

Brief History of Immaculate Conception School

Immaculate Conception Roman Catholic School was opened in 1927 by the Ursuline Sisters. It was located at Cathedral Street and Singerly Avenue in Elkton, Maryland until 1956.

The Ursuline Sisters ministered in the school from 1927 through 1930. The Glen Riddle Franciscans followed the Ursuline Sisters in 1930 and presently continue to provide a quality, value-based Catholic education for the children of Immaculate Conception/St. Jude parish.

Many changes occurred between the founding year and the present. Due to increased enrollment, the old four-classroom structure became inadequate to properly house the children. Therefore, on September 10, 1956, the doors of the newly constructed twelveroom school, located on Bow Street, were opened. At this time Kindergarten was added and grades 1 through 6 were single classes while grades 7 and 8 remained a combined class. In September of 1957, all grades were single with two of each at the primary level.

During the 60's Immaculate Conception School reached its peak, ministering to 554 children. It was necessary to have two classes for each grade level. The increased enrollment caused a problem as we began to outgrow the facility. As a result, it became a priority to provide Catholic education first to parishioners. At this time, and through the 80's, we experienced increases and decreases in enrollment for a variety of reasons. Two major factors impacting enrollment changes were busing and rising tuition costs.

Immaculate Conception School was fully accredited on October 14, 1988 by Middle States Association of Colleges and Schools Commission on Elementary Schools. The school continually monitors strengths and weaknesses to prepare for reaccreditation every ten years. Reaccreditation was obtained April 24, 1998. Curriculum areas are updated every five years. The Home School Association was revitalized in September 1991. A networked computer lab was opened in September 1992. We look forward to the challenge of continued growth in our faith, basic curriculum and technological skills into the next millennium.

Presently, Immaculate Conception School has the following facilities:

9 classrooms, 2 reading rooms, 1 math room, 1 art room, 1 computer room, 1 large library, 1 full-service cafeteria, 1 gymnasium/auditorium, 1 health room, 1 faculty lunchroom, 2 administration offices, 1 counselor's office, 1 administration office for DRE (Director of Religious Education),
1 equipped playground and 1 field.

Belief Statements

We believe that:

- children must recognize and respond to the needs of both local and global communities through active participation in service projects.
- all students must be challenged to achieve their personal best, spiritually, intellectually, socially, and physically.
- faculty and staff strive to model Gospel values as they interact with each other, parents, and students.
- Catholic education is a shared commitment to continuous growth and improvement among the school, home, and parish communities.
- prayer and reflection are integral to our daily routine.
- the foundation of a successful learning experience is responsibility, respect, and compassion for each other.
- Catholic faith formation permeates the curriculum.
- children learn best in a loving, structured, safe environment where each child is valued as God's creation.
- the school community supports and extends the formation of the Catholic faith begun by parents, through the teaching of Jesus and the Church.
- the school community nurtures students through opportunities to live faithfully as disciples of Christ.
- all parish children should have the opportunity to receive a Catholic school education.

Mission Statement

Immaculate Conception School develops the spiritual, intellectual, physical and social needs of its students in a Christ-centered, Catholic environment. Through a Franciscan tradition of faith and service, in partnership with our parish, parents, and community, and utilization of a challenging academic program, Immaculate Conception School nurtures disciples who embrace their God-given talents to serve humankind.

Immaculate Conception School Strategic Goals

1. Immaculate Conception School will strive to create an environment of Catholic educational beliefs that will promote all to live by the teachings of the Catholic Faith.
2. Immaculate Conception School will implement initiatives that will move us toward greater financial stability.
3. Immaculate Conception School will continue to ensure the safety and protection of students while enhancing the learning environment.
4. Immaculate Conception School will enhance the instructional program through a continued emphasis on core curriculum, encouraging critical thinking and providing opportunities for integration across the curriculum.

Non-discrimination Policy

(Policy 5.11.0) “Whereas: The Philosophy of the Catholic Schools in the Diocese of Wilmington is based on the Christian Social Principles of the Gospel Message ---to love and to respect the right of all people.

It is the policy of the Diocesan School Board that the Catholic Schools in the Diocese of Wilmington shall not discriminate on the basis of race, color, and/or national origin in the administration of their educational policies, admissions policies, scholarship and loan programs, athletic and other school administration programs.

It is the policy of the Diocesan School Board that the Catholic Schools in the Diocese of Wilmington shall not discriminate against any student because of sex in any education **program and activity.”**

Admission, Registration, Re-registration

1. Enrollment shall not exceed 35 students in any class except when approved by the principal and the pastor.
2. For admission to Grade 1, a child shall be six years of age by August 31 of the school year in question. Kindergarten children must be five years of age by August 31 of the school year in question.
3. In advance of initial enrollment, the following certificates must be presented:
 - Birth certificate
 - Baptismal Certificate (unless baptized at Immaculate Conception Church)
 - Verification of Immunization as required by the State of Maryland
4. In considering children for initial enrollment beyond Grade 1, careful attention will be given to the child's academic record or potential, his social and emotional development, and the family's reasons for seeking Catholic School enrollment.
5. Children of families who have a past history of being delinquent in tuition payment will not be re-enrolled without written permission of the pastor.
6. In considering the re-registration of returning students and the admission of new students, the following priorities will be followed:
 - A. Siblings of children of parish families already in the school and in good standing.
 - B. Siblings of non-parish children already in the school and in good standing.
 - C. Oldest child of families active in Immaculate Conception/St. Jude entering for the first time at the Kindergarten level.
 - D. Oldest child of families active in other parishes entering school for the first time at the Kindergarten level.
 - E. Catholic students transferring from private or public schools.
 - F. Non-Catholic students transferring or entering school for the first time at the Kindergarten level.

Finances

Tuition

For a Catholic parishioner of Immaculate Conception to qualify for Rate A tuition, the minimal expectation for eligibility is as follows:

1. Proper registration of the family in Immaculate Conception/St. Jude parish.
2. Active practice of the Catholic faith by the family as evidenced in weekly attendance at Mass, participation in the sacramental life of the parish and involvement in school and parish activities.
3. Financial support of the parish through the use of weekly church envelope and/or other identifiable means. (Suggested guidelines \$10.00 weekly.)

