit requirement of IHS and the NJSIAA for participation in interscholastic athletics.

ACADEMIC PROBATION CRITERIA

- 1) Any student who is placed on academic probation will be required to have a conference with their parent/guardian, the Head of School and/or Dean of Academics.
- 2) Students on academic probation may be required to attend extra help sessions with teachers and/or work with a peer tutor after school or during Activity Period in the library.
- 3) The Administration reserves the right to remove any student whose academic achievement is seen as unsatisfactory.

ACADEMIC SUPPORT - Teachers provide needed academic support in order for every student to successfully complete his/her course of study. Each teacher has specific times posted on PowerSchool and/or myIHS when they are available to provide tutorial help related to improved achievement. Peer tutors and on-line math and language arts programs are also available to ensure that every student has the tools to reach their goals.

SEQUENCE OF CLASS DAYS - School days are designated by the letters A through F instead of Monday through Friday. Most classes meet on each letter day. Physical Education, Health, Driver's Education and Study Hall periods meet only on certain letter days. At the beginning of each month a calendar is posted in school and on the website indicating the letter day as well as the number of the time schedule followed; also included are the activities for the month.

FIELD TRIPS - Field trips to places of cultural or educational significance give enrichment to the lessons of the classroom and are an important part of the total school program. In order for a student to participate in a field trip, a signed diocesan-approved permission slip must be obtained from a parent/guardian, as well as permission from each teacher whose class he/she will miss on that day. Diocesan policy dictates that permission slips be notarized for trips out of state or at a distance from the school in the event that emergency treatment may be necessary. Field trips are initiated and arranged by a teacher, and a teacher will always accompany the students. Since the students are representing Immaculata High School, they are to dress appropriately and conduct themselves in a manner befitting young men and women from a Catholic school. Participation in a field trip is considered an excused absence. A student's participation on a field trip is based on academics, conduct, and attendance.

LOST TEXTBOOKS - Books which are issued to students for use during the school year must be returned at the end of the year. If a book is not returned, a fee will be charged for the book. If payment is not made, the final report card will not be mailed and the fee will be added to the school fee. In the case of graduates, diplomas will be withheld pending receipt of the book or the fee. In case of students who have transferred, academic records will be withheld.

SCHOOL REGULATIONS AND STUDENT RESPONSIBILITIES

Discipline is a process whose purpose is to strengthen religious and social values; to mold concrete personality traits; to correct not only negative behavioral patterns, but also negative actions. This purpose is implemented through a program of teaching, a plan of supervisory control, a system of essential rules, and when necessary, just and constructive punishment.

Discipline, with parental control as its supportive basis, is the responsibility of every administrator, every teacher, and every student in the school. Cooperative effort is the prime factor in achieving any degree of success. Consequently, all must try to understand one another, and all must work together.

Discipline will be administered in a fair and consistent manner. When we enforce school policies, we are responding to situations in a manner that is best for both the entire school community and the individual student. In cases of severe disciplinary action, parents and students will be provided notice of pending actions and be given an opportunity to meet with appropriate school personnel to discuss the matter.

ACADEMIC INTEGRITY POLICY 2018-2019

Lack of Academic Integrity undermines the philosophy of Immaculata High School which is committed to motivating its students to live morally and responsibly, and expects each of its members to contribute to an environment of mutual respect.

Violations of the Academic Integrity Policy include, but are not limited to:

1. PLAGIARISM. Presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source.

2. CHEATING. An attempt to get something for little or no effort and to gain an academic advantage at the expense of another.

Examples Include: Copying another student's work or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, smart watches or computers) when these are not permitted; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

3. UNAUTHORIZED GROUP WORK. Unauthorized collaboration with others.

Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

4. MULTIPLE SUBMISSION. Submitting the same academic assignments – be it the student's own work OR another student's work - for credit more than once without instructor permission.

Examples Include: Submitting the same or a slightly revised assignment for credit in two courses without the instructors' permission, submitting work that was previously used in another course or created by a previous student, submitting the same assignment as another student or allowing another student to look at your work (essay, previous test, homework, etc.)

5. COMPLICITY IN ACADEMIC DISHONESTY. Intentionally helping another to commit an act of academic dishonesty.

Examples Include: Knowingly allowing another student to copy from one's paper during an examination or test; discussing test material or substantive information about the material to be tested before a scheduled exercise (i.e. telling students in a later period what was on the test); photographing test information to be passed on to other students.

The above list is comprehensive; however, violations not listed here, could also be considered academic dishonesty, as determined by the teacher and/or Dean of Academics*

CONSEQUENCES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

A. Unintentional Violation: *This may occur when a student does not understand how to cite sources correctly or how to paraphrase and then cite the source properly. Actions to be taken include:*

-Required correction of citation errors within a period of time to be determined by the teacher. If corrections are not made, there will be a deduction in the grade on the assignment.

-Meeting with teacher to learn how to avoid this mistake in the future.

-Teacher documentation of the incident in the case that there may be further violations.

NOTE: Repeated unintentional violations will be dealt with as intentional violations.

B. Intentional Violation Level 1: *This violation occurs when a student knowingly commits one of the above listed violations. Actions to be taken include:*

-Required correction of assignment as determined by teacher, and/or major reduction of grade on assignment (to be determined by teacher, possibly failing).

-Teacher documents incident and informs parents and Dean of Academics/Guidance

Counselor.

NOTE: Repeated Level 1 violations will be dealt with as Level 2 violations.

C. Intentional Violation Level 2: *This violation occurs when a student knowingly commits one of the above violations throughout the majority of an assignment/essay/test. Actions to be taken include:*

-Grade of zero for assignment. No possibility of revising for a higher grade.

-Teacher documents incident and informs parents and Dean of Academics/Guidance

Counselor.

**If applicable, National Honor Society Adviser informed, subject to NHS's policy (possible probation or dismissal from NHS).*

WEAPONS/EXPLOSIVES – The possession and use of weapons, sling-shots, chains, explosives, and/or any other items which have the potential to inflict bodily harm to oneself or others are not permitted. Students will be subject to immediate dismissal.

MUTUAL RESPECT POLICY – The Mutual Respect Policy helps maintain a learning and working environment which promotes respect for each of its members, and is free from harassment and any intimidation of a verbal or physical nature. This policy covers mutual respect in general (offensive behaviors) and sexual harassment (verbally, physically or through the Internet, cell phones and I-pods) specifically. **(See policy on page 56.)**

HARASSMENT, INTIMIDATION, BULLYING (HIB), HAZING – The harassment, intimidation, bullying or hazing of, students will not be tolerated, as they are contrary to the mission, philosophy, and mutual respect policy of Immaculata. Harassment, intimidation, bullying, and hazing take many forms, including, but not limited to, physical, verbal, and social media. Following Administrative review, students involved in a harassment, intimidation, bullying, or hazing incident may receive 30 points and a failure in conduct. Consequences, in addition to a failure in conduct, may include suspension, and/or expulsion from school.

FIGHTING – Fighting of any kind between students will not be tolerated, as it is contrary to the mission, philosophy, and mutual respect policy of Immaculata. Students involved in a fighting incident will be **suspended from school for a minimum of three full school days** and will not be able to return to school until a parent meeting is scheduled. Following Administrative review, students involved in a fighting incident may receive 30 points and a failure in conduct. Consequences, in addition to a failure in conduct, may include suspension, and/or expulsion from school.

DRUG/STEROID/ALCOHOL/TOBACCO/VAPORIZER PRODUCTS AND RANDOM DRUG TESTING POLICIES

Immaculata High School recognizes that the possession and misuse of drugs, tobacco, steroids, electronic cigarettes, *vaporizer products* and alcohol has a deleterious effect on students and staff and jeopardizes the welfare of the entire school community. The school is committed to the prevention of drug, tobacco, steroid and alcohol abuse through educational means and other appropriate programs and services. **Immaculata will take necessary and firm action to protect the school community from harm and from exposure to the negative aspects of drug, tobacco, steroid and alcohol use/abuse.** Parents and students are expected to read and support these policies. Any questions concerning the policy will be addressed by the Administration and/or Guidance personnel. (See policy on page 40 and page 51.)

UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCE AT SCHOOL SPONSORED EVENTS/ACTIVITIES

Maintaining an environment conducive to the purpose of the academic environment and/or a school sponsored event or activity is the responsibility of all members of the Immaculata community. Any student who attends school or a school sponsored event or activity and is suspected of being under the influence of alcohol or a controlled substance will be dealt with in accordance with the school's drug, steroid, and alcohol policy. (See policy on page 40.)

SMOKING/CHEWING TOBACCO – Smoking or the use of tobacco in the school or in the drug free school zone is illegal. For further information see the Tobacco Policy printed elsewhere in this handbook. (See policy on page 51.)

DISRESPECT – Students should treat all staff members with proper respect. Any student who is disrespectful toward a member of the faculty or staff is subject to **immediate disciplinary action**.

THEFT, UNAUTHORIZED ENTRY INTO PRIVATE PROPERTY – Students must respect the property of others. Stealing and/or unauthorized entry into a teacher's or student's property will not be tolerated and will subject the student to a 30 point deduction in conduct and a failure in conduct. Consequences, in addition to a failure in conduct, may include suspension and/or expulsion from school.

TRUANCY – Truancy is any unauthorized absence from school, with or without parental permission. A student who is truant will not be readmitted to the school unless his/her parents accompany him/her. Work must be made up, but no credit will be given. The student will receive 30

points and a failure in conduct. The consequences for a failure in conduct will be administered. Repeated truancy may be cause for suspension or expulsion.

CUTTING CLASS, LEAVING SCHOOL WITHOUT PERMISSION Students are required to attend all classes on their roster and are not permitted to leave the premises without the expressed permission from the Attendance Office. Students are not permitted to go to their cars during the school day. Once students report to Immaculata by car, bus or walking, they must stay at the school. The penalty for cutting a class or leaving school without permission is a 15 point deduction in conduct and detention.

OUT OF BOUNDS – Reasons for a student being considered Out of Bounds include, but are not limited to, being in places that they are normally restricted from entering, such as private offices, storage rooms, the boiler room, faculty lounges and/or restrooms. They are not permitted in the Immaculata Theatre, gymnasium, cafeteria (during classroom hours), and/or classrooms without adult supervision. During class periods students should not be in the hallways without a pass from a teacher.

CAFETERIA REGULATIONS – The cafeteria provides a lunch service on all full days of school. Students may buy lunch in school or may bring lunch. Cafeteria personnel is to be treated respectfully at all times. Each student is responsible for the cleanliness of the cafeteria. **Food may only be consumed in the cafeteria.** During lunch, students may only use the restrooms by the cafeteria. Lunch time should be a time of social enjoyment. Respectful consideration of others is expected; loud talking or disorder will not be tolerated. The cafeteria is out of bounds except during lunch periods and before the beginning of period 1. Students are permitted to only purchase items from the cafeteria before the start of period 1 and during their lunch period. Students attempting to make purchases outside of the aforementioned times will be issued conduct points for **OUT OF BOUNDS**. In addition, while students may bring in food from outside vendors when they arrive to school, students are not permitted to order food from an outside vendor and have it delivered to them during school hours.

CORRIDOR REGULATIONS – Corridors are places of quiet throughout the school day. During all prayers, the Pledge of Allegiance, and announcements there is to be no movement in the corridors. All students are to be in their classrooms. Students waiting for private transportation at the end of the day must wait near the gym entrance.

LOCKER REGULATIONS – Each student is assigned a hall locker and a gym locker. It is each student's responsibility to keep these lockers clean at all times; periodic inspections will be held. There is to be no writing on the lockers. Excessive amounts of money or valuables should not be kept in lockers. Locker combinations should not be given to other students nor should anything be left in the locker without properly locking it. Since lockers are the property of Immaculata High School and simply on loan to students, a pupil's personal effects or locker may be searched whenever a principal or his/her designee has cause. Such a search shall be carried out by two (2) or more staff members designated by the principal. Students are not permitted to exchange lockers or share lockers. Hall lockers and gym lockers must be secured with school locks that can be purchased

through school. Immaculata will not assume responsibility for money or valuables left in lockers or left unattended.

USE AND CARE OF FACILITIES – The school and its facilities are intended for the use of students of Immaculata High School. **No student, however, may be in the building or on the school premises on weekends or school holidays or after 4:00 PM on a school day, unless under the direct supervision of a faculty member, moderator, or coach.** All interior gates will be locked by 4:00PM. Students are expected to take pride in the care and cleanliness of the entire school building, but especially their own homerooms and classrooms. Cooperation in this area will help immensely in keeping the cost of maintenance as low as possible.

- **MALICIOUS DAMAGE** – A student who is responsible for any malicious damage to the school or to the property of another person will be dealt with in an appropriate manner.
- **GUM CHEWING** – Gum is not permitted in the building at any time. It creates a maintenance problem. A student will be fined \$10.00 per incident.

WEIGHT ROOM – Using the weight room before and after school is a privilege. When using the weight room before school, students are expected to arrive to first period on time and in full uniform. For the safety of our students, all students using the weight room are required to wear shirt, shoes and pants/shorts at all times. Weight room access is only permitted under the supervision of the coaching staff or faculty. Students found without approved supervision will be considered **out of bounds**.

ELECTRONIC DEVICES

- The use of personal electronic device (cell phones, head phones, I-pods, *smartwatch* video equipment, cameras, etc.) is prohibited during school hours (7:50 AM and 2:35 PM), unless permission has been granted by the school. All personal electronic devices should be OFF during these times.
- If a student is found using a cell phone/smartwatch or personal electronic device without permission, it will be turned to the Dean of students and the student will receive points and a fine (see Discipline Point Scale). Students can pick up their electronic device at the end of the school day from either the Dean of Students or the Assistant to the Dean of Students, where they will sign their discipline sheet and pay their fine. First offense: 10 points and \$10 fine; each additional offense is 10 points and an additional \$5 dollar fine; third offense: parents must pick up the student's phone/*smartwatch* and meet with the Dean of Students.
- The use of a personal electronic device in class can only be approved by the classroom instructor. Students may use head phones during that time but must put them away after they have finished using their device. Any student with headphones visible will have them taken away to be picked up at the end of the day from the Dean of Students.
- If a student is found taking photographs or videos of other students or staff members without consent, the student will be in violation of Immaculata High School's **Mutual Respect Policy** and consequences will be issued appropriately.

SENSORY STIMULUS ITEMS – Sensory items such as fidget spinners and fidget cubes are prohibited in the classrooms. They serve as a distraction to the learning environment and have not been found to serve students positively.

