

Immaculate Conception School
Parent-Student Handbook

Immaculate Conception School
606 West Avenue
Jenkintown, Pennsylvania 19046
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Philosophy and Mission:

Mutual Respect

Academic Excellence

All in the Name of Christ

The mission of Immaculate Conception School is to integrate Catholic culture and faith in all subjects taught. In an atmosphere of respect and acceptance, age-appropriate strategies and techniques are used to enable students to experience a variety of concepts. Fundamental skills are introduced in a logical and concrete way. Though content aware, we are process oriented to motivate our children to acquire and use skills to be independent learners, critical thinkers, and creative problem solvers. A cooperative, supportive, Christian family atmosphere promotes moral, prosocial behavior that enables each child to live life to the fullest in accordance with the teachings of Jesus Christ.

Our Curriculum and Methods

Early Childhood

The kindergarten program fosters children's natural curiosity and develops their creativity in order to encourage them to become life long learners and explorers. The unique differences of each young child are not only recognized – they are celebrated as a gift from God. A positive self-image as well as a respect for others is developed through practicing and modeling our Catholic beliefs.

The children are provided with many hands-on opportunities to grow in all developmental areas: physical, social, emotional and intellectual. Teacher planning focuses on finding ways to stimulate and encourage children to connect new with previous experiences, to experiment, to categorize, to theorize and to draw inferences.

Our curriculum follows the guidelines set forth by the Archdiocese of Philadelphia in all the mandates required by Pennsylvania state law. Religious education is integrated across the curriculum.

Primary

Reading skills are introduced through a literature based program beginning in Kindergarten which emphasizes a variety of strategies including phonics, spelling, writing, listening, speaking, grammar, usage and mechanics.

Our Mathematics program uses a hands-on approach for the teaching of computational skills, number theory, and elementary geometry.

Our well-equipped science lab enables our students to put theory into practice by using a hands-on approach. An extension of our science curriculum is the non-violent crisis intervention program, "The Second Step."

In addition to weekly computer classes in the computer lab, the children benefit from the use of educational software and connectivity to the Internet on classroom computers. Our curriculum also includes a weekly Art, Music, Library Skills and Physical Education class.

Third Grade students practice 15 minutes daily on keyboarding exercises on the laptop computers in the library.

Intermediate Level (Grades 4-5)

The basic curriculum for grades four and five at Immaculate Conception School is provided by the Curriculum Committees of the Archdiocese of Philadelphia. Individual teachers present this required course of study in varying ways and methods that complement the nature of the content and the nature of the student. At this level the faculty recognizes that the acquisition of basic skills is fundamental in order to develop higher order thinking skills. Teachers strive to structure their classes to meet the individual developmental stages of each child and to respond to their unique needs and differences. Students in grades four and five are grouped heterogeneously in self-contained classrooms for all subjects except Physical Education, Music, Computer Education, Art and Library skills. Beginning with fourth grade, advanced students are enrolled in our Honors Math program. The Integrated Language Arts Program continues to emphasize a creative instructional environment encouraging freedom of exploration and attention to individual differences. Our science program includes physical and biological science using updated texts and equipment with a "hands-on" approach in a centrally located laboratory. The fourth grade pays special attention to the state of Pennsylvania. Our Social Studies program continues to expand geography skills with a focus on the Western Hemisphere.

Middle Years

The curriculum subject areas are presented by the teachers in a variety of ways that complement both the nature of the content and the nature of the student. Learning styles of the students are honored; instructional tempo is varied, and higher order thinking skills are stressed. Instructional techniques include: lecture, discussion, demonstrations, and cooperative group activities. Provisions are made by the teacher to meet the needs and interests of the exceptional student. Independent learning activities and research are encouraged for those students whose interests have been piqued by material presented in class.

Independent projects, by their very nature, foster critical thinking and active learning in the student.

Our Students:

We have approximately 200 students enrolled in kindergarten through eighth grade within the configuration of one class per grade level. Our students reflect a predominately Catholic population. This shared Catholic Identity allows for a common goal. Most of the students fall within or above the normal ability range and the academic program reflects this need for enrichment. Provisions are made for children who need support in order to successfully participate in the curriculum requirements. A modified curriculum policy following the guidelines of the Archdiocese of Philadelphia is implemented when warranted. The majority of students who enroll in the primary grades complete all nine grades here. Our school welcomes 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration policies, scholarship, athletic and other school-administered programs.