Families registered in the parish who fail to fulfill the qualifications will be expected to pay rate B tuition. The parish has the right to change a family from Rate A to Rate B tuition or vice versa.

Tuition payments may be made according to one of the following schedules:

1. In full - Payment for the entire amount of tuition with payment due July 1.
2. Tuition payment program is set up and maintained by FACTS. The first payment is taken out July 1.

The parish has the responsibility to support the school financially and does so by providing a substantial subsidy to the school. Immaculate Conception School is the largest undertaking of the parish. We need and expect every family with a child in the school to support the parish through weekly offertory collection.

Registration and Re-registration Fees: Grades K-8

At the time of initial registration and annual re-registration to Immaculate Conception School, a non-refundable, non-transferable registration fee is required.

Fundraising

Families of students are encouraged to actively participate in and support the fundraising activities sponsored by the school and parish. These assist in the operational costs of the school. Presently, a fundraising fee is included in tuition payments.

Faculty/Staff

Immaculate Conception School has a qualified faculty/staff who are dedicated to developing and educating the total child to the best of their abilities. It is our belief that education is an important way by which we, as Church, fulfill our commitment to the dignity of each individual as he/she takes his place in society. Our faith will live on in our youth.

Each member of the faculty of Immaculate Conception School attends workshops and receives directives from the Catholic Schools Office. Because of the diversity of methods, approaches, requirements and instructions within the school, teachers have curriculum meetings, departmental meetings and weekly faculty meetings to coordinate programs. Classroom assistants help meet the individual needs of students through the use of small groups in grades K-4. Reading and Math Specialists are on staff to provide remediation, support and challenge first through eighth grade.

Curriculum

Religion

Religion is taught daily in each classroom and is integrated into all curriculum areas. In addition, students regularly participate in liturgies and para-liturgies during the school year. Opportunities for receiving the Sacrament of Reconciliation are scheduled during Advent and Lent.

Sacramental programs are sponsored by the Religious Education program. Parents are required to enroll their child and attend all meetings. Parents are the primary educators of their children and are therefore obliged to see that their children participate at Mass weekly, and periodically receive the Sacrament of Reconciliation.

In accordance with our philosophy, we see our school environment as conducive to learning and living Christian values. Our religion program reflects the deep commitment, which the school has, to the formation of spiritual and moral growth in our students.

Human Sexuality Program

The Diocese of Wilmington has approved guidelines for programs in Human Sexuality and Family Living for all elementary grades. Immaculate Conception School integrates the Human Sexuality Program into the religion curriculum. Included in this program are drug abuse education, alcohol dependency education, and AIDS education.

Students in grades K through 8 are helped to look at life as a gift from God. The emphasis is upon an awareness and simple appreciation of creation in all forms: plant, animal, family, and self. In addition, students are encouraged to become more aware of their personal

attitudes toward life, their value system, their dignity as persons, their normal physical and emotional development. Students are reminded that “what they are is God’s gift to them and what they become is their gift to God.” Guidelines are sent home before the program begins to encourage parental participation.

Language Arts Program

At Immaculate Conception School, we adhere to the Diocesan Language Arts Curriculum. Included in this area of learning are the following subjects:

- English grammar and composition
- Phonics in primary grades
- Penmanship
- Spelling
- Reading

In addition to the daily Language Arts curriculum, we encourage the students to participate in the following activities that enhance their learning:

- Diocesan Spelling Bee (grades 5 through 8)
- Declamation Contest (grades 5 through 8)
- Local and National Essay contests sponsored by Diocesan, religious, civic and national organizations

Mathematics Program

Emphasis is placed on basic skills of addition, subtraction, multiplication and division; problem-solving; and critical thinking. Many supplementary materials are used throughout the grades to assist students to solve problems and learn concepts. Manipulative objects are used to help students master facts and concepts. We encourage parents to assist us in reinforcing concepts taught in the classroom by using “hands-on” materials at home with the children (card games, buttons, etc.)

Pre-Algebra and Algebra are offered to eighth-grade students.

Science Program

The Inquiry Approach and Scientific Method are used throughout the school. These approaches encourage the students to discover, to think for themselves, to weigh pros and cons, to interpret facts, and to do hands-on experiments. Students participate in lab classes where they are taught to prepare a lab report and analyze findings.

To enhance the Science program, middle school students participate in a Science Fair sponsored by the school where creativity and originality emerge.

Social Studies Program

The major goals of the Social Studies Program are:

1. To learn and understand the five major disciplines:
 - Geography/Ecology
 - History/Current Events
 - Anthropology/Sociology
 - Political Science
 - Economics

2. To develop a basic understanding of concepts through a foundation of knowledge from independent subjects.

Students keep informed of national and international events on a daily basis. At the middle school level, students are required to maintain a daily current events journal using television news, radio, newspapers, or the Internet.

Enrichment Programs

The Enrichment Programs consisting of Art, Computer Science, General Music, Library, and Physical Education are important components to the school curriculum.

Art Program

The Art program is an essential component of the school curriculum. Students are encouraged to utilize their skills and talents by participating in contests made available to the school. Standards of conduct and attendance are the same as those of other subject areas. Students who come to Art unprepared or without the proper excuse three times will receive an unsatisfactory grade in Art.

Computer Science

Immaculate Conception School's computer lab is equipped with 22 workstations. Each workstation is equipped with headphones to allow each child to completely utilize all multimedia functions without disturbing the other students. The computer lab is networked with the Windows 2003 operating system. Since the 1998-99 school year, each computer has had Internet access through a firewall capable proxy server.

Each school year the students, along with their parents, must sign an Acceptable Use Policy before having access to the Internet. The Acceptable Use Policy, along with a "Guidelines for Acceptable Use for Telecommunications" booklet will be sent home in September. As explained in the booklet, misuse of the Internet will subject the student to disciplinary action at the appropriate level in keeping with existing procedures and practices regarding inappropriate language or behavior. Access to the Internet, and use of technology equipment will be revoked if the teacher deems it necessary.

The Computer Science program is an important element of the school curriculum. Students are encouraged to develop basic keyboarding, Microsoft Office application, Internet research, Internet safety, and practical computer science skills. Standards of conduct and attendance are the same as those of the other subject areas. Students who come to Computer class unprepared or without the proper excuse three times will receive an unsatisfactory grade in Computer.