PARENT COMMUNICATION WITH STUDENTS – Telephone messages cannot be relayed to students during school time unless the call is from the student’s parents and **only in case of an emergency**. Reminders about dentist or doctor appointments, etc., are not considered emergencies. Students are permitted to call home with administrative permission only, if it is necessary to contact their parent or guardian. Such phone calls must be made in the office. **Parents should also refrain from texting and emailing students during school hours.**

STUDENT COMMUNICATION WITH TEACHERS – Should a student need to contact a teacher outside of normal school hours, all communication should be done via school email.

STUDENT VISITORS – Student visitors are permitted at Immaculata only with the express permission of the Head of School. Friends from other schools are prohibited from visiting Immaculata during the school day or from loitering on the premises at dismissal. Such actions will be considered trespassing.

CHANGE OF ADDRESS – If there should be a change of address or telephone number at any time during the school year, the parent/guardian must **notify the Main Office immediately**. The Main Office will notify the other offices.

MONEY – **Students should not bring large amounts of money to school.** If this should be necessary, the money should never be left in the locker, but brought to the office in the morning for safe keeping. The money may be picked up at dismissal. ***Purses, bags and/or backpacks should never be left unattended.*** During gym class, they must be locked in a locker. **Immaculata will not assume responsibility for money or valuables left in lockers or left unattended.**

PARENTAL CONCERNS – Throughout the course of the school year academic or non-academic incidents may occur that are of concern for parents/guardians. The following procedure should be followed to reach a solution for the issue.

- Parents should first contact the teacher or activity moderator by phone and/or in writing about the nature of the issue.
- That teacher or moderator will inform the appropriate administrator of the issue and contact the parent/guardian within a reasonable amount of time to arrange for a meeting to discuss the situation.
- If the matter cannot be resolved through the meeting, a member of the Administration will be part of a future meeting.
- The administration will listen without bias to both the teacher’s/moderator’s position and that of the parent(s)/guardian. All parties will try to come to a just and mutually agreeable resolution.
- If a solution is not agreed upon, a third meeting will take place with all administrators, involved teachers, parents and the student. A final determination will be made by the administration.
- Neither parent, student, nor teacher will be penalized in any way for initiating or participating in the formal complaint.

- If a solution cannot be reached and the final decision by the school administration is not acceptable, parent(s)/guardian have the option of contacting the Office of Catholic Schools to pursue the issue further.

FACULTY/STAFF DETENTION – Any teacher or staff member may assign a student to a private detention (maximum one hour) with one day’s notification. Work, sports, and extracurricular activities are not acceptable reasons for missing a detention. Failure to report to a Faculty/Staff Detention may result in points, parental conference, and/or referral to the Administration. After three Faculty/Staff Detentions, a student may serve a Saturday Detention.

ADMINISTRATIVE DETENTION – Administrative Detentions are held After School and *may be held on announced Saturdays throughout the year.* After School Detention begins at 2:50 PM and lasts for one hour. Saturday Detention runs from 8:30 AM to 11:30 AM and carries a \$5.00 fine. Detention is served for the following reasons:

- **CONDUCT** – This may be served in conjunction with violations of school rules/regulations and/or a failure of conduct. The minimum detention time will be one hour.
- **DETENTION FOR LATENESS** – *A student who accumulates 3 unexcused lates must serve a full detention.*
- **EXCESSIVE LATENESS SATURDAY DETENTION:** *Students who accumulate 5 unexcused lates through a semester may have to serve a Saturday detention. Students who accumulate 9 unexcused lates through a semester will need to make up time in Credit Recovery.*

DETENTION REGULATIONS – Students assigned to detention must arrive on time, and in full uniform. They are expected to remain the entire time they have been assigned. Cell phones/*smartwatches* will be collected by the proctor and returned at the end of the assigned time. Students are expected to remain quiet and have enough work with them to last the entire time they have been assigned. *Students serving detention due to lates will have to serve a full detention.* All school policies are in effect. Work, sports, and extracurricular activities are not acceptable reasons for missing a detention. If a student uses the bus as transportation to go home, 24 hours will be given for the student to make appropriate adjustments to attend detention.

CONDUCT FAILURE – All students will begin each quarter with a grade of **99** in conduct. A student fails conduct when the grade falls below 70. If a student fails conduct, a parent conference is required and the following consequences may occur:

- **One Quarter** – Three hours of detention, a 14 day suspension from all school activities (including being a spectator), and probation until the next quarter’s report card. Additional measures (i.e. service to the school) may be considered. If an underclassman has failed conduct for the fourth quarter, that student must report to behavior modification during the last week of school following exams for a designated period of time, as per the Administration.
- **Two Quarters** – Six hours of detention, a 14 day suspension from all school activities from the date the failure occurred (including being a spectator), and probation for a full semester. In the case of juniors, participation in the junior prom is at risk. In the case of

seniors, participation in senior events (i.e. boat trip, prom) and graduation are at risk. Additional measures (i.e. service to the school) may be considered.

- **Failure for Three Quarters and/or School Year** – If a student should fail conduct for three quarters and/or the school year, he/she will be suspended from all school activities for the remainder of the school year and he/she must attend Behavior Modification Summer School or be dismissed from Immaculata.

BEHAVIOR MODIFICATION SUMMER SCHOOL – Students who have failed conduct for the year (the average of the two semesters) or who have not completed detentions during the school year must attend Behavior Modification summer school at Immaculata High School. For underclass students, this is every day of the week following the last day of school from 9 AM to 1 PM. For graduating seniors, it will be held at a time specified by the Dean of Students.

The fee for Behavior Modification summer school is \$150 which will be paid on or before the first day of summer school. Students are to report on time everyday in school uniform. Seniors who do not attend will not be permitted to participate in the graduation ceremony and will not receive their diploma until the time is made up. Underclassmen who do not attend will not be permitted to return to Immaculata the next school year.

For students attending Behavior Modification due to a fourth quarter failure, students will be required to stay during the last week of exams, at a minimum from noon until 2 PM. There is no financial fee for students attending Behavior Modification under this specific scenario.

Underclassmen who do attend and successfully complete Behavior Modification Summer School will be provisionally readmitted to Immaculata for the following school year. They will be on disciplinary probation for the entire school year. A failure in conduct in any quarter and/or the accumulated repeated/serious violations of the rules and regulations of Immaculata may result in dismissal from Immaculata.

SUSPENSION/EXPULSION FROM SCHOOL – Suspension and expulsion from school are final decisions made by the Administration. Suspension or expulsion is imposed for major violations, accumulated points for the same offense(s), and/or repeated failures in conduct.

The length of suspension from school is at the discretion of the Administration and is a minimum of one full school day during which time the student is the responsibility of a parent or guardian. Any student on suspension may not participate in any extra-curricular activities, athletic practices or games, be in attendance at any school function, or be permitted on school grounds during the length of the suspension. Students who have been suspended are responsible to complete class work and assignments given during the suspension period. The administration reserves the right to suspend a student in school as well as out of school. Specific rules regarding the suspension (i.e. duration) will be determined by the Administration. Causes for suspension /expulsion from school include, but are not limited to:

- Possession, distribution, and/or use of drugs, tobacco, alcohol and steroids on school grounds or at school-sponsored activities. **(See policy on page 40.)**
- Internet crime
- Fighting (minimum three days suspension)
- Truancy
- Use of excessively abusive or profane language
- Stealing

- Gambling
- Destruction of property
- Accumulation of repeated and/or serious violations of the rules and regulations of Immaculata and/or failure in conduct.
- **Possession of/involvement with weapons and/or explosives of any kind will result in an immediate dismissal.**
- Suspensions from athletics and extracurricular activities are discussed under Conduct Failure. (See policy on page 24.)

DEMERIT NOTICES (POINTS) – If a student commits an infraction, he/she will receive a demerit notice. Demerit notices will be made out in duplicate. Students will sign the demerit notice upon receipt. Signing a discipline notice is the student’s acknowledgement that he/she has received a discipline notice. Refusal to sign a discipline notice **does not negate it** and may result in additional disciplinary measures. The faculty member will forward a copy of the discipline notice to the Office of the Dean of Students and one copy is given to the student.

DISCIPLINE POINT SCALE – If a student commits infractions, he/she will be given points according to the following scale:

- **30 Point Infractions (Administration Use)** – Truancy from school, Excessively abusive or profane language, Alcohol / Tobacco (Smoking & Chewing) / Drugs, Harassment / Intimidation / Bullying / Hazing, Fighting, Stealing / Unauthorized entry private property, Gambling, Willful destruction of school property, Other (Reason/Comment Required)
- **15 Point Infractions** – Dishonesty / Forgery / Deceit / Academic Integrity Violation, Parking violations (on or off school property), Leaving School Without Permission, Cutting Class, Misconduct on School Transportation, Other (Reason/Comment Required)
- **10 Point Infractions** – Disrespect / Defiance (Reason/Comment Required), Unacceptable language, Cell Phone / Electronic Device Violations (\$10+ fine), Minor abuse of school property, Failure to report to private detention, Disobedience (Reason / Comment Required), Disruption in class, cafeteria, assembly, halls, etc.
- **5 Point Infractions** – Uniform Violations, Talking in class, Unexcused lateness to class, school, Procedure Violation / Out of Bounds, Locker Violation, Gum chewing (\$10 fine), Eating / Taking Food / Beverage out of Cafeteria w/o permission, Library / Media / Computer Center violation

SCHOOL AND THE LAW – Any unlawful act taking place on school grounds or any unlawful act which brings scandal to the school, not only makes the student subject to the penalties of the law, but may also result in suspension or dismissal from Immaculata. The possession and/or distribution (with or without an intent to sell or purchase) of any controlled, dangerous and/or illegal substance or items are strictly prohibited on the Immaculata High School campus, within 1,000 feet of the school campus, on school related transportation, and at any school sponsored function at an off campus location.

The school will comply with local law authorities in their request for records, request to interview a student, and in implementing the provisions of the Memorandum of Agreement for Catholic Schools between the Dioceses of New Jersey and Law Enforcement Officials.

SAFETY AND SECURITY

Immaculata Administration and Crisis Management Team members work together with Somerville Police Department, Fire and Rescue to review and update Safe and Drug Free School procedures. All policies, drills and training for faculty and staff are based on Homeland Security, U.S. Department of Education, State of New Jersey and the Diocese of Metuchen four phases of Emergency Management: Prevention-Mitigation, Preparedness, Recovery, and Response.

EVACUATION REGULATIONS – The evacuation route is posted in the front of each classroom. Students should familiarize themselves with these routes.

1. At the first sound of the alarm, all doors should be opened wide. The student nearest each door will take charge of this.
2. Students leave the room immediately in single file.
3. Unless otherwise directed, students by the windows should close open windows.
4. Last student to leave will close the classroom door.
5. **SILENCE** is to be maintained during the entire drill.
6. Leaving the building, a fast walking step is expected.
7. Students are to remain with their class at all times.
8. If students are directed to an alternate care site, further instructions will follow.
9. In the event of a crisis which prevents returning to the high school, parents will be notified via *School Messenger* services as to reunification location.
10. During drills or when possible, students will return to classrooms **in silence** when the signal is given.
11. Should the alarm be sounded during the change of class, students will use the most convenient exit and follow directives from teachers in that area.
12. No cell phone use is permitted during an evacuation due to risks associated with wireless signals.

LOCKDOWN REGULATIONS – When an announcement for a school lockdown is made, teachers and students should follow these procedures.

1. All persons remain in classroom and lock all doors.
2. Everyone moves onto the floor away from window and hall-door window sight lines.
3. Cover door windows.
4. Turn off all lights.
5. Take accurate attendance and make a list of all students **NOT** in the classroom.
6. No cell phone use is permitted during a lockdown.
7. If the announcement occurs during the change of class or during lunch periods, students should be gathered and ushered into classrooms, the Theater, gymnasium or any protected area that can be secured with a locked door. Comfort is **NOT** the primary concern, safety is the **ONLY** concern.
8. Remain calm and await further announcements.

SHELTER IN PLACE – *When an announcement for a school Shelter in Place is made,*

1. *Bells will be held.*
2. *Students, faculty and staff may move within the building but not in between buildings.*

3. *Teaching continues.*
4. *Bells resume when threat is over. A PA announcement will be made to return to the schedule.*

BEHAVIOR DURING EMERGENCY SITUATIONS / DRILLS – The safety of students is of paramount importance to the administration and faculty of Immaculata. Emergency procedures are in place for the sole purpose of protecting the school community. It is expected that students conduct themselves in a manner that recognizes the gravity of an emergency situation or drill. Any behavioral violation (i.e. disturbances that place classmates or faculty at risk) of emergency procedures will result in a suspension.

FALSE BOMB THREAT – Making a false bomb threat is a violation of federal law and diocesan policy. Under federal law, it is punishable with a penalty of up to 10 years in prison, a \$250,000 fine, or both. A student who makes a false bomb threat will be suspended during the investigation of the incident.

STUDENT PHOTO ID/ACCESS CARD – Students will be issued photo ID cards and lanyard in freshmen year. For security purposes, this ID card is coded to allow the student access to the school buildings during school hours from 6:00 AM until 4:00 PM. IDs are part of the uniform and must be displayed on a school issued lanyard worn around the neck at all times. *Any time a student does not have his/her ID, a one day pass must be issued. Students will be subject to a minimum of a uniform violation for excessive offenses.*

REPLACEMENT OF PHOTO ID/ACCESS CARD

There will be a replacement charge for lost IDs.

- \$ 15.00 Full replacement (card, protector, lanyard and photo)
- \$ 10.00 Partial /New (new card using file photo)
- \$ 2.00 New Lanyard
- \$.50 Plastic card protector replacement

END OF SCHOOL SECURITY COLLECTION – All students will return their school issued photo ID/ACCESS CARD on the last day of the school year. Students will be responsible for the lanyard and plastic protector over the summer break. For security purposes, all cards will be deactivated until the school reopens in the fall. Returning students will be given their photo ID card in home room on the first day of the school year. Any student not returning their school issued photo ID /ACCESS CARD will be charged a re-issue fee of \$25.00

ATTENDANCE

ABSENTEEISM – Immaculata High School recognizes its responsibility to provide a thorough and efficient education for every student, in keeping with the prevailing laws of the State. It is paramount that parents and students assume responsibility for school attendance. The school administrators and teachers cannot successfully fulfill their responsibility to the student unless the student is present for all regularly scheduled classroom activities. We expect students to be in school and attend all classes every day school is in session. **Absence from school restricts and**

inhibits the ability of the student to successfully complete the prescribed curriculum requirements. It also violates New Jersey state laws that require students to regularly attend school. Vacations during the academic year are discouraged and count as unexcused absences. Immaculata High School will not condone nor permit absences from school for any reason not specified in the law and will not issue course credit, if the student attendance requirement is not met.