Registration for kindergarten begins in February for the following September. Re-registration of current students and registrations for all other new students for the coming year begins in March. An interview and tour of the school while it is in session is strongly recommended. As a parish school, parishioners are granted priority during the enrollment process. For each grade level, there is an enrollment cap of 30 students, with our preferable class size being 25. An exception is made if a family moves within the parish boundaries and becomes a registered parishioner. During the school year, registrations are accepted and the student is enrolled only if there is an opening in that classroom level.

Family Information

The children who attend Immaculate Conception are mainly from middle to upper middle class families who value Catholic education. We do a yearly family survey to determine income eligibility for special services. Children within the borough of Jenkintown are considered to be within walking distance. Bus service is offered by all surrounding townships and the city of Philadelphia. A parent financial survey is completed each year to determine our eligibility for Title 1 services as well as E-rate funding. Currently, 12% of our families are considered low income. There has been a slight increase in single parent status and employment outside the home for both parents in two parent families.

Parent's Role in Education

We consider it a privilege to work with parents in the education of their children because we believe that parents are the primary educators of their children. It is

your right and duty to become the primary role models for the development of your child's life – physically, spiritually, emotionally, morally and psychologically. Living by a good example is the strongest teacher. Your personal relationship with God, one another, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted unless they are nurtured by the example of good Catholic/Christian morality. Once you have chosen to enter into partnership with us at Immaculate Conception School, we trust you will be loyal to this commitment. During these formative years (K-8) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Parents and teachers must respect the sincerity of the efforts of one another as educational partners in the quest of challenging, yet nurturing the student to reach his/her potential. Evidence of mutual respect between parents and teachers will promote mature behavior and relationships.

It is essential that your child take responsibility for the grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any additional assignments.

Parents as Partners

As partners in the educational process at Immaculate Conception, we ask parents:

1. To set rules, times, and limits so that your child:
 - a. Gets to bed early on school nights;
 - b. Arrives to school on time and is picked up on time at the end of the day;
 - c. Is dressed according to the school dress code;
 - d. Completes class assignments on time;
 - e. Is prepared for lunch each day.
2. To actively participate in school activities, Parent-Teacher Conferences, and Home & School events.
3. To notify the school with a phone call followed by a written note when the student has been absent or is tardy.
4. To notify the school office of any changes of address or important phone numbers.
5. To fulfill all financial obligations to the school as agreed and scheduled.
6. To inform the school of any special situations regarding the student's well-being, safety, and health.

7. To complete and return any requested information to the school.
8. To read the weekly communication.
9. To support the religious and educational goals of the school.
10. To treat teachers with respect and courtesy in discussing student problems.

Staff & Administration 2005-2006 School Year

Our Pastor:

Monsignor John J. Conahan

Our Principal:

Diane Greco

Our Faculty:

Leslie Overmier – Grade K, Enriched Math, Lunch Room Moderator

Veronica Parkes – K Aide, C.A.R.E.S

Noelle Gola – Grade 1, 1st Grade Saints Program

Margaret Cooney – Grade 2, ILA Coordinator, Sacramental Preparation,
National Junior Honor Society

Margaret Pulicari – Grade 3, Catholic Schools Week Coordinator,
Eucharist Minister

Rita O'Hara – Grade 4, Math Coordinator, National Junior Honor Society

Kelly Bennett – Grade 5, Manners Program

Catherine Mamrol – Grade 6, Grade 7 & 8 Religion, Religion & Social
Studies Coordinator

Megan McHugh – Grade 7, Grade 8 Social Studies & ILA

Georgina Hagarty – Grade 8, Grade 7 Math, Grade 6, 7, 8 Science,
Forensics Moderator, Science Fair Moderator

Teresa Heinz – Art & Computer, Yearbook, Art Fair

Carrie Chirillo – Honors Math, Student Government Moderator,
Math Contest Coordinator, Academic Octathlon Coordinator

Teresa Zygala – Librarian, Grade 6 Math, C.A.R.E.S. Administrator,
Before School Supervision, Eucharistic Minister.

Denise Germont-Risser – Music, Choral Group Director, Musical Theater
Club, Halloween Show, Carol Night, Vocal Concerts.

Kathleen Lauletta – Physical & Middle Grades Health Education,
Enriched Math, Color Day.