Library

Library is an important part of the curriculum at Immaculate Conception School. Students attend Library class weekly with the goals of fostering an enjoyment of reading, teaching skills that support and reinforce the school-wide curriculum, and enabling the students to navigate successfully in a Library. The standards of conduct and attendance are the same as in other subject areas. Supplemental materials are used to assist students in learning various library skills. In grades three through eight, there are some homework and small project requirements. Diocesan grading standards are adhered to in Library class at Immaculate Conception School.

Music Program, Musicals, Band

A regular program in music is an essential part of the curriculum. In addition to singing and playing simple instruments, students generally participate in drama and dance. Students in grades K through 8 perform in yearly musical programs. These annual programs are designed to enrich and enhance the regular school curriculum. Performances are posted on the monthly calendar.

Physical Education Program

The Physical Education program is an important component of the school curriculum. The same standards of conduct and attendance which apply to other subjects also apply to gym. Students are expected to come prepared by wearing the required uniform/sneakers for gym on the days assigned. If a student is unable to participate on given day for health reasons, the parents must send a note of explanation to the Physical Education teacher. If a student is unable to participate for an extended period of time, the parents must obtain a medical excuse from the family physician to be presented to the Physical Education teacher. Students who come to gym unprepared or without the proper excuse three times will receive an unsatisfactory grade in gym.

DRESS CODE

We are proud of Immaculate Conception School. Our students are expected to maintain a clean, well-groomed, and neat appearance at all times.

The principal reserves the right to determine if the Dress Code is being properly followed and to amend the code.

Parents must tag all clothing, backpacks (wheels are encouraged), and lunch boxes so that lost items may be returned to the students. Unclaimed belongings will be donated to those less fortunate after one week.

*NOTE: The dress code is in force from the time students arrive in the morning **until the school day has ended and the students are off the campus.** The Code for Aftercare students remains under the supervision of the Director.*

Unless otherwise noted, school uniforms are to be worn from the first day of school to the end of the school year. **Uniforms are to be purchased from Rush Uniform Company Only.**

School Uniforms

NOTE:

- The *warm weather uniform* may be worn from the opening of the school year to October 31st
- The *winter uniform* is to be worn November 1st until March 31st.
- The *warm weather uniform* is in effect April 1st until the end of the school year
Belts (K-8)

All students must wear a dark, solid colored belt with shorts and slacks.

Shoes (K-8)

A sturdy, rubber soled, low flat heeled navy blue, black or brown tied oxford shoe cut below the ankle for boys and girls or a buckled Mary Jane styled shoe for girls (*Athletic shoes, loafers, slip-ons, boots, sandals, clogs, etc. are NOT permitted.*)

Hair (K-8)

- Natural color only
- *Girls* - No dyed, color rinsed, punk or rock shaved hairstyles
- *Boys* - Hair must NOT touch shirt collar, cover ears, or hang below eyebrows. No spiked, punk or rock shaved hairstyles
- No rat tails
- No fad hairstyles
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Jewelry (K-8)

- *Girls* - One earring per ear; no earring hanging below ear lobe
- *Boys* - No earrings
- One small medal or small cross around the neck

- One ring and one watch
- No bracelets and/or body rings
- No fashion pins on uniforms

Eyewear (K-8)

- No outrageous contact lenses or eyeglass frames, as defined by the principal

Make-Up / Nail Polish / Tattoos (K-8)

- Make-up may not be worn (except by physician's prescription)
- No nail polish or artificial nails are permitted
- No cologne or perfume (The different fragrances may cause allergic reactions to those with asthma and/or allergies)
- No temporary (received at birthday parties, fairs, etc.) or permanent tattoos are permitted

GIRLS – Grades K – 5

Warm Weather Uniform

- Short sleeved blue monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts **OR** navy blue skorts (*from Rush Uniform only*)
- Plain white crew socks above the ankles
(*Sport socks, anklets, etc. are NOT permitted*)

Winter Uniform

- Long or short sleeved white peter pan collar blouse
- Plaid jumper (*MUST be mid-knee length*) **OR** navy blue slacks
- Navy blue cardigan sweater from Rush Uniform
- Navy blue knee socks or navy blue tights. No white socks may be worn with navy tights
- No nylons permitted

GIRLS – Grades 6-8

Warm Weather Uniform

- Short sleeved yellow monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts **OR** navy blue skorts (*from Rush Uniform only*)
- Plain white crew socks above the ankles

(*sport socks & anklets, etc. are NOT permitted*)

Winter Uniform

- Long or short sleeved white oxford blouse
- Plaid skirt (*MUST be mid-knee length*) (*from Rush Uniform only*)
- Navy blue v-neck sweater or sweater vest, not bulky knit (*from Rush Uniform only*)
- Navy blue knee socks or navy blue tights. No white socks and no pantyhose may be worn
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BOYS – Grades K – 5

Warm Weather Uniform

- Short sleeved blue monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts **OR** navy blue dress slacks
Plain white crew socks above the ankles (*Sport socks & anklets, etc. are NOT permitted*)

Winter Uniform

- Long or short sleeved blue dress shirt
- Navy blue slacks (*from Rush Uniform only*)
- Navy blue sweater vest (*from Rush Uniform only*)
- Navy blue tie
- Navy blue socks above the ankle. Solid color only

BOYS – Grades 6 – 8**Warm Weather Uniform**

- Short sleeved yellow monogrammed polo shirt (*from Rush Uniform only*)
- Navy blue walking shorts (*from Rush Uniform only*)
- Plain white crew socks above the ankles
(*Sport socks, anklets, etc. are NOT permitted.*)

Winter Uniform

- Light blue dress shirt (long/short sleeve)
- Navy blue slacks (*from Rush Uniform only*)
- Navy blue vest sweater only (*from Rush Uniform only*)
- Navy blue tie
- Navy blue socks above the ankle. Solid color only

Gym Uniform**GIRLS & BOYS – Grades K – 8**

- Gym uniforms are to be worn as school uniforms on gym days.
- With the exception of the “ICS” logo, there may be no logos or decorations on shirts, socks, shorts or sweat suits. Uniforms are available at Rush Uniform. (*Gym shirts and shorts must be purchased from Rush Uniform*)

Warm Weather Uniform

- Navy blue mesh shorts, ICS tee shirt, white crew socks, and athletic shoes

Winter Uniform

- Navy blue sweat suit (**no hoods**), ICS tee shirt, white crew socks, and athletic shoes

Dress Down Day

Periodically throughout the year students are offered the opportunity to come to school or participate in other school-sponsored activities without wearing uniforms. We believe that clothing helps to set an atmosphere and influences behavior. While participating in school activities, students are representatives of Immaculate Conception School. For these reasons, we expect the following dress code to be maintained at all times.