Absence Reporting: If a student is absent, the parent/guardian must call the Attendance Office (908-722-0200 Ext. 150) by **8:30 AM** to report the absence

Returning to school following an absence: When a student returns to school after an absence, he or she must bring a written note to the attendance office explaining the absence. **If the parent does not call and/or does not provide a note, the administration assumes the student is truant and will take appropriate disciplinary action.** However, a parent note does not make the absence eligible to be considered excused.

Immaculata recognizes only the following as legitimate reasons for an excused absence:

1. Death in the immediate family,
2. Court ordered appearance (copy of subpoena required),
3. One college visit documented by note on college letterhead (See below)
4. Illness justified by a parent phone call and note from a medical doctor
5. Other absences authorized by the administration, with prior approval.

Immaculata recognizes only the following as legitimate reasons for an excused lateness:

1. Physician or dental appointment justified by a parent phone call and a note from the doctor
2. State driver's test with license or appointment card to verify appointment.
3. Court appearance with a copy of the court order to verify appearance
4. Other latenesses authorized by the administration, with prior approval

Immaculata considers the following unexcused absences:

1. Family vacations/non-school sponsored trips
2. Job interviews
3. Prolonged illness **without** a documented physician's note
4. Cutting school/class (see below)

Immaculata policy mandates that after 3 consecutive days of absence, a student must report to the clinic and bring a physician's note to the Attendance Office before reporting to the classroom.

A student may not attend or participate in any school-related activity or extracurricular event on the date of his/her absence from school without the permission of the Head of School or Dean of Students.

Note: Though a student is not considered absent while participating in a school-sponsored activity, it will be recorded under period attendance and may serve as important information when evaluating a student's success in a particular class. **While college visitations should occur on days when Immaculata is not in session, seniors and juniors are permitted one day of an excused absence for an interview at a school/college.** There are specific days on the school calendar when seniors are not in session which may also be used for this purpose. They must present a note to the Attendance Office explaining their request at least one day before the interview in order for the absence to be considered excused.

Perfect Attendance: Students are considered as having perfect attendance if they have less than 4 unexcused tardies and have not been absent from school. The following situations will not be considered an absence which would affect a perfect attendance record:

1. The death of a member of the immediate family (parent, brother or sister) from the day of death until after the funeral
2. Death of a grandparent, uncle, aunt, cousin, niece, nephew, brother-in-law or sister-in-law on the day of the funeral only.
3. One day for college visitation with a note from the institution.

Absenteeism for Funerals: Whenever an immediate family member of a student dies, a representative group of students is permitted to attend the Mass of Christian Burial. A student wishing to attend the Mass of Christian Burial should bring a written request from his/her parents to the Attendance Office prior to the day of the funeral. A student is expected to come to school before the funeral and be dismissed from the attendance office. **After the completion of Mass**, students must return to school as soon as possible. This absence will be counted on period attendance.

EXCESSIVE ABSENTEEISM/LOSS OF CREDIT

Unexcused absence/tardiness/early dismissal in a particular period may adversely impact a student's attendance record and academic credit. Unexcused absences include full-day absences, truancy from school, and absences from an individual course. If a student accumulates twelve (12) unexcused absences in a semester course, he/she may not receive credit for the course until such days are made up in credit recovery. If a student accumulates twenty (20) unexcused absences from a full year course, he/she may not receive credit for these classes until such days are made up in credit recovery. Seniors with excessive absences may not be granted credit for their courses; nor may they receive a diploma until the above criteria has been met. Parents will receive notification when a student is at risk for loss of credit due to excessive unexcused absences.

LATENESS

At 7:50 AM a warning bell will ring. First Period begins at 7:55 AM. Students are considered late if they are not in their first period class before the 7:55 AM bell. When a student is late for first period, he/she must acquire a late pass from the moderator at the late desk in the lobby. Students arriving late to school who had a verified appointment with a physician, dentist, State driver's test, or court appearance or other pre-approved reasons will not be penalized for this lateness if a note from the above is presented when entering school to verify the appointment.

After 8:30 AM no student will be admitted to school without a note or parent contact with the school or without approval of the school administration. Penalties for excessive unexcused lateness are described in the Student Regulations section of this handbook. Any student who arrives after the 4th period or who leaves after the 4th period for a legitimate early dismissal will be marked for one-half day absence.

The following consequences will be in place for student lates; any student who is late three (3) times during a marking period will have 1 full time detention. After five (5) lates within a marking period, a student may have to serve in Saturday Detention. After six (6) a letter will be sent home to the parents indicating the students status and potential consequences. After nine (9) a parent

conference will be requested. Ten (10) or more will require a student to make up time in credit recovery.

EARLY DISMISSAL – In the event that a student, for a serious reason, must be dismissed from school before 2:35 PM he/she must present this request **in writing** from a parent/guardian to the Attendance Office **before school**. Telephone calls to arrange an early dismissal during the school day are discouraged unless it is an emergency. The person picking up the student must report to the Attendance Office to sign-out the student. If the student has driven to school this must be indicated in the note. He/she must report to sign-out before leaving school.

LATENESS / EARLY DISMISSAL AND CREDIT FOR WORK

Students who are absent from class because they arrived late to school or have early dismissal must arrange to submit or make up any test, quiz, and/or assignment with the teacher(s) of the missed class(es) within 24 hours, or face loss of credit.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES / ATHLETICS AND LATENESS/ABSENCE

Students may not participate in an extra-curricular event or athletic practice or game if they are absent from school or have an unexcused lateness (without acceptable reasons) after 8:30 AM. Students absent from school on Friday or the day before a school holiday are ineligible to participate in any extra-curricular or athletic event the next day or that weekend.

MEDICAL ISSUES AND ATTENDANCE

The school recognizes that attendance may be impacted from time to time for medical reasons (i.e. surgery, injury, long term illness). If such a medical issue arises during the school year, then a medical note must be provided stating a specific reason for why and how a medical issue will impact a student's attendance. This medical note needs to be updated every eight weeks from the original doctor who wrote the initial note.

TRUANCY – Truancy is any unauthorized absence from school, with or without parental permission. A student who is truant will not be readmitted to the school unless his/her parents accompany him/her. Work must be made up, but no credit will be given. Thirty points and detention will be given. Repeated truancy may be cause for suspension or expulsion.

EMERGENCY SCHOOL CLOSING – In the event of severe inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. School closing or early dismissal will be announced over the System. All I.H.S. families will have access to the *School Messenger* Alert System through the payment of their general fees. Immaculata's Announcement Line, X200, and the Immaculata website, <http://www.immaculatahighschool.org>, will also have emergency information. ***All alerts in the morning will be after 5:30 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school.***

DELAYED OPENING – Immaculata's delayed opening time is 9:50 AM (a 2 hour delay). However, local public school districts have varying delayed opening schedules and buses to Immaculata pick-up on these days according to the public school opening time and not our time.

Students must become aware of this schedule and plan to be in school on these days no later than the arrival of the bus from their district.

TRANSPORTATION / PARKING

SCHOOL TRANSPORTATION – Transportation by school bus, or in any school sponsored vehicle, is a privilege. Proper behavior is expected at all times. It is expected that a safe environment exists on any school sponsored vehicle that is used to transport students to and from school for any reason. Students who create situations that are a detriment to the safety of the vehicle will receive a minimum of 15 points and/or detention, suspension, or expulsion.

AUTOMOBILES – Parking is very limited in the high school area. Therefore, all students should take the school bus provided for them. Due to the restricted parking, **only seniors that have received a parking spot (see Parking Lot) must register their vehicles and display a school issued parking permit suspended from the rearview mirror of the vehicle.**

The Borough of Somerville has restricted parking on some local streets for Residents Only. Curbside parking is permitted on Mountain Avenue., directly in front of the school. Seniors who drive to school must park legally and abide by all posted regulations. Students are not permitted to park in the private lots of the apartments or stores surrounding the school. As good neighbors, all students must respect the neighborhood residents and their property. There should be no littering or loitering. Violators of these regulations will be dealt with severely. **Cars illegally parked on area streets or in private lots will be ticketed and/or towed at the owner's expense.**

PARKING LOT – Student parking on campus is a privilege, not a right. Limited parking is available in the school parking lot and other designated parking areas. Each parking space is numbered. All faculty members will be given an assigned space. Students are not permitted to park in these spaces. The speed limit in all designated parking areas is 5 miles per hour. Violation of this or other safe driving regulations will result in loss of one's parking permit.

All seniors who choose to drive to school cannot be guaranteed parking spaces. Those seniors who do choose to drive to school on a daily basis, and who are eligible, may register for a parking spot on dates and times to be designated by the administration during the first days of each school year, based on the order of numbers drawn in June of the previous year.

The following criteria determine eligibility:

1. Possess a valid driver's license/permit.
2. Driving must be primary transportation to school;
3. **Fewer than eight** unexcused tardies in junior year.
4. No conduct failures through junior year.

At registration, all prospective registrants will be asked to present the following:

1. Completed and signed registration form, including Student Driver pledge.
2. Designated parking fee in cash or check payable to Immaculata High School.
3. Driver's License and Vehicle Registration for verification purposes.

Without any or all of these items, a student will not be permitted to register. Parking space registration will be monitored by the Administration and its representatives.

NOTES:

- **EXCESSIVE LATENESS (4 or more unexcused tardies in senior year) WILL RESULT IN THE LOSS OF PARKING PRIVILEGES WITHOUT REFUND OF PARKING FEE. THIS IS THE ONLY WARNING THAT WILL BE GIVEN.**
- Students who park on campus and are late to more than two Liturgies will lose their parking privileges without refund of the parking fee. THIS IS THE ONLY WARNING THAT WILL BE GIVEN.
- **There will be no student parking allowed in the Immaculata parking lot on Junior College Day.**

PARKING VIOLATIONS – The following acts by students, regardless of status as a permit holder or not, shall be defined as parking violations:

1. Parking a car in the school parking lot or designated parking areas without displaying a school permit.
2. Parking a car in another student's space or any unauthorized space.
3. Transferring permits to different cars or other types of permit misuse.
4. Failure to observe traffic patterns/speed limits in lots, designated parking areas and borough streets.
5. Driving to and from any religious service at Immaculate Conception Church during a school day without the prior approval of the Administration and/or Nurse.
6. Going out to a car without the permission of the Administration. It is the student's responsibility to ensure that his or her car is properly secured and that he or she has the necessary materials for each class before entering the building.
7. Any other type of conduct, determined by the administration to be inappropriate
8. Parking in private parking lots or illegally in the street parking areas.

A student will receive 15 points for each parking violation. Consequently, without any further warning, violators may immediately and permanently lose all parking privileges and, if already in possession of a parking permit, must turn in the parking permit without refund of the parking fee. The school, with reasonable cause, reserves the right to inspect cars on the school property.

Seniors without a parking space on campus and juniors who drive to school are to park along Mountain Avenue and other permitted streets. Any students found to be parking on campus without a permit will receive conduct points. Repeated offenses may receive additional consequences.

TRAFFIC REGULATIONS

1. **Between 7:30 AM and 8:00 AM** only buses, faculty, and staff may use the driveway in front of Immaculata by the chapel. All other vehicles may use the rear driveway by the convent which goes behind the school or may make a right turn by the gym entrance.
2. **A left turn into the gym entrance is not permitted.** If you are approaching the school from Route 22 you may make a left turn off Mountain Avenue by the chapel entrance (the driveway between the school and Brookside Apartments).
3. **When picking up students between 2:30 PM and 3:00 PM**, due to the buses picking up students at dismissal time, cars may not use the front or back driveways. You may wait on the side of the school by the gym; or you may wait where there is street parking.

4. **When exiting the driveway by the gym, you must make a right turn. No left turns will be permitted.**
5. **When exiting the rear driveway, all drivers must turn right onto Route 22 East, except school buses.**
6. **Due to the various locations of parking areas, students must adhere to the parking regulations specific to each area.**

STUDENT ACTIVITIES

The student activities program is designed to help meet the leisure, recreational, social, and emotional interests and needs of all the students. Some of these experiences also provide for specialization in areas of curriculum that are of particular interest to individual students. All students are expected to maintain acceptable academic standards and meet all course requirements while participating in co and extracurricular activities.

STUDENT COUNCIL – The purposes of the Student Council are many: to serve as the official body for the expression of student opinion, to support student morale and school spirit, to foster leadership, to encourage student involvement in school and community affairs, and to promote communication and establish good rapport between the student body and the faculty and administration of the school. The structure of the Student Council provides democratic school government through representation and participation of the student body in school affairs.

Membership in the Student Council is considered a distinct honor and carries with it the responsibilities of leadership. The qualifications for membership are: overall scholastic average of 85 with no academic failures, conduct average of 85 per quarter and integrity of character. These must be maintained throughout the tenure of the council member. All candidates will be subject to the review of the Principal, Moderator of the Student Council and the faculty. The executive officers are elected in May. All other representatives are elected in September; the freshman president in November.

NATIONAL HONOR SOCIETY – The National Honor Society (NHS) gives recognition to high school students who show outstanding scholarship, character, service and leadership. Sophomores, juniors and seniors are accepted for membership in the I.H.S. chapter. The search begins in late September. There are five requirements that must be met for acceptance.

1. Students must have a **GPA of 3.7** in the previous academic year.
2. **For sophomores:** two honors courses in the same discipline for two years, e.g. Honors Biology followed by Honors Chemistry, English 1 H followed by English 2 H
3. **For juniors & seniors:** two honors courses for two years but not necessarily in the same sequence.
4. Completion of a service document with documentation by the moderators of the activities.
5. Comments from faculty on leadership and character of candidates based on observation in a classroom setting.
6. Review of all documents by the Faculty Council mid-November. Candidate is then notified. **The decision is final.**

Once the student has been inducted, he/she must maintain a 3.6 G.P.A., complete 5 hours of services per quarter, continue to carry a minimum of two honors courses, and to serve and lead in school life and activities. He/she must present his/her report card each quarter to the moderator and maintain a service record. Members who do not maintain these standards are subject to probation and/or dismissal. Procedures for probation/dismissal are distributed to all new members.

ASSEMBLIES – Assembly programs are prepared in order to educate the students, to develop their appreciation of the fine arts and for entertainment. When called to the Immaculata Theatre or gym for assemblies, students are to proceed directly, quickly, and quietly. On entering the Immaculata Theatre or gym the students are to be in order and are to take their assigned places immediately. Students are to be attentive and well-mannered during all assembly programs.

CLUBS/ACTIVITIES – A variety of clubs and activities are available to the students. As part of a well-rounded education, students are encouraged to be active in co and extracurricular activities.