Alexander Schmauk - Band, Jazz Band, Band Concerts & Competitions

Stephanie Twohig – Liturgical Music

Melia Repko Schmauk – Piano lessons

Admissions Policy

IMMACULATE CONCEPTION SCHOOL REGISTRATION DATES FOR 2006-2007

Kindergarten MONDAY, FEBRUARY 6TH – 10:00 A.M. TO 2:00 P.M.
 WEDNESDAY, FEBRUARY 8TH – 6:00 TO 8:00 P.M.
 THURSDAY, FEBRUARY 9TH – 10:00 A.M. TO 2:00 P.M.

Grades 1-8 for Current Immaculate Students
 FIRST WEEK OF MARCH (3/1 to 3/3)

Grades 1-8 for New Students
 THIRD WEEK OF MARCH DURING SCHOOL HOURS
 8:30 A.M. TO 4:00 P.M. (3/13 to 3/17)

REGISTRATION FEES

\$50 PER CHILD UPON ENTRANCE TO KINDERGARTEN AND NEW STUDENTS.

\$25 PER CHILD FOR REREGISTRATION.

ORDER OF ACCEPTANCE FOR ADMISSION TO IMMACULATE CONCEPTION SCHOOL

1. Parishioners with Catholic children already in school.
2. Parishioners with Catholic children registered in the parish the longest.
3. Parishioners who are new to the parish school community.
4. Catholic students from a parish without a school.
5. Catholic students coming from a parish that has closed its school enrollment.
6. Catholic students coming from another parish school for other reasons.
7. Non-Catholic students who live within the geographic boundaries of Immaculate Conception parish.

Operational Funding Sources

Our school relies primarily upon three sources of revenue: parish subsidy, tuition, and development by fund raising efforts including a newly instituted Annual Fund. Tuition rates are determined on a yearly basis after the Parish Finance Committee makes budget recommendations. There are two major

fundraisers each year sponsored by Home & School. The Development Committee has also established an annual Alumni campaign to strengthen our Alumni programs and provide extra funding for needed capital expenses. Through these means, our school maintains a healthy financial budget and looks forward to continued stability in the future.

School support for parish families consists of tuition, a set weekly contribution, and the purchase of scrip, a gift certificate program which raises money for the school and parish. Families receive a reduction in tuition based upon the number of children enrolled. Tuition payment may be made annually, semi-annually, quarterly, or monthly. Miscellaneous fees for both parish and non-parish families include a registration fee and a lunch fee. An extended kindergarten program and an after school C.A.R.E.S. program are available with payments independent of the tuition scale. Tuition rates for the next school year are established in January and published in time for the Kindergarten Open House.

Non-Discrimination Statement

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

School Procedures and Regulations

Absences: For the protection of our students, parents must call daily to report a child as absent. Recorded messages may be made through the evening and up to 9:00 am on the day of absence. A note signed by a parent must be presented before a child returns to class. A doctor's note may be requested after three consecutive days of absence. Discrepancies between the class absentee lists and taped messages will be investigated. Students are responsible for making up missed tests and homework. It is the student's obligation to check with teachers regarding missed work and assignments. Unnecessary absence hinders the student's academic growth. Patterns of frequent absence will be investigated by the teacher and/or principal. Absences for family trips are strongly discouraged as they deprive the student of important classroom instruction. Although the student may make up some of the work within a reasonable time, it is important that the parents understand that the child will miss important instructional time. It is not always possible for homework or classwork to be assigned in advance of planned absences because teachers make adjustments daily to differentiate instruction for their students.

Appointments: Teachers or Principal:

Arrangements for personal conferences with a particular teacher or the principal may be arranged by a written note, a personal email to the teacher, or a telephone call to the school office. Teachers are given messages and respond at their earliest convenience. Teachers are not available for conferences at any time when they are on duty. If you have any questions or have a message to convey to a teacher, please follow the procedure as stated.

C.A.R.E.S: C.A.R.E.S. is the afterschool program and is administered and supervised by teachers. Regulations and costs are provided to families who use the service and specific information is included in the Parent Guide.

Cell Phones: Cell phones are permitted to be carried in school bags only for safety purposes if the child is so instructed by the parent. At no time should the phone be removed or turned on while in school. If phones are in sight, they will be confiscated and the child loses the privilege of carrying the phone in his/her backpack.

Communication: All communications from school are sent home with the youngest or only child in each family on Thursday if hard copies are requested by a family. Communications are also posted on our website www.icsjenkintown.org Wednesday afternoon by our 8th grade Webworkers.