- **SNEAKERS** are permissible to wear. **Sandals, clogs, flip-flops, and open toed shoes are not permissible**
- **SHORTS** are permissible on hot weather days and should be no shorter than 2 inches above the knee. **The following are not acceptable attire** for Dress Down Day: *swimming trunks, cut off shorts, shorts that are extremely short and/or tight*

- **SHIRTS AND/OR BLOUSES** with inappropriate logos, words, phrases, and/or pictures are unacceptable. Additionally, **the following are not acceptable attire** for Dress Down Day: *tight clothing, such as body suits and biker shorts, tank tops, tee-strap shirts or crop tops and/or midriff blouses, and leggings.*
- **SKIRTS** should be no shorter than 2 inches above the knee
- **JEANS** are permissible so long as they do not have holes and/or slits in them. **The following are not permitted:** *Jeans dragging/hanging (inappropriately sagging) below the waist and pajama looking slacks.* A belt must be used when wearing Jeans
- **JEWELRY:** The guidelines as stated above apply to Dress Down Day as well

Field Trip Dress Code

GIRLS & BOYS – Grades K – 8

- When school uniforms are not required on a field trip, proper school attire is as defined under Dress Down Day
- Classroom/Homeroom teachers set guidelines according to school guidelines

Student Attendance

Absenteeism

To ensure the safety of every child, parents are required to notify the school office before 8:00 a.m. on the day of absence. On the first day that a student returns to school after an absence, the student is required to present to his teacher the absentee note properly completed and signed by the parent. If the child is absent for four or more consecutive days, a medical excuse from the doctor may be required with the absentee note.

Avoid unnecessary absenteeism. Family vacations scheduled when school is in session are unacceptable. School work missed for family vacations will be assigned upon student returning.

When a student is absent for a total of ten (10) days, the principal should meet with the parents and student. Absence of twenty (20) days a year could be a determinant for retention when considered with all other factors. (Regulation 5 1 12.1)

Arrivals

Morning prayer begins at 7:25 a.m. for faculty and any students present. Students should not arrive earlier, since it is unsafe for a child to be in the school building without proper supervision. When dropping off the child by car, please pull around to the back and stay in line so that buses may have the space they need in the front of the school. All students must be in their classrooms by 7:50 a.m.

Tardiness

All students are to be in their seats prepared to begin class by 7:50 a.m. Students arriving after 7:49 a.m. are to report to the school office for a late slip before entering the classroom. After five tardies there will be a fine of \$10.00. With each additional occurrence will be a \$2.00 fine. All fines must be paid in full by the end of each marking period. Any outstanding fines will cause the withholding of your child's report card until paid in full.

When a student arrives after 7:50 a.m., he/she is marked late and is expected to present a note from his parents to the office and then receive a late slip before entering the classroom.

Three unexcused tardies per marking period prevent the student from receiving perfect attendance recognition.

Dismissals

The students riding buses will be dismissed first. Car riders will be dismissed next. Parents must enter the back parking lot to pick up child/ren. They may not pick up children in front of the school. The students who walk home will be dismissed last. Students are considered "walkers" if they live within walking distance to the school.

Please inform your child prior to school if a different mode of transportation will be in effect that particular day. In grades K and 1, please inform the teacher in writing.

No faculty supervision is provided for dismissed students after 2:45 p.m. on a regular school day and 12:15 P.M. on a noon dismissal day.

If you are unable to pick up your child/ren at dismissal, then it will be necessary for you to use the After Care program and be charged accordingly. All students using the After Care program must abide by the same policies set forth in this handbook.

Dismissals for Appointments

Medical and other appointments should be made during non-school hours. However, in the case of an emergency, or when appointments can only be made during school hours, a written note must be brought to the classroom teacher.

The parent/authorized adult must pick up the child in the school office at the time of early dismissal. A sign-out book is provided for your child's protection. The book must be signed by the parent/authorized adult before your child may leave for early dismissal.

School Closing Policy

Closings can occur for bad weather, heat or cold, or sickness. Immaculate Conception School is closed when Cecil County Secondary Public Schools are closed. Please listen to WSER, WNRK, 106.5FM, and 1450AM for all such closings. The decision to close is made by the Cecil County Public Schools Transportation Department.

Families will be contacted by phone through our School Reach automated program when school is closed unexpectedly.

Aftercare Program

The purpose of the Aftercare Program is to provide additional service for working parents. Registration forms will be sent home the first week of school.

Times: 2:30 – 5:30 daily

12:00 – 5:30 half days

Student Conduct

Behavior Code

An important aim of Catholic education is the Christian development of the person. Discipline is necessary. It is important that students learn to get along with others and to respect one another. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, or safety of others.

The immediate goal of discipline is to create a favorable atmosphere for learning. Students are encouraged to develop good habits, such as courtesy, respect, kindness, helpfulness, cooperation, responsibility, as well as good study habits.

Self-discipline is the goal of each student. The purpose of discipline is to enable students to move from externally imposed discipline to self-discipline. Self-discipline is an indication that one is capable of accepting responsibilities and privileges.

Training for responsible citizenship is one of the major functions of school and home. Christian behavior is expected in and outside of school. Attitudes and actions that evidence Christian character include:

Respect always courteous toward teachers, classmates and all others.

Obedience willingly obeys school rules and regulations.

Honesty responds truthfully to all situations.

Courage acknowledges mistakes and does the right thing regardless of the remarks of others.

Attitude reacts in a Christian manner to a direction or suggestion.

Cooperation willing to join with others in work and all other activities.

Self-Control thinks before acting or speaking and is aware of the consequences.