Academic Team	French Honor Society	Pit Band (Musical)
American Mathematics Competition	Habitat for Humanity	Pro-Life/Respect Life Club
American Scholastic Mathematics Competition	Honors Chorus	Robotics
Art Club	Indoor Percussion	Spartan Newspaper
Campus Ministry	Jazz Band	Spanish Honor Society
<i>Catholic Athletes for Christ</i>	Magnificat (Yearbook)	Spartan News Network
Chamber Choir	Marching Band	Spartan Spirit (Newspaper)
Chorus	Mission Club	Spring Musical
Color Guard	Model UN	Student Council
Drama Productions	Mock Trial	Symphonic Band
Film, Photo and Animation Club	Moody's Mega Math Challenge	Wind Ensemble
Folk Group	National Honor Society	Youth in Government
	9 th Symphony	

***FINE ARTS ACTIVITIES** – Students can find opportunities for personal development and growth by participating in the instrumental, vocal, and dramatic activities of the school. The instrumental music program includes the 9th Symphony, Symphonic Band, and Wind Ensemble Honors classes; as well as the Marching Band and Jazz Band. The vocal music program includes Spartan Choir, Concert Choir Honors, and Chamber Choir. Music Ministry, which contains both instrumentalists and vocalists, provides music for all liturgical functions. The Spring Musical provides opportunities for singers, actors, dancers, and pit orchestra musicians; as well as set design, lighting design, and sound design through the Stage Crew.*

***DIGITAL/VISUAL ARTS ACTIVITIES:** Extracurricular programs in the Digital Arts have enabled students to contribute to news media outlets and art exhibits, and win awards at film festivals and competitions, nationwide. Video Club offers moviemaking, television broadcasting, and special effects using the Art Wing's permanent green screen, professional studio equipment, and Adobe software. In Photography Club students are given the space to work with studio lighting and professional DSLR cameras, as well as learn the art of photojournalism.*

The Visual Arts programs offer students an opportunity to express their creativity. The program synthesizes art education through differentiated activities allowing the students to participate at their own level. Visual Arts programs include Art Club, Theater Stage Crew and Set Design.

PUBLICATIONS – Opportunities are provided for self expression and creative work on the part of students by publication of the yearbook, “Magnificat,” and the newspaper, “The Spartan Spirit.”

ACTIVITY DAY SCHEDULE – The Activity schedule provides activities and athletics with meeting time which has not been scheduled into the roster. Unless otherwise stated, every Tuesday is an Activity Day. All students report to first period at its regular time. After first period, students will report to homeroom for attendance. After attendance, students may report to activities and athletics if they have been authorized to do so by the moderators. Passes should be issued on the previous day.

Once students arrive at their designated spot, students are not permitted in the corridor or at lockers at this time. Teachers who are tutoring students during the Activity Period will issue passes to these students the day before the Activity Period. Students who make up tests during the Activity Period must understand that they are to remain in the testing room for the entire period. Activity passes to the Media Center are issued by the Media Center coordinator. Students are expected to be working on assignments when they are in the Media Center.

During activity period, students are expected to follow classroom rules. Uniforms are expected to be worn and students are not allowed to eat food in their rooms. The cafeteria will be closed to students during activity period.

ANNOUNCEMENTS – Written announcements, which are published daily in Homeroom, must be submitted to the Main Office by 2:30 PM each day. If the announcement pertains to a student activity, it must be countersigned by the moderator of the activity. Verbal announcements are made over the PA system on a limited basis.

POSTERS AND HANDBILLS – Students are not to display or distribute materials on school premises without the permission of the Dean of Students. If permission is granted, the Coordinator will determine the place and the persons involved in the display or distribution.

GRADUATION CEREMONIES – Participation in the commencement exercises is a privilege, not a right. Only those students who have completed all the requirements for graduation will receive a diploma at the commencement exercises. Seniors who have three or more failures will not be allowed to walk for graduation; one or two failures will result in holding of the diploma until credit requirements are completed. The criteria for determining the class valedictorian and salutatorian include the completion of a 4-year program of study at Immaculata High School, Grade Point Average and the approval of the Administration. All policies and procedures related to student participation in the graduation ceremonies will be published and distributed to students and parents. Students may be excluded from participation in the commencement exercises for:

- Three scholastic failures in the program of studies.
- A discipline failure or major breach in the school’s disciplinary code,
- A failure to fulfill financial requirements (which include tuition, senior fees, school fees, and book fees).

- Excessive absence. (See policy on page 24.)

Students are expected to participate in both the Baccalaureate Mass and the Graduation ceremony in order to receive a diploma with their class. The dates and times of both events **are published on the Immaculata Website.**

INTERSCHOLASTIC ATHLETICS

Athletics play an important role in promoting the physical, social and emotional development of high school student athletes. It is therefore essential for parents, coaches and administrators to encourage *youth* athletes to embrace the values of good sportsmanship. Adult spectators of events should be models of good sportsmanship and should lead by example by demonstrating respect and self-control. Visiting teams and spectators are guests of the home team and should be treated as we would like to be treated. The rules of the game are to be observed by participants and spectators. **Unsportsmanlike conduct will not be tolerated.** All athletes are expected to maintain acceptable academic standards and meet all course requirements while participating in interscholastic athletics.

ETHICS PERTAINING TO HIGH SCHOOL ATHLETICS – This code of ethics is to be regarded as rules governing the conduct of spectators and *student-athletes*. Spectators should:

- Realize that they represent the school, just as the athlete does.
- Appreciate and recognize the good play of others.
- Cheer positively.
- Respect and obey regulations established by each school. (i.e. No food, beverage, and/or bags/backpacks will be allowed into any Immaculata event; no musical instruments or noisemakers)
- Regard official's decision as final. *Poor* sportsmanship will result in removal from the premises.
- Remain the entire time. Students who leave the athletic event at any time are not permitted to return.
- **Failure to comply with these rules will result in disciplinary action and removal from the premises.**

SPORTS

FALL: Football (Var., JV., Fr.)
 Soccer (Boys/Girls) – (Var.,JV.)
 Cross Country (Boys/Girls)
 Tennis (Girls)
 Cheerleading (Var., JV.)
 Volleyball (Girls) – (Var., JV.)

SPRING: Baseball (Var., JV., Fr.)
 Softball (Var., JV.)
 Golf (Co-ed)
 Tennis (Boys)
 Lacrosse (Boys/Girls)
 (Var., JV.)
 Track (Co-ed)

WINTER: Basketball (Boys/Girls) (Var., JV., Fr.)
 Bowling (Co-ed)
 Cheerleading (Var., JV.)
 Track (Boys/Girls) – (Var.)

PHYSICAL EXAMINATIONS - Students will be required to have a physical examination prior to participating in sports and required for all new incoming students.

ELIGIBILITY - As a member of the New Jersey State Interscholastic Athletic Association, IHS abides by all the Bylaws, Rules and Regulations which the group has established including the regulations concerning eligibility. If a student fails two or more subjects on the most recent report card, he/she is automatically dismissed from an athletic team. Eligibility is determined in November by the first quarter grade; in January by the first semester grade and in March by the third quarter grade. The student would be ineligible for athletic teams until passing grades are achieved on his/her report card.

EQUIPMENT AND UNIFORMS - Students are responsible for all athletic equipment and uniforms issued to them. He/She will be billed for any equipment not returned.

SCHOOL UNIFORM - DRESS CODE

Students at Immaculata take pride in their personal appearance. **In choosing to attend Immaculata both parents and students agree to conform to the Immaculata dress code for uniform and grooming.** Hairstyles are expected to be neat and clean. Extremes in hairstyle, length and color are not permitted for boys or girls. Boys hair is NOT to reach their shirt collar. Not permitted are visible tattoos, tongue bars, body mutilations and body adornments. *Immaculata has the right to ask the student to cover any tattoos with uniform clothing.* Boys are to be cleanly shaven. It is the responsibility of parents to see that these regulations are carried out and that students leave home in the morning dressed in the uniform. *Out of respect and integrity for the uniform of Immaculata High School, we ask that the uniform does not be altered in any way with the exception of alterations done for proper fitting.*

BOYS UNIFORMS

Pants: Uniform solid gray dress trousers with belt. No dockers or chinos are permitted.

Shirt: Uniform light blue, oxford shirt, long or short sleeves or school white or navy polo shirt (fall and spring).

Tie: Standard business tie, tied with the knot against the top button at the neck.

Sweater/Pullover: Uniform school sweater (navy or gray with embroidered school insignia), or a partial zip down pullover jacket (navy or gray with embroidered school insignia), which may be worn over or in place of the school sweater. *Zipper must be open to reveal oxford shirt and tie. No other sweater, sweatshirt or jacket is to be worn.*

Turtleneck: This is OPTIONAL. White or navy turtleneck may be worn in place of the shirt under the sweater or vest during the winter.

Shoes/Socks: Black or dark brown dress shoes including Sperry Loafers. Soft cloth shoes, including *sanuks*, sneakers, or *slippers including shearling fur* are not acceptable footwear.

Earrings: No earrings, or other piercings, may be worn in school. *If a student has a piercing, please wear a clear plastic plug in the place of your earring.*

GIRLS UNIFORMS

The pleated plaid skirt is no longer a part of the Immaculata uniform. Only the following choices are permitted:

Skort: Uniform Royal & Powder Plaid 2 Panel Skort, *Plaid 2 Pleat Skort* or Navy 2 Pleat Skort that is to be no more than 2 inches above the knee.

Pants: Girls may purchase the SA Charcoal Flat Front Girl's Slack

Blouse: Uniform light blue, oxford blouse, long or short sleeves, or school white or navy polo shirt (fall and spring). Winter uniform blouses must be tucked in at the waist. T-shirts worn under the uniform blouse must be solid white with no imprint.

Sweater/Pullover: Uniform school sweater (navy or gray with embroidered school insignia), or a partial zip down pullover jacket (navy with embroidered school insignia), which may be worn over or in place of the school sweater. **No other sweater, sweatshirt or jacket is to be worn.**

Turtleneck: This is OPTIONAL. White or navy turtleneck may be worn in place of the shirt under the sweater or vest during the winter.

Earrings: Simple and small hoop earrings may be worn. No other piercings are permitted.

Shoes/Tights: Black or dark brown dress shoes including Sperry Loafers. Soft cloth shoes, including *sanuks*, sneakers, or *slippers including shearling fur* are not acceptable footwear. *Navy blue or black opaque, plain tights or socks may be worn throughout the entire year.*

Uniform items are to be purchased from FLYNN & O'HARA UNIFORM COMPANY

DRESS DOWN DAY GUIDELINES

Dress down day attire should be neat and modest. Seasonal uniforms codes will apply if student does not donate towards the fundraiser. Inappropriate dress will result in parents being called to bring appropriate attire. Student ID must be worn at all times, regardless of dress.

The following clothing is considered acceptable:

- Long pants (khakis or jeans only)
- Girls may wear capris
- *Girls may wear leggings (with long top)*
- **Boys may wear long shorts (warm weather only)**
- Sneakers or regular shoes. All shoes must have backs.
- Shirts with sleeves

The following clothing is **NOT** acceptable:

- Clothing with inappropriate slogans and/or wording
- Ripped clothing
- Sweatpants, leggings (leggings may be worn if appropriate top is worn)
- Hats
- Sleeveless and/or low cut shirts
- Flip flops, sandals, backless shoes
- Midriff and spaghetti straps
- Dresses, skirts, or maxi dresses

DRESS CODE VIOLATIONS

Students who come to school not dressed in the prescribed school uniform or not wearing the uniform in a proper manner (short skorts, baggy pants, shirts out, improper shoes, etc.) will receive points. Depending on the severity of the violation, students may be referred to the office and not be permitted to attend classes until the proper uniform is worn. Parents may be called to bring the proper uniform to school.

NOTE: All policies, rules and regulations of Immaculata High School are under revision and are therefore subject to change at the discretion of the Administration at any time.

FOOD ALLERGIES

Food allergies are a growing health concern in schools across the country. Even a minuscule amount of the allergenic food is sufficient to cause a life-threatening reaction known as anaphylaxis in the millions of school-aged kids across the country with food allergies. While Immaculata High School cannot provide a completely allergen-free environment for students with food allergies, we can - through education and compassion - create a safe and respectful place of learning for all students.

We follow an allergy-conscious approach, recognizing that strict avoidance of the allergen is the only way to prevent a potentially life-threatening reaction. We also follow an inclusive approach, ensuring that students with food allergies can safely participate in all school activities.

At Immaculata High School, we recognize and respect the varied nutritional choices and needs of all of our students, whether based on health concerns, religious convictions, lifestyle choices, or other reasons. As such, we do not prohibit peanut and tree-nut products in the school. We do ask, however, in recognition of the fact that 90% of all fatal and near fatal food allergic reactions are due to peanuts and tree nuts, that when your family's nutritional choices permit an alternative to peanuts and tree-nuts, you refrain from sending these products to school. This will help reduce the risk of cross-contamination that can trigger reactions in food-allergic students.

Immaculata High School has a zero-tolerance policy on mocking or teasing due to food allergy. The principles of courtesy and respect for others are fundamental to the mission of the Diocese of Metuchen Catholic Schools. If necessary, please speak to your child about the seriousness of this situation and the need to be respectful of classmates.

DRUG, STEROID AND ALCOHOL POLICY

Immaculata High School prohibits the use, possession and/or distribution of drugs*, steroids or alcohol on school premises, at any event away from the school premises that is sponsored by this school, and on a bus, school vehicle and/or any transportation vehicle provided by this school or transportation agency. Immaculata is committed to the prevention of drug, steroid and alcohol abuse through educational means and other appropriate programs and services. Any student suspected of being under the influence of drugs, steroids or alcohol will be identified, evaluated and reported in accordance with the law (see N.J.S.A. 18A:40A-12). Any student who uses, consumes, possess or

distributes drugs, steroids or alcohol on or off school premises will be subject to discipline, which may include suspension or expulsion.

All teaching staff members shall be alert to signs of drugs; steroid and alcohol use by pupils and shall respond to those signs in accordance with established administrative procedures. The school will provide in-service training to assist teaching staff members in identifying the symptoms of pupils who use drugs, steroids or alcohol, education to the pupils about the consequences of drug, steroid and alcohol use, and will cooperate with those independent rehabilitation programs for drug, steroid and alcohol related problems in which pupils attending the school are enrolled.

A comprehensive drug, steroid and alcohol curriculum (grades 9-12) shall be implemented. The drug and alcohol curriculum shall be integrated with the health education program. Additionally, a program shall be established to provide referral and support services for pupils who are experiencing problems with drugs, steroids or alcohol.

Thus, the school directs that specific procedures shall be developed for:

1. A comprehensive program of drug, steroid and alcohol education, grades 9-12.
2. The identification and referral of pupils involved with drugs, steroids and/or alcohol.
3. The examination of pupils suspected of being under the influence of drugs, steroids and/or alcohol.
4. The treatment and discipline of pupils who consume, use, possess, or distribute drugs, steroids or alcohol in violation of law or this policy.
5. A comprehensive Student Random Drug, Steroid and Alcohol Testing program.