Computer Use of the Internet: Students are allowed access to the Internet in school for writing papers, research, and other class-related projects under the supervision of school personnel. Objectionable sites are blocked by a restricted access program. Students are not allowed to bring discs or cds from home to insure that our network is protected from viruses. Each student has a "place" on the server so that saving information is not an issue. In order for a student to be allowed to use the Internet, an Acceptable Use Policy (AUP) agreement for that student must be on file in the school office.

CYO: Immaculate Conception School and Parish CYO are in mutual agreement as to expectations of conduct required of our members. A suspension from school will result in immediate communication to a designated member of the CYO board from the principal. Corresponding communication will take place to the principal from the designated CYO board member should serious misconduct occur at a CYO sponsored activity.

The objectives of the communication are

1. to assist all those involved in the development of the child in providing appropriate, supportive intervention.

2. to guide the child in accepting the responsibility of his/her actions in all school/parish activities.

Any CYO member suspended from school will be, at a minimum, suspended from the next scheduled CYO activity. The suspension includes participation in or attendance at the scheduled activity.

Detention: Detention is held after dismissal on Tuesday. It is assigned if a student violates school policies and procedures. To warrant detention, the student's behavior is considered serious enough to disrupt the learning climate of the school.

Dismissal: School ends at 3:05 pm. Children are not allowed on the school grounds after the regular school hours without the direct and close supervision of a parent, teacher, or coach. Children who are picked up by car or bus are not permitted to walk to a car or the bus without an adult. If your child is changing his mode of transportation home, this information must be in writing.

Early Dismissal: Parents requesting the release of their child/children during regular school hours must sign the ledger in the office and give the reason for early dismissal before leaving the school. The child/children will then be called to the office. Parents are not permitted to enter the classroom when picking up a student for an early dismissal.

Emergency Drill Regulations: Emergency exit directions are posted in each room used by students. Drills are conducted monthly and concern the safety of the entire school community. Students involved in initiating false alarms, misconduct during drills or tampering with fire alarm signage will be disciplined.

Emergency School Closing: When severe weather conditions or other unforeseen circumstances place the holding of regular classes in doubt, listen to "Announcements of School Closings" on the radio. Immaculate's closing number is 356. KYW (1060 AM) is the official sources of information on closing and delays. Announcements are also posted on TV stations and KYW's website. For bus information, please follow the instructions accompanying your phone chain. If you volunteered to be a caller, it is important that you have a copy of the phone chain accessible to you at all times. Our own emergency phone chain is always utilized in a closing/emergency situation.

Family Directory: Family directories should be kept by the parents and its use should be supervised carefully. Under no circumstance is the official directory to be used for commercial or business purposes.

Lateness: A student who is not with his/her line in the cafeteria when the bell rings at 8:15am is considered late and must go to the school office for a late slip. Excused lateness occurs when a bus is late or the child is accompanied by a

written note from a parent. Decisions on lateness due to other unforeseen circumstances are made by the principal on an “as needed” basis. Excessive lateness will result in age appropriate consequences as determined by the teacher and principal. Lateness is also required by state law to be recorded on the permanent record card.

Lunch Program:

1. The lunch price for grades 6, 7 & 8 is \$1.70 per day. The lunch price for grades K to 5 is \$1.60 per day. Milk is included in price.
2. A LA CARTE beverages are \$.30 a day.
3. The menus are in calendar form. You will receive menus once a month AND ENVELOPES EVERY TWO WEEKS. Please keep the menu in a safe place so that you can refer to it each week when placing your bi-weekly order, and so you will know what days you have ordered lunch for your child. We prepare only what is preordered. There are no “extras.” YOUR CHILD MAY CHECK “ALTERNATE LUNCH” IF HE/SHE DOES NOT WANT THE MAIN ENTRÉE. THE MAIN ENTRÉE WILL BE REPLACED WITH PIZZA AND THE REST OF THE LUNCH WILL REMAIN THE SAME.
4. Each child receives a lunch payment envelope/order form for every two weeks. Each envelope is marked with the week the order is for and the date the order is due. You may write one check or include your cash payment in one of your children’s envelope but each child needs an envelope for each week. Checks are payable to Immaculate Conception School. Please have exact change if you include cash. After marking your order and enclosing payment, return the envelope to school. Our credit system takes the form of vouchers sent home to you.
5. Each envelope is for one week only. All food is preordered and no late orders can be accepted.
6. On the front of the envelope write your child’s name, grade, and the amount enclosed.
7. Along the bottom of the envelope there are boxes labeled LUNCH with the initial of the day of the week. Place an X in the box for each day your child wants to order lunch. If ordering a hoagie, indicate what kind on the front of the envelope.