Responsibility prepared for work and other duties, and has class work and homework completed neatly on time.

Perseverance continues trying in spite of obstacles.

Neatness keeps books and materials in good order: arranges and prepares work neatly.

Discipline Code

If a problem arises, the classroom teacher will handle the situation. If a more serious situation exists, parents will be promptly contacted. Teachers and parents will work together on discipline concerns. Corporal punishment is never a disciplinary action.

Teachers are empowered to assign detention or deny privileges when students choose to ignore or oppose Christian behavior or any standards set by our school. Disciplinary action may be initiated for the following reasons:

- Possession of drugs, including prescription and over-the-counter medications, alcohol, or any weapons.
- Cutting classes or leaving school property without official school permission, truancy and excessive tardiness (arrival after 7:50 a.m.).
- Abuse, verbal or physical, of teachers or staff, as well as abuse of other students in the classrooms, hallways, cafeteria or on the grounds.
- Stealing or knowingly retaining another person's property.
- Cheating, forging signatures, and plagiarism (including violation of computer ethics, and the Acceptable Use Policy.)
- Class disturbance that interferes with the teaching or learning process.
- Destroying or defacing school property (including texts, workbooks, furniture, gym or playground equipment). In the instance of destruction to school property, restitution will be required, including payment for the replacement of lost or damaged textbooks.
- Chewing gum or unapproved eating on school premises.
- Cell phones may not be used on school property by any student unless he/she reports to the main office for permission to use a cell phone in the presence of the principal. Any unpermitted use will result in confiscation of any electronic devices.
- Any violation of classroom rules as established by administration, teacher and students.

Whenever a student's action violates a civil code, e.g. drug-related activities, vandalism, stealing, etc., school will contact the proper police authorities. The school reserves the right to search a student's desk, books, or personal possessions, when deemed necessary.

Disciplinary Action

Students (K-3)

A child displaying inappropriate behavior will be given a notice to be taken home to parent, to be signed and returned to the classroom teacher. If the behavior persists, a conference will be requested with parent, and teacher.

Students (4-8)

Infraction of Discipline Code, Student Dress Code and/or Homework Policy will result in the student receiving a demerit. The demerit must be taken home, signed by a parent, and returned to the issuing teacher on the next school day. Three demerits during a marking period call for detention on the Thursday immediately following the last demerit. Repeated offenses may require a conference that will include the principal.

Suspension

Suspension is imposed only for a very serious reason, including extreme instances of the unacceptable behaviors listed. The decision to suspend a student rests with the principal. Prior to suspension, the parents will be notified. Documentation stating the situation and reasons for such action will be placed in the student's file.

Expulsion

Expulsion occurs only when all other means of discipline have proved ineffectual and the student's conduct is a hindrance to the welfare of the school community. The principal makes this decision with the approval of the pastor. Expulsion becomes effective after parents are notified and a conference is held. A letter to the parents stating the situation and the reasons for such action follows. The Superintendent of Schools is notified prior to expulsion.

Harassment Policy

The Diocese of Wilmington has formulated and adopted the following Harassment Policy. Regulation 4001. We adhere to this policy which applies to all students, employees and volunteers.

Complaint

Any employee, volunteer or student who believes that he/she has been subjected to harassment, as described in Policy 4001, has a responsibility to report the harassment as soon as possible to the principal. All employees, volunteers and students are responsible for ensuring that all schools are free from all forms of harassment.

Investigation

The administrator will promptly and thoroughly investigate the complaint of harassment and document the complaint. All information will be kept as confidential as possible and will be disseminated on a "need to know" basis only.

As soon as possible after the completion of the investigation, the administrator will advise the employee, volunteer or student who brought the harassment complaint of the findings and conclusions of the investigation.

Action

Any employee, volunteer or student who is determined, as a result of a proper investigation, to have engaged in harassment in violation of Policy 4001 will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee, or suspension or dismissal in the case of a volunteer or student. In cases requiring disciplinary action, the administrator will consult with the pastor and the Superintendent of Schools before any disciplinary action is taken in the matter.

Retaliation Prohibited

Retaliation in any form against an employee, volunteer or student who exercises his right to make a good faith complaint of harassment under Policy 4001 is strictly prohibited. Any employee, volunteer or student for making a complaint of harassment will be subject to disciplinary action, which may include up to termination of employment in the case of an employee, or suspension or dismissal from school in the case of a volunteer or student.

Drugs and Alcohol

The widespread misuse of drugs and alcohol makes it imperative for a school to recognize the problem and deal with its solution. Drug and alcohol education is provided to make students aware of the dangers involved in abuse.

The school recognizes all federal, state and local laws regarding the use of drugs and alcohol. The school will not tolerate the use of drugs or the use of alcohol.

While providing a constructive program of education, schools must also face the problem of dealing with students who have become involved in drugs and alcohol abuse. Any student who shall possess, consume, buy or sell drugs or alcohol on school property or at a school-sponsored function shall be referred immediately to the school administration and will be subject to disciplinary action. The school has the responsibility of working cooperatively with the family and student.

Bus Conduct and Safety

The students riding the public school buses are required to obey all rules and regulations as stated by the public school system. Parents are encouraged to discuss safety rules with their child/ren. Immaculate Conception School will cooperate with any disciplinary action taken by the Transportation Departments.

Emergency School Closing

For emergency school closings (usually weather related) Immaculate Conception School follows Cecil County Public Schools. Please listen to WSTW (93.7FM), WJBR (99.5FM), WNRK (106.5), WXCY (103.7FM), WDEL(1150 AM), and WILM (1450AM). You may also consult the Catholic Diocese of Wilmington website, www.CDOW.org. The Baltimore TV channels (11 and 13) will list Cecil County Public Schools in their closings. Families are notified by phone through School Reach, an automated system.