School policy and administration procedures regarding drugs, steroids and alcohol shall be reviewed and evaluated annually and shall be available to all staff members, pupils and parents. Immaculata will take necessary and firm action to protect the school community from harm and from exposure to the negative aspects of drug, steroid and alcohol use/abuse

- ❖ For the purpose of this policy, “drugs” includes all dangerous controlled substances set forth in N.J.S.A. 24:21-2 (Appendix B) and all chemicals that release toxic vapors set forth in N.J.S.A. 2A:170-25.9 et seq (Appendix C).

PROCEDURES FOR IMPLEMENTING POLICY --- DRUGS, STEROIDS AND ALCOHOL

I INSTRUCTION

Teachers shall be guided by the curriculum approved by the school in accordance with State Board rules and Diocesan guidelines for the instruction of pupils in the nature and effect of drugs, steroids and alcohol use/abuse. Drug education in the secondary school (grades 9-12) shall be conducted for no fewer than ten (10) clock hours per school year and will be taught by the health teachers.

The Director and Administration of Immaculata High School shall:

- A. Require every parent of incoming students to sign a copy of the school policy on Drug and Alcohol Abuse at the time of registration. This agreement will remain binding during the student's enrollment through graduation.

B. Upon violation of this policy, require parents /guardians to obtain an evaluation from a certified addictions counselor to determine the extent of use and treatment recommendations. An individualized behavioral contract will be required indicating expectations regarding discipline and the Drug, Steroid, and Alcohol Policy.

II. IDENTIFICATION AND REFERRAL OF PUPILS INVOLVED WITH DRUGS, STEROIDS AND/OR ALCOHOL

- A. A pupil is "involved with drugs/steroids/alcohol" when he or she uses and/or is under the influence of drugs/steroids/alcohol.
- B. Staff members shall be alert to the signs of a pupil's involvement with drugs/steroids/alcohol - e.g., impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; eyes that are bloodshot or watery; pupils that are dilated or constricted; unusual body or breath odor; needle tracks; a change in attitude, personality, temperament or appearance; mental confusion; financial problems; resorting to excuses and rationalization. While the preceding signs are indicative of a pupil's possible involvement with drugs, steroids and/or alcohol, they are not in and of themselves conclusive. Therefore, staff members should be alert to such indications of pupil drug, steroid and/or alcohol use but not be predisposed to concluding that a pupil exhibiting the above described signs is involved with drugs, steroids or alcohol. Staff members implementing this policy will be protected under N.J.S.A. 18A:40A-13 and 18A:40A-14,(see Appendix D).
- C. Lockers are the property of the school and may be opened by designated authorities under special circumstances such as the possibility of drugs or drug paraphernalia being in the locker. A pupil's person, effects or locker may be searched whenever a principal or designee has cause to believe that drugs, steroids or alcohol may be present. Since pupils are not allowed to share lockers or lock combinations, the person assigned to the locker in question will be held responsible for the contents of that locker. Such a search shall be carried out by two (2) or more staff members designated by the Head of School. The Dean of Students or other school officer conducting the search shall confiscate as evidence any drugs, steroids or alcohol, or drug paraphernalia found in the pupil's possession. Drug, steroid or alcohol evidence shall be sealed in an appropriate container, labeled with the date, name of the pupil and name of the school official who conducted the search and found the drugs, steroids or alcohol. If drugs or drug paraphernalia are found in the locker:
- a. The Pupil's Counselor will be informed and will be present at all conferences.
 - b. The pupil will be informed of the search and of confiscation of materials. The pupil will be asked to sit quietly in the Dean of Student's office and will not be required to give any information.
 - c. Parents will be called for an immediate conference and advised to seek legal counsel. At this time, the student will be suspended indefinitely until a final decision is rendered by the administration.

- d. Police will be called to remove bagged materials. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer, from whom the official shall obtain a receipt.

No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member for any action taken under the auspices of N.J.S.A. 18A:40A-13 & 14, et seq., provided that the search is performed exclusively for the detection and confiscation of those items relating to illegal drug, steroid or alcohol consumption by any pupil attending Immaculata High School.

Any conference between parents, pupil and police will take place off site.

The school reserves the right to begin dismissal procedures at any time during this process.

- D. Pupils who disclose in confidence their own involvement with drugs, steroids or alcohol are presumed to be in search of assistance regarding these matters. Therefore, a pupil will be informed of such at the onset and will understand that it may be necessary to breach the pupil's confidentiality for the purpose of obtaining direct assistance for the pupil involved under the following conditions:
 1. suicidal;
 2. assaultive (murder, rape, armed robbery intent);
 3. under the influence of drugs;
 4. in need of emergency medical treatment.

When a pupil has discussed his or her drug, steroid and/or alcohol involvement with a staff member with an expectation of confidentiality, the staff member may respect that confidence (in compliance with confidentiality requirements in federal regulations 42 CFR Part 2) in order to assist the pupil. The staff member shall ask the pupil to confide in his/her parent(s)/guardian if possible. When the staff member believes that the pupil requires professional counseling and/or intervention, and will not seek assistance, the staff member shall report the concern to Director of Guidance for further action.

III. PROCEDURES FOR SPECIFIC SITUATIONS

A. EMERGENCY SITUATIONS

Whenever the pupil appears to be under the influence of drugs, steroids or alcohol as determined by physical signs and symptoms and behavior.

1. Pupil is reported to Head of School/Dean of Students and/or designee immediately.
2. Pupil is kept in office until the nurse completes a physical assessment.
3. Head of School/Dean of Students and/or designee shall contact the parent.
4. Head of School/Dean of Students and/or designee shall assist parent in arranging for an immediate evaluation to include:
 - a. Physical examination by a licensed medical physical
 - b. Drug screen
 - c. Evaluation assessment by a certified drug and alcohol clinician.

5. When a parent is unavailable, the Head of School/Dean of Students and/or designee shall arrange for an immediate evaluation to include all the above.
6. Appropriate release forms shall be signed by the parent allowing information to be released to the school. The originals shall be kept on file by the Guidance Department.
7. To facilitate reentry to school the following must be completed within 24 hours. (See NJSA 18A:40A-12) A written statement by the examining physician must include:
 - a. Pupil is physically and mentally able to return
 - b. drug screen was obtained
8. When a student is suspected of alcohol or drug use during a school event, off or on campus:
 - a. The pupil is reported to Head of School/Dean of Students and/or designee immediately
 - b. The Head of School/Dean of Students and/or designee shall contact parent
 - c. The pupil shall remain with Head of School/Dean of Students and/or designee until parents arrive to pick pupil up
 - d. The pupil is suspended from school on the following school day
 - e. The pupil will return to school on the second school day after the school event with his/her parents for a conference with the Head of School/Dean of Students and/or designee.
9. At the conference with the Head of School/Dean of Students and/or designee, the pupil will
 - a. Receive 30 points for Alcohol/Tobacco/Drugs.
 - b. Be suspended from all school activities and athletic events, including attendance as a spectator, for a minimum of twenty eight (28) consecutive calendar days as mandated in Immaculata's Drug, Steroid, and Alcohol Policy, Section 3.D, Consequences for Drug Use/Possession and/or Distribution.
 - c. Sit for a minimum of 5 hours of detention on a regular basis.
 - d. Arrange for an appointment with an outside counselor who must notify the pupil's guidance counselor to verify consultation and make a recommendation.
 - e. Meet with his / her Guidance Counselor.
 - f. Write a two to five page reflection paper about making good choices that will be brought the first meeting with the student's guidance counselor, who will forward it to the Dean of Students.
 - g. Inform all coaches and activity moderators of impending absence from sports and activities during the suspension period within twenty four (24) hours of receipt of this letter.
10. An individualized written contract will be required of pupil and parents indicating continuation of necessary treatment and/or monitoring by the Guidance Counselor.
11. **Non-compliance by the parent and/or pupil with the evaluation, recommendations made by the treatment facility, and/or terms agreed to in the written contract will be reported immediately to the administration for dismissal proceedings.**

B. NON-EMERGENCY SITUATIONS

1. Referral to the Head of School/Dean of Students
 - a. The Head of School/Dean of Students will work with the pupil's Guidance Counselor and school nurse to investigate, document objective data and interview pupil. (NJ.S. 18A:40A-12(a) et.sq.)

- b. If recommendation for outside intervention is indicated after case review by the Student Assistance Counselor, the Head of School/Dean of Students will contact the parent for a conference.
 - c. For the purposes of diagnosing possible drug, steroid and/or alcohol use, the parent will be assisted in making the necessary arrangements for an evaluation to include:
 - i. Physical examination by a licensed medical physician
 - ii. **Observed** drug screen
 - iii. Evaluation assessment by a certified drug and alcohol clinician.
 - d. Appropriate release forms shall be signed by the parent allowing information to be released to the school. The originals shall be kept on file by the Guidance Counselor.
 - e. At a follow up parent/pupil conference with the Head of School/Dean of Students and/or Guidance Counselor, a determination based on the results of the evaluation will be made regarding further treatment. Outside treatment shall be mandated when the results of the evaluation confirm that the student is using and/or dependent on drugs, steroids or alcohol.
 - f. An individualized written contract will be required of pupil and parents indicating continuation of necessary treatment and/or monitoring by the Guidance Counselor.
2. **Non-compliance by parent and/or pupil regarding evaluation, recommendations made by the treatment facility and/or terms agreed to in the written contract will be reported immediately to the administration for dismissal proceedings.**
 3. Referral to Administration/Guidance/Faculty/Staff
 - a. Refer to Guidance Counselor (see Section II D)
 - b. The Guidance Counselor will follow steps a-f as outlined in Section III B. Self
 4. Referral/Parent Referral
 - a. Upon referral to any staff member, the Guidance Counselor will be notified and complete steps a-f outlined in Section III B.

These referrals shall be treated in the strictest confidentiality for the purpose of facilitating the recovery of the affected pupil.

NO UNAUTHORIZED DISCLOSURES REGARDING ANY PUPIL INVOLVED IN ANY OF THE REFERRALS DESCRIBED IN SECTION III, A AND B WILL TAKE PLACE.

C. CONSEQUENCES FOR DRUG USE/POSSESSION AND/OR DISTRIBUTION

Pupils identified as using or possessing drugs, steroids or alcohol may be subject to dismissal from school, while pupils identified as distributing drugs will be immediately dismissed.

A student attending a school function under the influence of drugs or alcohol, or any students bringing drugs or alcohol to a school sponsored function, will receive a failure in conduct, the consequences of a failure in conduct, and a suspension from all school sponsored activities for a minimum of 28 calendar days. The student may also be subject to suspension or expulsion. All decisions in these matters will be subject to administrative review.

D. POSSESSION AND TRAFFICKING CONTROLLED, DANGEROUS, AND/OR ILLEGAL SUBSTANCES OR ITEMS

The school is not a refuge from the authorities for a student who has broken the law regarding illegal or dangerous substances. The possession and/or distribution (with or without an intent to sell or purchase) of any controlled, dangerous and/or illegal substance or items are strictly prohibited on the Immaculata High School campus, within 1,000 feet of the school campus, on school related transportation, and at any school sponsored function at an off campus location. The policy refers to, but is not limited to, illegal drugs, alcohol, cigarettes and any tobacco products, drug paraphernalia, weapons and firearms. Immaculata High school will report such instances to local law enforcement agencies in the event of a student's violation of this policy. Violation of any nature of this regulation is grounds for immediate dismissal from Immaculata High School.

E. RECORDS

Notations concerning a pupil's involvement with drugs/steroids/alcohol may be entered on his/her school records (not permanent), subject to policies regarding confidentiality and limited access. (Federal Regulations 42 CFR-Part 2 and CFR Parts 160, 164)

All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil. Since it is not anticipated that any pupils will be at Immaculata for more than four years, the longest disciplinary or counseling period for a pupil shall not exceed 48 months.

Adopted: August 1, 1993

Revised: July, 1996; July, 1998; July, 2000; July, 2001; June, 2002; June, 2007; June, 2008; June, 2010; June, 2012, June 2013, June 2014, June 2016

***RANDOM STUDENT DRUG TESTING POLICY
FOR THE PREVENTION OF DRUG, STEROID AND ALCOHOL USE
IMMACULATA HIGH SCHOOL***

Introduction

The Director, Administration and the Advisory Council of Immaculata High School, being aware that drug and alcohol abuse among high school students threatens the safety and learning environment have augmented the School Drug Policy with the Random Drug Policy in accordance with N.J.S.A. 18A:40A-22 et seq., for the use of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 2C:35-2 and 24:21-2, or alcoholic beverages, as defined in N.J.S.A. 33:1-1. To enhance the prevention efforts that guard against the use of drugs and alcohol among our high school students, the Director and Administration of Immaculata High School, shall:

1. Require every parent of incoming students to sign a copy of the school policy on Drug and Alcohol Abuse at the time of registration. The students shall also be required to sign an "Agreement Regarding Random Testing" (see below) at the time of registration. This agreement will remain binding during the student's enrollment through graduation.

2. Require parents /guardian to obtain an evaluation from a certified addictions counselor if the results of the random screen are positive for drugs, steroids or alcohol to determine the extent of use and treatment recommendations. An individualized written contract will be required of student and parents indicating continuation of drug testing for necessary treatment and/or monitoring by the Guidance Counselor at IHS.

3. Immaculata shall pay for initial testing and shall contract with a state certified lab to confirm results. Parents shall pay for any ongoing testing need as a result of a positive drug screen and for any and all rehabilitation, and or treatments as prescribed by a certified addictions counselor.

Agreement for Random Testing for Drugs, Steroids and Alcohol

We, (Parents and Child), know that it is necessary to eliminate drug and alcohol abuse in high school. We grant the Administration of Immaculata High School the right to test students at random for drugs, steroids and alcohol use. Student specimens shall be collected by the nursing staff at Immaculata High School. Positive results shall require that the student be evaluated by a license addictions counselor, periodic drug and /or alcohol test for compliance as well as meetings with the guidance counselor. Consequences for a positive drug test will include sanctions for extra and co-curricular activities including but not limited to sports, the band and parking privileges for a period of time consistent with the drug test/evaluation findings and school policy.

We understand the results of the testing shall be provided to the parent(s)/ guardian(s) and Principal/or designee within a specified period of time to be stated at the time of testing. We are aware that non-compliance with this policy shall result in the student's dismissal from the school.

Definitions:

Drug: For the purpose of this policy "drug" shall include all controlled dangerous substances set forth in N.J.S.A 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A 2A:170-25.9 et seq. and all medications taken not pursuant to a legal prescription.

Alcohol: For the purpose of this policy "alcohol" includes beer, wine, distilled liquors and any other liquid containing alcohol.