8. MILK IS INCLUDED WITH ALL LUNCHES: Your child can choose Whole milk, 2%, skim, strawberry, chocolate, lactose free.

9. If ordering a beverage that is not milk for either a day or all week, your child has the choice of fruit punch, apple, or orange juice or water. Indicate what drink is preferred for that week, on the front of the envelope.

10. If your child wants to order a beverage only on a day, put an M in the box for that day and circle it. His/her choices include all the milk and juice and water choices.

Medical/Dental Appointments: If a student must leave school before regular dismissal due to a medical or dental appointment, he/she must be signed out in the office and picked up by a parent or parent-designated adult. A child should not be picked up from the classroom. Parents must check in at the office.

Monthly Calendar: A monthly calendar of important school events will be sent home with communications and posted on our website. As the calendar is subject to change, it is vital that parents check weekly communications carefully for all of the upcoming activities of the school.

Party Invitations and Birthday Treats: Simple treats, not birthday parties, are allowed at school. You may send treats like cupcakes, doughnuts, or cookies and we encourage healthy treats as well. Personal invitations to parties may be distributed in school ONLY if all the students in the grade are invited, or all the girls if it is a girl's party or all the boys if it is a boy's party. Otherwise, they must be mailed from home.

Report Cards: Report Cards are issued to the student three times a year. Except for the final grade in June, each card is a report which indicates how the student is currently doing in each subject. A Permanent Record is made only of the final marks. Explanations of grading scales are found on the report card. Dates for the Parent-Teacher conferences are listed on the school calendar. Academic Progress Reports are sent halfway through each trimester. Parents are encouraged to speak to the teachers at any time about their child's work. Call or use email to arrange to speak to a teacher either on the telephone or in person.

School Property: Marking, defacing, or damaging school property is strictly out of order and will be met with appropriate disciplinary action. Students will be held financially responsible for property damage.

Smoking/Smokeless Tobacco Products: The building and campus of Immaculate Conception are smoke free areas. This includes any adult meetings held on the campus.

Standardized Testing: The school administers the TerraNova Achievement Test and The Test of Cognitive Skills to all students in Grades 2 through 8. Grades 4 through 8 are tested in the fall and Grades 2 and 3 are tested in the spring. Teachers and parents receive the results of this test. The results are utilized diagnostically and as one of several indicators to measure and evaluate the student's academic achievement. The classroom teachers and the principal are available to present other significant indicators as well as test interpretation.

Student Record Information: In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, parents have the right of access to records regarding their child's progress. With respect to the rights of the non-custodial parent, barring a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student Supervision: On regularly scheduled school days, Immaculate Conception School becomes responsible for students at 7:50am and dismisses students at 3:05pm. On regularly scheduled half days, the school becomes responsible for students at 7:50am and dismisses them at 12 noon. The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any accidents or injuries which might occur. Parents are advised, for the safety of their children, to follow the times as stated above.

Textbooks: Textbooks and Practice Books that are distributed to students must be covered. Teachers will provide specific directions. A lost or damaged textbook must be paid for by the student using it.

Visitors: All visitors must report to the school office before visiting other parts of the school building. In this way we hope to avoid unnecessary interruptions and provide a safe atmosphere for our students.

Support Services

The Montgomery County Intermediate Unit provides guidance services one day a week to meet our students' needs. In addition, a psychologist is available to

administer psycho-educational testing in the school when it is deemed to be in the best interest of the child. An Elementary Support Team (E.S.T.) provides a formal process for team recommendations to aid teachers in further meeting the unique learning needs of students. As a parish sponsored school, pastoral guidance is also available.

Those students in need of speech therapy are provided services one morning a week in the school. Students who require support or enrichment in Reading and Math to succeed academically receive support on a weekly basis.

Health services are provided by the Jenkintown School District two days a week. When our school nurse is not on duty, the district nurse is on call and is readily available for emergencies and consultations. The school secretary and the principal provide necessary first aid when the nurse is not available. A fully equipped nurse's office is located on the third floor where health records are maintained and stored. The nurse reviews all student files for required immunization and medical records. The nurse compiles a list of students with special health problems, administers required tine tests to staff and students with follow-up as necessary, screens all children for height, weight, hearing and vision, screens students in grades 6 and 7 for scoliosis and acts as a resource person to assist and supply resources to teachers and students as needed. A formal procedure is in effect to ensure parents of the timely notification of student health problems.