Library Regulations

Each class will come to the Library once a week for the study of Library Science. Students are allowed to check out books from the Library following these rules:

- Books are borrowed for one week for grades K,1, and 2.
- Books are borrowed for two weeks for grades 3-8.
- Library cards for each student are kept in the Library.
- Books must be returned on the day they are due. If not, there is a fine of 10 cents per day/per book, excluding Saturday, Sunday, and Holidays. (No fines for K-1)
- Magazines and books on tape may also be checked out, and follow the same rules as books.
- The number of books that may be taken from the Library varies depending upon the student's grade level. The allowances are posted in the library and a letter goes out to the parents in the beginning of the school year with this information.
- Reference books are kept in the Library at all times, and are not allowed to be checked out under any circumstances.
- If a book, or a magazine is lost or damaged, it is the parent's responsibility to replace the item.
- QUIET will be observed in the Library.
- Students will conduct themselves responsibly when using the Library materials.
- Students must have adult supervision in the Library at all times.

Computer Regulations

- Students are responsible for their behavior on the school computers, just as they are in any classroom.
- Students and parents must sign an Acceptable Use Policy contract each school year.
- Students must have adult supervision at all times while using the Internet.
- The student is responsible for using the Internet in an ethical, responsible, and legal manner.
- In an event of a violation of the Acceptable Use Policy, the student will be subjected to disciplinary action that will be determined by the severity of the violation.
- Immaculate Conception School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

Academic Life

Grouping

Classes at Immaculate Conception School are designed to meet the students' academic needs. All homerooms consist of a heterogeneous grouping of students, and all subject areas are heterogeneously grouped, with the exception of Reading and Math. Children in grades 1 through 8 are evaluated for proficiency in Reading and are then assigned to groups appropriate to their skill levels and needs. The same is true for Math in grades 4 through 8. Grouping in these vitally important areas provides a better teacher/student ratio, and also helps the teacher move the groups at rates appropriate to their abilities. If a teacher finds it necessary to change a student's placement during the year, parents are notified. Parents who have questions regarding their child's placement should contact the classroom teacher.

Grading System

Diocese of Wilmington Grade Scales

Primary Academic Grade Scale (K – 2)

Grade Range Translation

P 93-100 Demonstrates Proficiency
 G 85-92 Very Good Progress
 S 77-84 Satisfactory
 I 70-76 Improvement Needed
 N 1-69 Not Yet Demonstrating
 NA Not Applicable At This Time

Grade 3 – 8 Academic Grade Scale

Grade Range

A 93-100
 B 85-92
 C 77-84
 D 70-76
 F 69 and below

Grade 1 – 8 Conduct/Effort Grade Scale

Grade Range Translation

O 93-100 Outstanding
 G 85-92 Very Good Progress
 S 77-84 Satisfactory
 I 70-76 Improvement Needed
 U 0-69 Unsatisfactory

Homework Policy

The purpose of homework assignments is to foster good study habits, reinforce learning and prepare for the next day's classes. Homework should be completed on time as assigned. It is the parents' responsibility to supervise the homework and to provide a well-equipped place to study. As the child becomes older, the major responsibility gradually shifts to the child, but some parental supervision is still desired. Parents should emphasize that study is as important as written work. Combined written and study homework should not regularly exceed:

Kindergarten: 15 minutes

Grades 1 – 3: 40 minutes

Grades 4 – 5: 1 hour

Grades 6 – 8: 2 hours

If a parent has a concern about homework, he or she should contact the teacher directly. If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students will be given an extension to complete the work. A written explanation to the teacher will obtain this extension.

At all grade levels, homework is included in determining the subject area grade on the report cards. Failure to complete homework in the appropriate manner will result in a lower grade on the report card. When a teacher notices that a student is consistently missing assignments, she will notify the parents and offer appropriate suggestions to remedy the situation.

Make-up Work

In case of absence, make-up work is the responsibility of the child and the parent. The child should report to his teachers during homeroom for make-up work. At the Parent Orientation meeting, each teacher communicates to parents her expectations regarding obtaining and completing assignments while the child is absent. Teacher discretion will be used in setting make-up work deadlines for students who have been absent due to illness. Parents should call the school office by 8:00 a.m. to request make-up assignments for their absent child. Teachers will make every possible effort to accommodate these requests. The child must complete all make-up work. All assignments and tests must be made up within one week of absence.

Family vacations scheduled when school is in session are unacceptable. Teachers are not permitted to provide a list of assignments in advance. Upon returning to school, it is the student's responsibility to obtain all missed work and complete it within one week.

Honor Roll – Grades 4 through 8

First Honors

The student must have all As and only one B in all subjects where A-F grades are issued. The student must have at least an S in Effort/Study Skills, and Personal Development.

Second Honors

The student must receive all As and Bs in all subjects where A – F grades are issued. The student must have at least an S in Effort/Study Skills, and Personal Development.

Parent-Teacher Conferences

Parent-Teacher conferences with all parents are mandatory with the issuance of the first report card. At the request of the parent or teacher, additional conferences may be scheduled any time during the year.

Communication

Immaculate Conception School sincerely desires to maintain open communication with parents. A school newsletter is sent home each month and is also posted on the parish website at www.ic-sjparish.org. This will be distributed to the youngest child in each family. It is essential that you keep this bulletin for reference during the month, thus avoiding unnecessary phone calls to school.

Additional communication may be sent by the principal or teacher. If requested, this communication should be signed and returned in a timely manner. If a parent wishes to discuss any matter with a teacher or the principal, a note should be sent requesting a phone call or a conference. Teachers will make every effort to respond within a reasonable time. As a professional courtesy, please do not contact teachers at home. **Unscheduled conferences in the classroom before school are not allowed as they do not contribute positively to either effective communication or adequate classroom management.**

Testing

National tests are administered yearly. Tests in subject areas are given frequently by classroom teachers.

Diocesan

Designated aptitude and achievement tests are administered to students in grades 1 through 7 at times specified by the Diocesan School Office. An interpretation of the testing program can be requested from the teacher or principal. Grades K and 8 may be tested at the discretion of the principal.

Results of these tests assist teachers in understanding the strengths and weaknesses

of individual students. The test results also help teachers to evaluate overall strength and weakness of the curriculum. In addition, the tests assist teachers in grouping the students effectively.

A copy of the test results is sent to the parents. Parents are welcome to discuss these results with the teacher.

Educational Assessment and Placement

Immaculate Conception School Faculty is committed to providing quality Catholic education in the most appropriate academic setting for each child. Educational and/or psychological testing may be recommended to enable the teachers to assist the students further. In the event that Immaculate Conception School is unable to meet the special needs of an individual child, this will be communicated to the parents and suggestions for tutorial help or alternate placement will be made. The school expects parental cooperation.