Extra-curricular Activity or Co-curricular: For the purpose of this policy "extra-curricular activity" or "co-curricular" shall be those activities which are sponsored or approved by Immaculata High School but are not offered for credit toward graduation.

Non-punitive: For the purpose of this policy shall mean no loss of instructional time as established in New Jersey and United States Supreme Court decisions.

STUDENT RANDOM DRUG, STEROID AND ALCOHOL POLICY

The Head of School's designee will coordinate and supervise the Student Random Drug, Steroid and Alcohol Testing Program.

TESTING PROCEDURES:

Parents and students shall be required to sign the Agreement for Random Testing for Drugs, Steroids and Alcohol at the time of registration or beginning of the school year. This form shall be kept on file until the student graduates.

In administering the Program, Immaculata shall test for the presence of certain substances that may include, but are not limited to, the following substances or their metabolites: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methamphetamines, opiates, oxycodone, PCP, anabolic steroids, tricyclic antidepressants and/or any other substance defined as a controlled substance” by either New Jersey or Federal law.

All urine testing will be conducted in a closed-door restroom without direct observation by adult monitors.

During the course of the school year, the Head of School’s designee will randomly draw, from the current students on record, the names of those to be tested.

The designee will match the ID numbers with the names of those students who shall be tested and inform the nurse who shall place a courtesy call to the parents/guardians, *after the testing*, informing them of the random selection. If the parents/guardians are not available, a courtesy message shall be left, when possible.

The Guidance Office will contact in person, those students selected for testing.

Non-compliance/Tampering – Any student who refuses to be tested or cooperate with the testing process and procedures, or deliberately avoids testing, will be treated as having a positive test result and shall be in violation of the Student Random Drug Testing Policy. A parent will be contacted immediately to pick up their student and assume responsibility of drug/alcohol testing their child in an observed setting, at the parent’s expense, before the student can return to school. Testing must be completed within 24 hours of the parent picking up the student. Non-compliance may result in the student being asked to withdraw from Immaculata High School.

Any student who tampers with the drug testing procedures in any way, or any student who cooperates/assists another student in tampering with the testing, will be considered to have screened positive, receive a failure in conduct and suspension from all school activities for a minimum of 28 calendar days, and be subjected to the consequences of a confirmed positive test. The student will also submit to an observed drug screening at an out of school facility. These sanctions will be imposed regardless of the test results.

COLLECTION OF SAMPLE PROCEDURES:

The students selected for testing shall be notified by the Guidance Counselor or Head of School’s designee. At that time, nurse/ or student’s counselor shall discuss with the student privately the next step in the testing process. The student shall be given direction by the school nurse and submit to a urine sample in the privacy of the nurse’s office bathroom.

The nurse shall ask the donor to wash their hands and to remove any unnecessary outer garments that might conceal items or substances that could be used with or adulterate the donor's urine specimen and leave them outside the testing area.

The student shall go to the secure bathroom where there is no access to water, other than the toilet bowl which has a blue dye staining the water a blue color. The door to the bathroom shall be closed.

Upon exiting the bathroom the student shall hand the specimen cup to the nurse.

Chain of Custody procedures shall be followed throughout this process according to the Federal Workplace Drug Testing Programs guidelines. N.J.A.C. 6A:9-13.3 and 13.4.

All specimens shall be forwarded by courier to a licensed laboratory for screening. Any specimen that results in a positive screen for drugs or alcohol will undergo confirmatory test conducted by a Medical Review Officer (MRO).

All efforts shall be made to minimize the impact of testing on the instructional day and maintain the confidentiality and privacy rights of participants.

NOTIFICATION OF TESTING RESULTS:

Where a student's test is confirmed positive, the student's parent(s)/ guardian(s) will be contacted directly by a Medical Review Officer (MRO) who shall conduct a consultation. The consultation will address the reasons for the positive test and a decision will be made by the MRO regarding the legitimacy, validity, or accuracy of a positive test. The MRO will determine if that substance has been taken pursuant to a legal prescription.

Results of the student's test confirmed by the MRO will be provided to the Head of School's designee within twenty-four (24) hours of the MRO's consultation with the student and his or her parent(s)/ guardian(s).

Students' test results shall be kept in confidential files separate and apart from his or her other educational records, and shall be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to implement or to oversee implementation of the student's contract, or the consequences for violating the policy.

Immaculata respects the privacy of its students and shall maintain confidentiality regarding any drug, steroid and alcohol testing.

Immaculata will not release records of drug, steroid and alcohol tests or any resulting action to anyone other than the school personnel that need to know as stated above and the student and/or his/her parent(s)/guardian(s) without written authorization unless required by law.

Positive drug screen results shall necessitate a conference within 24 hrs with the student and his/her parent(s)/guardian(s), Head of School or Head of School's designee and Guidance Counselor. Require parents/guardian to obtain an evaluation from a certified addictions counselor when the results of the

random screen are positive for drugs, steroids or alcohol to determine the extent of use and treatment recommendations. An individualized written contract will be required of student and parents indicating continuation of drug testing for necessary treatment and/or monitoring by the administration.

The student shall be required to follow all recommendations to assist him/her in becoming drug/alcohol free.

CONSEQUENCES OF A CONFIRMED POSITIVE TEST:

First Offense

- Forfeit of Privileges - Student will forfeit the privilege of participation or practice in any athletics, extra-curricular and/ or co-curricular activities, or school clubs or school sponsored events for a period of twenty-eight (28) consecutive calendar days.
- Written Contract - An individualized written contract will be required of student and parents indicating continuation of necessary treatment and/or monitoring by the Administration and/or Guidance Counselor
- Re-Testing – Future drug and/or breathalyzer testing shall be determined by the school administration. Student’s name shall be returned to original testing pool after 6 months if no further positive test results are confirmed.
- Notification - Student shall notify moderators of impending absence from activity.
- Reinstatement of Privileges - The student must submit a negative drug test prior to returning to any athletics, extra-curricular activities, co-curricular activities, school clubs, and school sponsored events.

Second Offense

- Forfeit of Privileges -A confirmed positive drug test a second time the student will forfeit the privilege of participation in any athletics, extra curricular and / or co-curricular activities or school clubs or school sponsored events for a minimum period of sixty (60) consecutive calendar days.
- Breach of Contract- Probation – The status of probation to return to Immaculata High School for the following year will be assigned for breach of contract. (i.e. An individualized written contract will be required of student and parents indicating continuation of necessary treatment and/or monitoring by the Administration and/or Guidance Counselor).
- Re-Testing – Future drug and/or breathalyzer testing shall be determined by the school administration.
- Notification -Student shall notify moderators of impending absence from activity.
- Reinstatement of Privileges-The student must submit a negative drug test prior to returning to any athletics, extra-curricular activities, co-curricular activities, school clubs or school sponsored events. Student must complete (within 50 days) a program designed by a certified alcohol and drug counselor as stated in a new contract (i.e. An individualized written contract will be required of student and parents indicating continuation of necessary treatment and/or monitoring by the Administration) and/or Guidance Counselor.

Third Offense- A third (cumulative) drug test failure shall constitute reason for dismissal from Immaculata High School retroactive to date of 3rd confirmed drug test.

- Appeal Procedure:
 1. A student or his or her parent(s)/ guardian(s) may request a retest of his/her specimen at his/her own expense at a laboratory approved by Immaculata and which follows Federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures.
 2. Appeal requests must be made within twenty-four (24) hours of receiving the results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the Immaculata approved outside agency responsible for confirmatory testing.

Adopted: June, 2008; revised June, 2010, June 2011, June 2012, June 2013, June 2016

TOBACCO / USE OF TOBACCO AND VAPING PRODUCTS POLICY **Comprehensive Tobacco-Free School Policy (CTFSP) for Immaculata High School**

Immaculata High School recognizes tobacco is a gateway drug and highly addictive. The use of tobacco products is a health, safety, and environmental hazard for students, employees, and visitors. The Administration believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors. The Administration acknowledges that adult employees and visitors serve as role models for students. We recognize that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the Administration of Immaculata recognizes that it has a legal authority and obligation pursuant to P.L. 2005, Chapter 383 New Jersey Smoke-Free Air Act, as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act, Part C, Environmental Smoke, Section 4303.

Tobacco Use Prohibited

No student, faculty/staff member or school visitor is permitted to use any tobacco product and/or electronic smoking device or *vaping device* at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by Immaculata;
- on any school grounds and property—including athletic fields and parking lots—owned, leased, rented, utilized (e.g., adjacent parking lots) or chartered by Immaculata;
- at any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, proms, sporting events off campus, etc.)
- while on a bus or other school vehicle

In addition, school employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g., bus drivers) also are prohibited from using tobacco products and/or electronic smoking device or *vaping device* at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.

Further, no student is permitted to possess a tobacco product and/or electronic smoking device or *vaping device* while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel. In addition, tobacco and tobacco products paraphernalia such as matches, lighters, etc. or electronic smoking devices are not permitted in school. *This includes any variation of a vaping device and it's accessories including but not limited to cartridges, oils, waxes or any components that contribute to the potential use of the device.* They will be confiscated by the administration.

Tobacco products and/or electronic smoking devices may be included in instructional or research activities in school buildings if the activity is conducted or supervised by a faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Electronic smoking device means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe or a *vape device and its various designs.*

Testing: Tobacco will be included in the Random Student Drug Testing screen.

Definition of Tobacco Products and Tobacco Use: For the purposes of this policy, “tobacco product” is defined to include but not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products). “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

Signage: Signs indicating that the school is 100% tobacco-free will be posted in a manner and location that adequately notify students, faculty/staff and visitors about the Comprehensive Tobacco-Free Schools Policy.

Compliance for Students

In recognition that the use of tobacco products and/or electronic smoking devices is a public health issue and that tobacco is a gateway drug and highly addictive. Students who violate the Immaculata’s tobacco-use policy will be referred to the Administration, guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral.

Consequences:

1. **First Offense** - Any student found using tobacco, tobacco products, electronic smoking devices or a *vape device* on the school premises, properties adjacent to the school, at school events on or off school property, and/or on a bus/school vehicle will be fined **\$100.00 for the first offense**. The Administration will consult with the student’s parents and mandate that the student attend an Alternate to Suspension (ATS) program aimed at providing the student with the health and counseling services needed by the student to understand the

consequences of tobacco use, learn techniques to stop to tobacco use at school.

Requirements of the ATS program may include, but not be limited to, the following:

- Research/write a paper about the dangers of smoking and chewing tobacco, with recent information on cessation, and a conclusion about what will be done to quit smoking and chewing tobacco.
- Arrange for an appointment with an outside counselor who must notify the pupil's guidance counselor to verify consultation and make a recommendation.
- Meet with the student's guidance counselor.
- Perform five (5) hours community service through Campus Ministry, after completion of the above paper

Any Student found to have in their possession a vape device or any like device, including accessories or additives such as a cartridge, oil, wax or any such components, whether or not the student had been found consuming its contents, will be subjected to the aforementioned consequences with the addition of a request of a drug screen within 24 hours of the meeting with the students parent.

2. **Second Offense** - Any student found using tobacco, tobacco products, electronic smoking devices or a *vape device* or *have been found to have in their possession any of the aforementioned paraphernalia* on the school premises, properties adjacent to the school, at school events on or off school property, and/or on a bus/school vehicle will be fined **\$200.00 for the second offense**, suspended from school activities for 28 calendar days, and fulfill the requirements found under the first offense.
3. **Third Offense** - A third violation will result in dismissal from Immaculata High School.

Compliance for Faculty, Staff, and Visitors

As with students, intervention rather than punishment is the most effective way to address the violations of this policy. Faculty or staff who violate the Immaculata's tobacco-use policy will be referred to the Employee Assistance Program (EAP). Employees who repeatedly violate the policy or do not comply with intervention or cessation referrals may be subject to consequences in accordance with Immaculata's policy and their contract. Visitors using tobacco products and/or electronic smoking devices will be informed about the policy and asked to refrain while on school property. Visitors who continue to violate the policy will then be asked to leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organizations (e.g., American Lung Association, American Cancer Society, etc.) to provide students and employees with information and access to support systems, programs and services (e.g., NJDHSS Quitline, Quitnet, or Quitcenters) to encourage them to abstain from the use of tobacco product.

Prevention Education

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of

tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

Adopted: June, 2010, Revised: June, 2011, June 2016

Appendix B

"Practitioner" means a physician, dentist, veterinarian, scientific investigator, laboratory, pharmacy, hospital or other person licensed, registered, or otherwise permitted to distribute, dispense, conduct research with respect to, or administer a controlled dangerous substance in the course of professional practice or research in this State.

- a. "Physician" means a physician authorized by law to practice medicine in this or any other state and any other person authorized by law to treat sick and injured human beings in this or any other state and
- b. "Veterinarian" means a veterinarian authorized by law to practice veterinary medicine in this State.
- c. "Dentist" means a dentist authorized by law to practice dentistry in this State.
- d. "Hospital" means any federal institution, or any institution for the care and treatment of the sick and injured, operated or approved by the appropriate State department as proper to be entrusted with the custody and professional use of controlled dangerous substances.
- e. "Laboratory" means a laboratory to be entrusted with the custody of narcotic drugs and the use of controlled dangerous substances for scientific, experimental and medical purposes and for purposes of instruction approved by the State Department of Health.
- f. "Production" includes the manufacture, planting, cultivation, growing, or harvesting of a controlled dangerous substance.
- g. "Immediate precursor" means a substance which the State Department of Health has found to be and by regulation designates as being the principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled dangerous substance, the control of which is necessary to prevent, curtail, or limit such manufacture.
- h. "State" means the State of New Jersey.
- i. "Ultimate user" means a person who lawfully possesses a controlled dangerous substance for his own use or for the use of a member of his household or for administration to an animal owned by him or by a member of his household.

L.1970, c. 226, § 2. Amended by L.1971, c. 3, § 1; L.1971, c. 367, § 1, eff. Dec. 28, 1971; L.1985, c. 134, § 1, eff. April 12, 1985.

¹ Sections 24:21-5 to 24:21-8.7.

² Section 24:21-3.

Appendix C

2A:170-25.9 Definitions

- As used in this act the phrase "substance containing any chemical material having the property of releasing toxic vapors or fumes" shall mean and include but not be limited to any glue, cement, adhesive, paint remover or other chemical compounds containing one or more chemical compounds which release vapors or fumes causing a condition of

intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, the following chemical compounds; acetone, an acetate, benzene, butyl alcohol, ethyl alcohol, ethylene dichloride, isopropyl alcohol, methyl alcohol, methyl ethyl ketene, pentachlorophenol, petroleum ether, toluol, or toluene. L.1965, c. 41, § 1. Amended by L.1966, c. 295, § 1, eff. Dec. 5, 1966, L.1971, c. 260, § 1, eff. July 1, 1971, L.1987, c.387, §2, eff. Jan.13, 1988, Amended by L.1989, c 216, § 1, eff. July 1, 1990.

Appendix D

Article 2. PREVENTION AND TREATMENT REFERRAL PROGRAMS (cont'd.)

18A:40A-13. Immunity for educational and medical personnel, officers, or agents because of actions taken by virtue of act

- No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a Student Assistance Coordinator, any school nurse or other educational personnel, medical inspector, examining physician or any other officer or agent of the Board of Education or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or emergency room personnel. L.1987, c.387 s 7. eff. Jan. 13, 1988.

18A:40A-14. Civil immunity for educational personnel reporting pupils

- Any teacher, guidance counselor, school psychologist, school nurse, Student Assistance Coordinator or other educational personnel, employed by or in any of the public or private schools of this State, who in good faith reports a pupil to the principal or his designee, to the medical inspector or school physician or school nurse in an attempt to help such pupil cure his alcohol or other drug abuse as defined in Section 2 of this Act, shall not be liable in civil damages as a result of making any such report.
- Nothing in this section is intended to preclude the protections provided in Section 1 of P.L. 1981, c. 414 (C.2A:62A-4) or otherwise provided by law. L.1987, c.387 s 7. eff. Jan. 13, 1988.

Appendix E

26:3D-16 Smoking defined For purposes of this act, “smoking” means the burning of a lighted cigar, cigarette, pipe, electronic smoking device, or any other matter or substance which contains tobacco. L.1981, c. 320, § 2.

Appendix F

26:3d-17 Schools, colleges, universities or professional training schools; regulations for prohibition of smoking

- The appropriate governing body, board or individual responsible for or who has control of the administration of a school, college, university, or professional training school, either public or private, shall make and enforce suitable regulations prohibiting the smoking of tobacco on their premises, except in designated areas wherein smoking is not prohibited by municipal ordinance under authority of R.S. 40:48-1 and 40:48-2 or by any other statute or regulation adopted pursuant to law for purposes of protecting life and property from fire.

Smoking in classrooms, lecture halls and auditoriums shall be prohibited except as part of a classroom instruction or a theatrical production. L.1981, C. 320, § 3.

DRUG/STEROID/ALCOHOL AND TOBACCO POLICIES AGREEMENT

All parents and students should read, understand and indicate acceptance of these policies by signing and returning the Policy Agreement. **These policies run harmoniously with each other. This means that a student who violates one policy, then subsequently violates another, may be subject to the same consequences as if both offenses at occurred within the same policy.**

MUTUAL RESPECT POLICY

Immaculata High School's Mutual Respect Policy exists to maintain a learning and working environment which promotes respect for each of its members, and is free from harassment and any intimidation of a verbal, physical or electronic nature. This policy covers mutual respect in general (offensive behaviors) and harassment (sexual and otherwise), intimidation, bullying, and hazing, specifically, and applies to any and all actions that occur on school property, at school-sponsored functions, on school buses or off school grounds when they substantially disrupt or interfere with the orderly operation of the school or rights of the other students and adults of the Immaculata family (N.J.S.A. 18A:37-15 (3)(b)(I)). Students are expected to conduct themselves with proper regard for the rights and welfare of other students and school staff, the educational purposes of all school activities, and the care of school facilities and equipment (N.J.S.A. 18A:37-15 (3)(b)(3)).

MUTUAL RESPECT POLICY - Each member of the Immaculata community has the responsibility to maintain acceptable standards of personal behavior to ensure that all of its members have the opportunity to experience an atmosphere which promotes respect for each member of the Immaculata family. It is Immaculata's policy that mutual respect violations directed at any of its members be strictly prohibited.

Definition: A mutual respect violation (**harassment, intimidation, bullying, or hazing**) is defined as verbal, visual, physical or electronic (including through Social Media) conduct that interferes with work performance or creates an intimidating, hostile or offensive environment. A mutual respect violation may include offensive or unprofessional language, stories, jokes, hazing statements or written material directed at another's age, sex, religion, national origin, physical appearance, sexual orientation or other protected status. While these statements, remarks or written materials are often not intended to be harmful, their effects can be detrimental.

SEXUAL HARASSMENT - One specific kind of illegal behavior, which is a mutual respect violation, is sexual harassment.

- In 1964, the Civil Rights Act, Title VII, prohibited sexual/racial discrimination at work.
- In 1972, the Civil Rights Act Title IX, Federal Education Amendments, prohibited sexual/racial discrimination against students and staff in education.
- In 1980, the Equal Employment Opportunity Commission issued its Final Amendment to Guidelines on Discrimination Because of Sex. These guidelines defined sexual harassment

as a form of sex discrimination and went on to say: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment, and can include the following types of harassment in ascending order of severity:
 - **Type 1:** Gender Harassment: Generalized sexist remarks and behavior;
 - **Type 2:** Seductive Behavior: Inappropriate, unwanted, offensive physical or verbal sexual advances;
 - **Type 3:** Sexual Bribery: Solicitation of sexual activity or other sex-linked behavior by promise of reward;
 - **Type 4:** Sexual Coercion: Coercion of sexual activity by threat of punishment; and
 - **Type 5:** Sexual Assault: Gross sexual imposition like touching, fondling, grabbing or assault."

If the unwanted behavior in question does not fit into the above categories but is the inappropriate sexualization of an otherwise nonsexual relationship, it will be considered as sexual harassment.

In 1986, two forms of sexual harassment were identified by the United States Supreme Court; "quid pro quo" and "hostile environment". "Quid pro quo", means "something for something". This kind of sexual harassment usually involves individuals with power who use:

- Threats - if a member does not acquiesce to sexual advances; and/or
- Rewards - if a member does acquiesce to sexual advances.

"Hostile environment harassment" is defined as regular and repeated actions, or materials displayed around the school that interfere with performance or create an "intimidating, hostile, or offensive learning/working environment". A hostile environment may include:

- Sexual pictures, calendars, graffiti, or objects.
- Offensive language, stories, jokes, gestures, noises, or comments.
- Posting offensive material on Web sites or communicating them via e-mail, instant messages, or in chat rooms.

HARASSMENT, INTIMIDATION, BULLYING, AND HAZING – Other types of illegal behavior which are also a mutual respect policy violation are intimidation, bullying and harassment. N.J.S.A. 18A:37-14 defines intimidation, bullying or harassment as

- Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic included in the definition of mutual respect violations.

- A reasonable person should know, under the circumstances that the act(s) will have the effect of harming a student or a student's property or placing a student in reasonable fear of harm to his/her person or damage to his/her property.
- The effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school (N.J.S.A. 18A:37-15 (3)(b)(2)).
- Acts of intimidation, bullying or harassment may also be a student exercising power and control over another student in either isolated incidents or patterns of harassing or intimidating behavior (e.g. bullying).

PROCEDURE FOR REPORTING MUTUAL RESPECT VIOLATIONS – The following procedure is to be used by any member of the Immaculata family who have witnessed any incidents of mutual respect violations, or believes that he/she has been the subject of any mutual respect violation, including sexual harassment, intimidation, hazing, and other forms of harassment or bullying.

1. Violations involving a student shall be reported immediately to the Head of School for initial screening with follow-up from the administration.
2. Head of School will inform the parents or guardians of the situation.
3. Head of School Designee will initiate an investigation.
4. A written report will be made within 48 hours
5. A completed investigation report within 10 school days
6. Violations involving an employee shall be reported immediately to the Head of School and/or designee.
7. Sanctions for violations of this policy may be progressive in nature and include referral to counseling, conference with Head of School and/or designee, schedule reassignment, suspension, expulsion/termination and referral to the criminal justice system for possible prosecution.
8. To the extent possible, investigative proceedings will be conducted in a manner to protect the confidentiality of the complainant, the accused and all witnesses. All parties involved in the proceedings, from the initial meeting to the final decision and thereafter, will be advised to maintain strict confidentiality to safeguard the privacy and reputation of all involved.
9. **It shall be a violation of this policy for any member of the Immaculata community to take reprisals against any person because he/she has filed a complaint, testified or assisted in any proceeding under this policy. Threats, other forms of intimidation, and retaliation against the complainant or any other party involved in implementing this policy may be cause for disciplinary action (N.J.S.A.18A:37-15(3) (b) (8).**
10. It shall also be a violation of this policy for any member of the Immaculata community to falsely accuse another member of a violation of this policy. Consequences for students may range from positive behavioral interventions up to suspension or expulsion. Consequences for employees and volunteers shall be determined by school administrators (N.J.S.A. 18A:37-15(3)(b)(9)).
11. Parents' vigilance in monitoring student use of the internet, including Web site postings, e-mails, instant messaging, and other forms of social media is expected

- in order to ensure compliance with this policy.
12. Immunity- A member of a board of education or a school employee who promptly reports an incident to the principal has immunity from a cause of action for damages arising from any failure to remedy the report incident. N.J.S.A18:A37-16(c).

CONSEQUENCES FOR MUTUAL RESPECT VIOLATIONS (N.J.S.A. 18:37-15 (3)(b)(4) – After a meaningful and thorough investigation of the alleged violation(s), whether sexual harassment, intimidation, bullying, or other types of harassment, those individuals determined to have violated this policy will be subject to consequences that may include, but not limited to, the following: counseling, remedial action and positive behavioral interventions up to and including detention, suspension, or expulsion. Consequences will take into account the nature of the student’s involvement in the violation.

When appropriate, the school will contact the Diocese of Metuchen’s Office of Child and Youth Protection. The Office of Child and Youth Protection and Immaculata High School adhere to the Policy of the Diocese of Metuchen in Response to Complaints of Sexual Abuse in protecting the rights of all parties involved.

Immaculata High School strives to maintain an open and trustworthy relationship between youth and adults. It cooperates with the reporting requirements identified in New Jersey statutes and regulations.

CONCLUSION – All members of the Immaculata family should understand that this policy applies to each and every student, employee (full-time, part-time and temporary) and volunteer, **during school hours, at school-sponsored functions and on school buses.** Violations of this policy will not be tolerated. Offensive behavior will be cause for immediate and strict disciplinary action up to and including expulsion for students, and up to and including discharge for staff.

Adopted: September, 1995

Revised: July, 1998, July 2001, June 2003, June2007, June 2008, June 2009, June 2011, and June 2016

MUTUAL RESPECT POLICY AGREEMENT – All students and parents must read, understand and indicate acceptance of this policy by signing and returning the Policy Agreement.

ACCEPTABLE COMPUTER USE POLICY

Immaculata computer facilities are made available to students for education purposes. To promote the proper use of the computer facilities and to avert unethical conduct in computer-related activities, Immaculata adopts the following guidelines for acceptable and unacceptable computer use.

ACCEPTABLE USES:

- Class assignments and/or independent study directed/approved by a teacher.

- Work previously approved by a teacher.
- Use of existing application software.
- Use of college/career software under the direction of the Guidance Department.
- Club activities after school hours directed/approved by a teacher/moderator.

UNACCEPTABLE USES:

- Unauthorized use of computer facilities.
- Unauthorized use of school email and Chromebook.
- Inclusion of malicious or profane language in any computer-related work.
- Harassment, Intimidation, Bullying, Hazing, and other Mutual Respect Policy violations.
- Use of computer facilities for *criminal* purposes.
- Use of a file assigned to another computer user and/or permitting access by others to one's assigned computer file. (This contributes to plagiarism.)
- Unauthorized accessing of, tampering with or copying of software and/or data.
- Unauthorized access to computers after designated hours or from locations other than those approved for a specific computer assignment.
- Use of e-mail not related to school work.
- Changing computer settings unless so instructed by a teacher.

CONCLUSION – All members of the Immaculata community should understand the Acceptable Computer Use Policy as well as the meaning, implications, rights and responsibilities of computer use and the consequences for misuse of the computer facilities. These consequences may include denial of access to all Immaculata computer facilities, and/or removal from computer-related courses and/or further disciplinary action. While this policy is specific to all Immaculata computer facilities, using the internet from any computer for criminal purposes or to make threats or allegations about Immaculata High School or any member of the Immaculata faculty, staff or student body violates school policies. As such, these actions are liable both to school disciplinary action and to law enforcement investigation.

Adopted: September, 1997

Revised: July, 1998, July, 2001, June 2003, June2007, June 2008, June 2013, June 2014, June 2015, and June 2016.

COMPUTER USE AGREEMENT – All students and parents must read, understand and indicate acceptance of the Acceptable Computer Use Policy by signing and returning the Policy Agreement.

CHROMEBOOK POLICY

I. Goal:

The goal of a 1-to-1 program at Immaculata High School is to create a collaborative learning environment for all students. This environment will enable students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners. Students will transition from consumers of information to creative producers and owners of knowledge. Immaculata will integrate professional development for teachers and students to enhance classroom environments by

implementing high-quality instruction, assessment and learning through the use of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

II. Device Purpose:

Immaculata High School is supplying each student with a Chromebook. This device is the property of Immaculata High School. The availability of Chromebooks enables students to access PowerSchool, teacher websites, Google Apps for Education, web-based educational tools, as well as many other useful sites needed for each student's educational success. The supplied device is not intended for gaming, social networking or high end computing.

III. Receiving/ Returning of Chromebook:

Each student must return his/her Chromebook to the Technology Department at the end of every school year. Student must also return his/her Chromebook if (s) he is leaving Immaculata, or when his/her privilege to use the Chromebook is revoked by Immaculata High School. Any Chromebook not returned as requested will be considered stolen property. Upon return, each Chromebook will be examined for damage, and fees may be assessed if damage is found to be beyond normal wear and tear.

IV. Taking Care of your Chromebook:

Each student is responsible for the general care of the Chromebook (s) he has been issued by the school.

A. Basic Guidelines:

1. Each Chromebook must have an Immaculata High School identification tag and a student nametag on them at all times; these tags must not be removed or altered. Removal of these tags will result in disciplinary action. **1st Violation: 5 Points – Disobedience, Subsequent Violations: Minimum of 10 Points – Disrespect/Defiance**
2. No food or drink is allowed next to your Chromebook while it is in use.
3. Cords, cables, and removable storage devices must be inserted carefully into your Chromebook.
4. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
5. Your Chromebook must remain free of writing, drawing, or stickers.
6. Do not obstruct vents on your Chromebook in any way.
7. Each student is responsible for ensuring that his/her Chromebook is fully charged before coming to school each day. It is advised that you charge your Chromebook every night.

B. Carrying Chromebooks:

1. Transport your Chromebook with care - your Chromebook should be transported in a case or protected backpack.
2. Your Chromebook lid should always be closed and tightly secured when moving.
3. Never lift your Chromebook by its screen. Always support your Chromebook from the bottom with the lid closed.