Field Trips

Class trips are of an educational nature: therefore, field trips are an extension of the academic program. Overnight trips for grades K through 8 are not permitted by Diocesan directive. If the student does not attend a trip, he is expected to come to school on the day of the trip. Once payment for a trip has been made, refunds are not possible. No child will be permitted to attend the field trip without written permission from a parent or guardian. A student with unsatisfactory school behavior may be excluded from field trips with the approval of the principal. The decision to exclude a student on a field trip will be of the discussed with the parents before the trip.

Parents of children who have allergies or serious health problems must contact the principal prior to trips. At the discretion of the principal and/or teacher, a parent may be required to accompany the child on the trip as a safety precaution.

Summer School

In the event that a student must attend summer school, parents will be notified during the third trimester. The school's recommendation regarding tutoring or attendance at an approved summer program is considered a necessary condition for promotion. Recommendations are made at the discretion of the teacher, with approval of the principal, to ensure the student's best preparation for continuance in the programs of Immaculate Conception School. On the first new day of the school year, the school must receive verification that the tutoring or summer program has been completed successfully. At that time the child will receive their final report card.

Promotion/Retention

A student is promoted if he has successfully completed the requirements of the grade. Students may be retained in grades K-8 by the principal, after consultation with the teacher, if either of both of the following conditions exist:

1. The student has inadequately completed the grade work.
2. The student is socially, emotionally, or developmentally immature.

According to Diocesan Policy, the principal makes the final decision regarding retention. The advisability of retention will be discussed with the parent during the third trimester.

Transfers

Parents transferring children to other schools are asked to notify the school principal and teachers as soon as possible.

1. Students transferring to another school are required to return all textbooks and school materials to the homeroom teacher.
2. Health records and academic transcripts will be mailed directly to the new school after written permission of the parent is given.
3. All fees and tuition must be paid in full before records are released. An exception in this case will be at the administrator's discretion.

Special and Extra-Curricular Activities

Music Program

Students in grades 4 through 8 may elect to participate, for an additional fee, in a music program offered through the Instrumental Music Service. The program is explained to students and parents each September. Parents who wish their children to participate sign a contract for lessons and instruments directly with the music company. Lessons are given during the school day on a rotating basis so that the students are able to attend without missing the same academic classes two weeks in succession. Since school work remains a priority, students must make up work missed during music lessons. Students in the band program participate in a concert. Participation in the music program requires a minimum of 45 to 60 minutes of practice weekly at home.

Yearbook

This after-school activity is offered to students in grade 8. The yearbook staff meets regularly, and are often seen at events with a camera to capture the action.

Sports Activities

The Athletic Association presents a yearly program emphasizing family involvement and good sportsmanship. Volunteers work on skills and encourage our young athletes to do their best. Girls may participate in basketball, volleyball, and softball. Boys may participate in basketball, baseball and wrestling. Coed sports include soccer. Try-outs and practices for each team are scheduled at the convenience of the particular coaches. Availability of sports is dependent upon volunteer coaches.

Altar Servers

Altar Servers is a volunteer program available to students in grades 4 through 8. We encourage parents to have their children participate in the parish Altar Server Program. This gives students the opportunity to become full participants in the liturgy as well as to be of service to the parish community. Altar Service assignments can be easily coordinated with Sunday Mass attendance.

“Buddy” Program

Every kindergarten and first grade student is assigned a “BUDDY” from the middle school classes. The students share in various activities such as participating at Mass together and reading stories. The purposes of this program is:

1. To create a spirit of caring and sharing among the students.
2. To enable all students to realize that they are members of a larger school community.
3. To foster in the younger students a sense of security and awareness that the older students are caring friends.
4. To encourage a sense of responsibility from the older to the younger students.

Liturgies, Para-liturgies, and Service Projects

In light of Gospel values and the purpose of Immaculate Conception School, all students participate in liturgies, para-liturgies and receive the Sacraments regularly. Activities in which students participate, at various levels, are as follows:

- Altar Servers
- Buddy program
- Holy Childhood Missions – Advent/Lent Special Collections
- Individual Classroom Service Projects
- School liturgies
- Outreach support (food for parish outreach)
- Para-liturgies (e.g. Blessing of the Animals, and May Procession)
- Participation for Catholic Schools Week Activities in Local/Diocesan
- Reception of Sacraments (Holy Eucharist, Reconciliation)

Retreats
Seder meal
Student Leadership Committee

Hot Lunch Program

Immaculate Conception offers a hot lunch program beginning on the first full day of school. A five-day meal ticket may be purchased to be used when desired. The students, who elect to do so, will be served a hot meal every day. This is a Government-sponsored program, thus allowing for three categories: *free, reduced or full payment*. The price of the lunch is set at a minimal amount. When financial status is made known to the school in September, students are placed in the appropriate categories.

1. Menus are published monthly.
2. Lunch orders must be placed before the school day begins.
3. Payment is expected at lunchtime on the day of the order.
4. Milk and/or snacks may be purchased separately.
5. An a la carte selection is available.
6. When lunch charges are necessary, they should be paid the following day.

School Pictures

These are taken annually by a professional photographer. Purchase of pictures is optional.

Additional Information for Parents

Immunization and Physical Examinations

Incoming students are required to submit up-to-date records of immunization. Cards are provided for this purpose. Diocesan regulations specify that students entering kindergarten must undergo a physical examination and present the proper health care forms completed by the family physician, on the first day of school.

Administering Medicine

Diocesan and state laws prohibit children from bringing any form of medication to school to administer to themselves. Non-prescription medicine including aspirin, throat lozenges and cold medicine is also prohibited. If a child must take medication during the day, parents, or someone delegated by the parent through a written permission note, may come to school to administer their child's medication.

Medicines for emergency treatment, as in the case of asthma, diabetes, and serious allergies, will be kept in the nurse's office in a prescription labeled container. A note stating the proper dosage and parental permission to administer in the event of specified circumstances must accompany these medicines.

Health Policies

Health records are due in the school office the first week of school. All students must have updated emergency forms on file in the health room. In case of illness or emergency, the contact person will be called immediately. In a serious emergency situation, 911 will be called. First aid will be supplied for minor injuries (e.g. scraped knees, bruises).

Parents are required to keep a child home from school when any of these symptoms are noted: earache, enlarged glands, fever, skin rash, lice, sore throat, pink eye, persistent cough, bad cold, nausea or vomiting. Children may return to school only after symptoms have subsided for a 24-hour period, or after antibiotics have been administered for at least 24 hours. The school nurse must be notified of infectious or communicable diseases.

Insurance Policy

Every child must have some type of health/accident insurance.

Change of Address/Phone Number

It is absolutely imperative that a parent promptly notifies the office in writing of any change in family status, child's name, address, telephone number, place of employment or emergency numbers. In addition, whenever a child's method of transportation changes, the parents must notify the office of the new arrangement in writing.

Telephone

The office phone may only be used by students with the permission of the principal for emergencies. Students are forbidden to leave classes to receive calls. Parents may call the school and request that messages are delivered to a student in case of emergency.

Absolutely no cell phones or pagers may be brought to school by the students.

Privacy Rights of Parents and Students

Each individual agency or institution shall permit the parent of a student or any eligible student who is or has been in attendance at the agency or institution shall comply within a reasonable period of time, but in no case more than 45 days after the request has been made. The right to inspect and review education records under the first paragraph of this section includes:

1. The right to a response from the educational agency or institution to reasonable requests for explanations and interpretations of the records: and
2. The right to obtain copies of the educational agency or institution where failure of the agency or institution to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the education records.

An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless the agency or institution has been provided with evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

AHERA

Immaculate Conception School continues to abide by the mandates of AHERA (Asbestos Hazard Emergency Response Act).

Fire Drills

Practice fire drills are conducted on a regular basis in compliance with state regulations.

Parent Organization – “HSA”

The Home and School Association (HSA) of Immaculate Conception School fosters unity of purpose between the home and the school. Its responsibilities are:

- To provide support and encouragement to the faculty, administration and parents.
- To create opportunities for parent education programs.
- To enhance the educational programs of the school through fundraising efforts.
- To organize social activities that brings the school community together.

The HSA holds general meetings in the evening throughout the year. All parents are encouraged to attend these meetings.

Development

Immaculate Conception School is committed to the continued growth and excellence of the school. Each member of the community has an important role in achieving this goal. We call upon parents, grandparents, alumni, business community, administration, faculty/staff, and students to assist us in the development program. There are several opportunities for giving. Many are tax deductible.

Following is a list of way that you can contribute to our development fund.

1. Direct contributions
2. Memorial gifts
3. Bequests
4. Gifts of service or real estate property
5. Pledges over a period of time
6. Life insurance policies

Immaculate Conception School

Guidelines for the Acceptable Use of Telecommunications

Acceptable Use Policy

Purpose

Electronic networks and other new technologies have changed the way we communicate and share information. The ability to access information through the computer will be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable: Internet information will support and enrich our curriculum. Learning how to access this information and how to communicate electronically are now fundamental skills and an important goal as we prepare students for the future.

Definition

The Internet is an online computer network that connects millions of computer users and information resources around the world. Using the Internet will allow students to do research, find homework help, and communicate with others from around the world.

Students will visit the following places on the Internet:

- Government Organizations
- Newswires
- Library Catalogs
- Public Domain Software
- The World Wide Web
- Our Grant Acquired Databases

Student Responsibilities:

- Students will access the Internet only with software owned by Immaculate Conception School.
- The student is responsible for using the Internet in an ethical, responsible, and legal manner.
- Students will access only those resources or topics, which are related to academic pursuits.
- Students are responsible for their behavior on the school computers, just as they are in any classroom or hallway.
- Students will use appropriate language and follow the same rules of conduct as required by Immaculate Conception School.

ACCESS IS A PRIVILEGE NOT A RIGHT

The following actions are prohibited on the school's Internet:

- Students may not use or import any offensive, obscene, libelous, disruptive, profane language, inappropriate pictures, or other inappropriate material on any computer within the school.
- **Students should report any incidents of inappropriate behavior** to the staff member that is supervising at that time.
- Students that have **personal** online accounts may not access their accounts while at school. They may not bring in the software for their personal account and load it on to the school computers.
- Students should never reveal and personal information about themselves or others on the Internet, such as name, phone number, address, credit card information, school address, etc.
- Students shall respect the privacy of E-mail. They may not read, edit, or send an E-mail without the permission of the staff member supervising.
- Students will not knowingly spread a virus on the school's computers.
- Students will not plagiarize from the Internet, or violate copyright laws.
- Students may not use any unauthorized software.
- Students may not impersonate another user.
- Students may only use the computer system with permission from the supervising staff member.
- Students may only download files/pictures with permission from the supervising staff member.
- Students should not cause any destruction of the computer system or files.
- Students shall not use the network for any commercial or non-academic activity.
- Students shall not use the network to make personal purchases or unauthorized orders.
- Students shall use all resources on the Internet in accordance with the policies of the institutions providing the service.
- Students should never use the Internet to disrupt others around them.
- Students shall not present personal viewpoints on the system so as to make them appear to represent the school.
- Students shall not link inappropriate materials onto the school system.
- Students shall not access any social networking sites. (Ex. Instant Messaging, MySpace, Facebook, etc.)
-

Electronic Network Use:

- To emphasize that electronic network use at Immaculate Conception School is for appropriate activities, this policy requires that:

Access will be provided for academic activities only.

Consequences of Unacceptable Student Use:

The use of electronic networks is a privilege, not a right. Misuse of an electronic network account or a violation of this policy may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse will subject the student to disciplinary action at the appropriate level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Due Process

In the event of a violation of this policy, or school code, the student will be subjected to disciplinary action that will be determined by the severity of the violations.

Immaculate Conception School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

Liability:

Immaculate Conception School makes no express or implied warranties for the Internet access it provides. Immaculate Conception School cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school.

The accuracy and quality of information obtained cannot be guaranteed. Immaculate Conception School will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical difficulties. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school related, academic activities only. All copyright laws are honored and academic honesty is expected at all levels of use.

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Revised 9/07

NOTE: The principal reserves the right to amend policy as necessitated by a particular situation.