C. Screen Care: Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything near the Chromebook that could put pressure on the screen.
4. Do not place anything in a carrying case or backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
7. Do not place the device near magnets or anything with high electric current.
8. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
9. Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

D. Storing your Chromebook:

1. When students are in school and are not using their Chromebook, they should store them in their backpacks or locked locker.
2. Nothing should be placed on top of the Chromebook when stored in the locker.
3. Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed for homework.
4. For security reasons, and to prevent temperature related issues, Chromebooks should not be stored in student's vehicle at school or at home.

V. Using your Chromebook at School:

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Each student is responsible for bringing his/her Chromebook to all classes unless specifically advised not to do so by the class teacher. Student usage of the Chromebook during class is at the discretion of the teacher. It is expected that a student will close or put away a Chromebook when instructed to do so by a teacher. **Violation - 10 Points – Disrespect / Defiance**

A teacher may confiscate a Chromebook and send it to the office if a student is not using the Chromebook appropriately. If a Chromebook is sent to the office, the student may pick it up at the end of the school day. A student may receive 10 Points for Disrespect/Defiance each time his or her Chromebook is sent to the office.

A. Chromebooks Left At Home:

1. If a student accidentally leaves his/her Chromebook at home, a loaner Chromebook may be provided from the Technology Department. There is no guarantee a Chromebook will be available; extras are given out on a first-come, first-serve basis.
2. Repeat violations of this aspect of the policy may result in disciplinary action and/or loss of Chromebook privileges. **1st Violation: 5 Points – Disobedience; 2nd Violation & Above: 10 Points – Disrespect / Defiance**

B. Account Access/ Passwords

1. Each student should ONLY login to his/her Chromebook using his/her *@immaculatahighschool.org Google account. Teachers have been asked not to accept e-mail or work submitted via personal accounts.
2. Account login information may be supplied to a student by the Technology staff. Password resets can be facilitated by the Technology Department as well.
3. Take care to protect your password. Never e-mail your password or submit it electronically by any means. The Technology Department will never ask for your password by electronic means. Do not share your password with anyone else inside or outside of the school.

C. Background Images/ Media

1. Inappropriate media may not be used as a screensaver or background.
2. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols, pictures or anything else deemed inappropriate by Immaculata High School staff in the form of screensaver or background will result in disciplinary action. **Each Violation – Minimum of 15 Points – Other**

D. Audio Restrictions:

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional use.
2. Headphones may be used at the discretion of the teacher, but will not necessarily be provided by Immaculata High School.

E. Camera/Microphone Restrictions:

1. Chromebooks have the capability to record images and sound. The use of these features is strictly prohibited without the express permission of the class teacher for a specific academic purpose.
2. Severe disciplinary action will be taken against any student that makes a clandestine attempt to record a teacher or another student, or to use the recording features of the Chromebook to cheat or in any way violate Immaculata High School's policies on Academic Integrity. **Each Violation – Minimum of 15 Points – Dishonesty / Forgery / Deceit / Academic Integrity Violation or Other**

F. Printing from your Chromebook: In an effort to save paper and resources, every effort should be made to send documents electronically. Should printing become necessary, students may be given access to a school printer. Printing for students will also be available in the Library/ Media Center.

VI. Managing & Saving your Digital Work with a Chromebook:

A. Google Apps for Education is a suite of products which includes Gmail, Calendar, Drive, etc.

1. Gmail is Google's email platform, which will be regularly used to communicate school messages; while students may already be familiar with Google's commercial version of Gmail, the IHS Gmail account is the ONLY approved platform for electronic communication between students and teachers.

2. Google Calendar is not intended to replace the regular school calendar or the calendar available through teacher websites, but may be used by individual departments, teachers and students for scheduling purposes relevant to Immaculata High School as needed.
3. Google Drive consists of Docs, Sheets, Slides, Forms, and Drawings. These are used for word-processing, creating spreadsheets, presentations, submitting/collecting data and creating images respectively. All documents are automatically saved to the online Google Drive, which functions as a cloud. Google Drive has the capability of converting several file types, such as those created by Microsoft Office, into documents that can be edited directly in Google Drive. Other file types, such as PDFs, can be uploaded to Google Drive for storage, although they cannot be edited in the Google Drive platform.

B. Google Apps for Education can be accessed from any electronic device with internet connectivity at anytime. This includes the cloud storage of files available through Google Drive.

C. Prior to graduation, students who want work saved will need to transfer this work to a personal Gmail account or other form of storage.

VII. Operating System on your Chromebook:

Each Chromebook runs a modified version of the Google Chrome web browser. It connects to web resources, apps and extensions provided on the Internet. It does not run Windows application or Apple/ MAC application software.

A. Updating your Chromebook: When the Chromebook starts up, it updates itself automatically, and so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates or re-imaging. To receive latest updates, please restart the Chromebook on a regular basis.

B. Virus Protection: With defense-in-depth technology, your Chromebook is built with layers of protection against malware and security attacks.

C. Procedures for restoring your Chromebooks: If your Chromebook needs technical support for the operating system, it needs to be submitted to the Technology Department.

VIII. Acceptable Use Guidelines:

The Immaculata High School Chromebook Policy supersedes the current Immaculata High School Acceptable Computer Use Policy only in the areas of conflict. All other portions of the Acceptable Computer Use Policy as stated in the student handbook are still in place and enforced.

A. General Guidelines:

1. Each student will have access to all available forms of electronic media and communication, which are in support of education and research and in support of the educational goals and objectives of Immaculata High School.

2. Each student is responsible for his/her ethical and educational use of the technology resources of Immaculata High School.
3. Academic dishonesty by use of technology will result in disciplinary action. **Each Violation – Minimum of 15 Points – Dishonesty / Forgery / Deceit / Academic Integrity Violation**
4. Access to Immaculata High School's technology resources is a privilege that can be revoked at any time.
5. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses/malware. Please refer to the section on Intellectual Property below. **Each Violation of Copyrighted Material – Minimum of 15 Points – Dishonesty / Forgery / Deceit / Academic Integrity Violation; Each Violation related to threatening or obscene material – dealt with through the Mutual Respect Policy**
6. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, school administration, or Technology Department, will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Computer Use Policy, student handbook and any other applicable school policies. **Each Violation – Minimum of 15 Points – Other**

B. Privacy & Safety Guidelines:

1. Do not go into chat rooms without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
2. Do not open, use, or change files that do not belong to you.
3. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
4. Do not use your school email for personal communication. School email is monitored.
5. If you inadvertently access a website that would violate the acceptable use policy, exit the site immediately. Notify your teacher if available. Web history is monitored.

C. Intellectual Property:

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent or guardian. **Each Violation – Minimum of 15 Points – Dishonesty / Forgery / Deceit / Academic Integrity Violation**
2. Plagiarism is a violation of student policy. This includes all forms of media on the Internet, such as graphics, movies, music and certainly text. **Each Violation – Minimum of 15 Points – Dishonesty / Forgery / Deceit / Academic Integrity Violation**
3. Use or possession of hacking software is strictly prohibited and violators will be subject to school discipline. Immaculata High School will also notify appropriate authorities which could result in criminal prosecution in addition to any disciplinary action taken by Immaculata High School. **Each Violation – Minimum of 15 Points – Dishonesty / Forgery / Deceit / Academic Integrity Violation**

D. Email, Electronic Communications:

1. Always use appropriate and proper language in your communication.
2. Do not transmit language/ material that may be considered profane, obscene, abusive or offensive to others. **Each Violation may be dealt with through the Mutual Respect Policy**
3. Do not send mass emails, chain letters or spam.
4. Email and communications sent/ received should be related to educational needs and/ or school business.
5. Email and communications are subject to school inspection at anytime.

E. Consequences:

1. The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.
2. Non-compliance with the policies of the document will result in disciplinary action. **Please refer to bold, italicized statements in Parts V, VIII, and IX for disciplinary actions.**
3. Email, network usage, and all stored files shall not be considered confidential and
4. Immaculata High School cooperates fully with all local, state or federal officials in any investigation concerning or in relation to violations of computer crime laws.

F. At Home Use:

1. The use of your Chromebook at home is encouraged.
2. Chromebook care at home is as important as it is in school. Please refer to care section.
3. Parents/ Guardians are responsible for monitoring students' use of Chromebooks while at home, including their access to the Internet. Web history conducted at home may still be monitored by Immaculata High School.
4. *Immaculata has the right to use software to monitor appropriate use of the Chromebooks. Students found to be using their Chromebooks contrary to the previously mentioned guidelines may receive discipline consequences and have their Chromebook access limited.*

Disclaimer: 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.

IX. Identifying Your Chromebook & Lost Chromebooks:

A. Chromebook Identification:

1. Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in several ways.
2. Record of serial number.
3. Individual user account name and password.
4. User name tag attached to Chromebook.

- B. Chromebooks left in unsupervised areas:
1. Under no circumstances should your Chromebook be left in an unsupervised area.
 2. Under no circumstances is your Chromebook to be used in restrooms, locker rooms or areas that would be considered out of bounds. Chromebooks carried into storage while using these areas should be closed and put away in a backpack, or locked in a locker.
 3. If you lose your Chromebook, notify a staff member immediately.
 4. If a Chromebook is found, notify a staff member immediately.
 5. Unsupervised Chromebooks confiscated by staff will be taken back to the Technology Department and disciplinary action could result. **Each violation – Minimum of 10 Points – Minor Abuse of School Property**

X. Repairing/ Replacing your Chromebook:

A. Chromebooks Needing Repair:

1. Any Chromebook that is broken, or fails to work properly, must be submitted to the school Technology Department. Do not take your Chromebook to an outside computer service for any type of repairs or maintenance. Students and families should never attempt to fix a broken Chromebook, nor should they have anyone else attempt to fix their Chromebook.
2. A loaner Chromebook may be issued to a student when his/her Chromebook is given in for repair.
3. Any student using a loaner Chromebook will be responsible for the loss of the device and/or any damages incurred while it is in his/her possession.
4. If a loaner Chromebook is lost, stolen or damaged, the student will be required to reimburse Immaculata High School. See repair costs below.

B. Vendor Warranty:

1. The equipment has a one-year vendor warranty.
2. The vendor warrants the Chromebooks from defects in materials and workmanship.
3. The limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts if necessary or replace Chromebook.
4. The Warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.

C. Chromebook repair costs:

1. If the device is lost or stolen or the need arises to replace certain parts, the responsibility will be on the student:
2. Replacing Chromebook =\$275.00
3. Replacing Power cord =\$32.00
4. Other replacement costs =100% of cost to Immaculata High School
5. All repairs = 100% of cost to Immaculata High School

XI. Chromebook Technical support:

If repair is necessary for a Chromebook, then the Technology Department will submit a request for repair.

A. Immaculata Technology Department will provide the following services:

1. Hardware maintenance and repairs
2. Password resets
3. User account support
4. Coordination and completion of warranty repairs
5. Coordination/ approval of out of warranty repairs

B. Immaculata Technology Department could supply the following services:

1. Charging of a Chromebook
2. Loaning of a Chromebook if one is available
3. Assessment of needed repairs.

FINANCIAL INFORMATION 2018-2019

Immaculata High School is a parish school, not a diocesan or private school. Its financial security depends on the timely and full payment of all tuition and the enthusiastic generous support of our Advancement Office and fundraising efforts. Alumni support and benefactors are vital to the financial stability of our school. The diocese provides a small financial subsidy on an annual basis but apart from this we receive no financial aid.

Business Office/Tuition Collection Policy:

All tuition must be paid as contracted either by FACTS or in full by April. All tuition payable through FACTS, both 2-pay plan of ½ in July ½ in Dec. and the 10-month plan from July-April are due on the 5th or 20th of the month. BOTH PLANS start in JULY. The full (ONE-TIME) payment is due by July 10th. (A \$100 discount will be given for all payments received by July 10th.)

Rates & Fees:

Tuition for 2018-201 School year: \$14,000 for underclassmen; \$14,200 for seniors.

Other Student Fees:

Technology Fee: \$150 per student. Re-registration fee for returning students: \$150 per family. All other fees are for each freshman or transfer students only and are due upon registration. New Student Registration Fee \$300. Capital Reserve Fee: \$325. Tuition Deposit \$400.

Technology:

Each student is issued a school owned chromebook, for which they are responsible. Insurance information is available at the beginning of the school year and is highlighted in the website links at that time. If a student or family decides NOT to obtain the insurance then the family is responsible for all repair costs and/or replacement.

Tuition Assistance:

Immaculata High School and the Diocese of Metuchen use the FACTS Grant and Aid Service to evaluate all assistance applications. The full online application form must be completed, must include a copy of your most recent tax return (uploaded or faxed) and must be finished by March 31st. The application is accessible through your existing FACTS account or through the school website under Admissions and Financial Information.

Scholarships:

Scholarship offerings at Immaculata High School vary based on the financial support of donors. To review what scholarships are available please use the following link and [click here](#) for the application forms and selection criteria.

Returned Check Policy:

Many people experience an occasional bookkeeping error or cash flow mis-step, this is understandable. Anyone whose check has been returned for non-payment, should immediately notify the Business Office (908)722-0200 x113. We will ask that you replace the check plus cover the bank fees we incur (usually \$13 per check). If we receive a second check back for non-payment, the original amount of the check plus a charge of \$25 will be due. Upon the receipt of a 3rd returned check the charge will be \$50. Further, upon the return of the 3rd check, your personal checks will no longer be accepted in any department of the school, nor for any extra-curricular activities. All payments from this point on will be required in cash, money order, or bank check.

We must discourage the issuance of bad checks as it costs the school time and resources to follow up. Knowingly issuing bad checks is fraud, please pay with cash, money order or bank check if you are uncertain as to your checking account balance. Your cooperation is appreciated.

Non-payment of Tuition or Fees:

Failure to pay tuition in full by the end of April may lead to forfeiture of a seat for underclassmen. No classes will be reserved for a student whose tuition balance is not current. Failure to pay tuition and/or fees will lead to withholding of report cards and roster classes for the following year. Students whose balance is not current will be deemed ineligible for on-campus parking privileges. Failure by a senior to pay tuition in full by the end of April will prevent that student from participation in any senior activities, such as; the Senior Prom, Boat trip and graduation exercises. Final transcript and diploma will not be sent.

Communication with the Business office is paramount. Please help us-to help you in fulfilling your financial commitment to Immaculata.

Early Withdrawal:

Should a student withdraw prior to the end of school, a 2 month tuition retention will be due. For example, if the student leaves in the middle of November, the tuition should be paid through January. (November plus two month retention.)

Financial Questions?

Mrs. Lori Quinn, Business Manager, Extension 124 or contact Mrs. Lisa Patullo, Bookkeeper, Extension 113