Administrative Structure

We are a parish-sponsored school and the administrative policies of the school are consistent with the primary religious purpose and philosophy of the school. The administrative staff includes the Pastor, Principal, and Director of Religious Education. Meetings are held on a formal basis and also informally as needed. The pastor and the principal are co-administrators of the school and together are responsible for all decisions relating to the growth and development of the school.

Staffing

Our faculty and administrative staff consists of fourteen full-time and five part-time professional educators. In addition, there is one full-time and one part-time secretary. Principal, faculty, and parents work together to provide students with the best possible learning experience. Classes and workshops offered by area colleges, the Montgomery County Intermediate Unit, and education services keep our faculty members up to date on current developments in their field. The principal provides staff development and supports each faculty member in identifying ways in which he or she can improve and vary the learning opportunities offered to children.

Discipline Response Options:

Examples of misbehavior which can usually be handled by an individual staff member but sometimes require the intervention of other school personnel include:

- School Dress Code violations
- Classroom disturbance
- Unexcused lateness
- Inappropriate/unacceptable language or gestures
- Unsafe or disruptive behavior
- Bus disturbance
- Abuse of school property and equipment
- Out of bounds on school property
- Argumentative attitude or exchange with staff

Immediate intervention is required by the staff member who is supervising the student or who observes the behavior. Responses as deemed appropriate by staff member include verbal reprimand, parental contact, student/teacher conference, withdrawal of privileges, infraction notice, detention.

Misconduct which involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school, and includes acts which endanger the well being of others usually results from the continuation of the previous misbehaviors listed. They require the intervention of personnel on the administrative level. The educational consequences are serious enough to require corrective action on the part of administrative personnel. The infractions include:

- Harassment: physical, verbal, or sexual
- Cheating or lying
- Stealing
- Fighting
- Abusive language, roughness, taunting, or similar conduct
- Failure to serve detention assignments
- Leaving school grounds without permission
- Defiant behavior
- Truancy

Disciplinary responses as deemed appropriate by staff and administration include parent/staff conference, counseling, detention, extracurricular probation, school suspension, suspension of bus privileges.

Misconduct which involves acts directed against persons or property whose consequences endanger the health and safety of others in the school are automatically referred to the principal and pastor. Those acts which are criminal or illegal will be referred to appropriate law enforcement agencies. These behaviors include:

- Continuation of previously listed behaviors
- Vandalism
- Smoking/Use of tobacco
- Possession/use of unauthorized substances, (drug or alcohol) or related paraphernalia
- Possession of a weapon

Disciplinary responses as deemed appropriate by parish staff include referral to outside agency, parent/staff conference, school suspension, suspension of bus privileges, expulsion, referral to appropriate law enforcement agency.

In situations requiring formal suspension and expulsion, parents will be notified immediately and Archdiocesan policy as outlined in Policies and Procedures will be followed.

School Uniforms:

Flynn & O'Hara is the official uniform supplier for Immaculate Conception along with Rose Uniforms. Lacrosse International supplies our gym shorts and they can be ordered through the school office.

Girls in Grades 1 to 4: Required***

- Blackwatch tunic jumper***
 - White oxford cloth buttondown long sleeve shirt **or** white oxford cloth buttondown short sleeve shirt **or** white turtleneck***
 - Navy gym sweatpants***
 - Navy mesh shorts with logo***
 - Navy gym sweatshirt with logo***
 - Gray gym T-shirt with logo***
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(Optional)

- Navy skort with white short sleeve embroidered knit shirt **or** white long sleeve embroidered knit shirt (summer)
- Crew neck embroidered cardigan
- V-neck cardigan
- Fleece embroidered jacket

Girls in Grades 5 to 8: Required***

- Blackwatch kilt **or** box pleat skirt***
 - White oxford cloth buttondown long sleeve shirt **or** white oxford cloth buttondown short sleeve shirt **or** white long sleeve embroidered knit shirt **or** white short sleeve embroidered knit shirt **or** white turtleneck***
 - Navy embroidered cardigan sweater **or** Navy embroidered V-neck cardigan **or** Navy embroidered V-neck pullover **or** Navy embroidered vest***
 - Navy gym sweatpants***
 - Navy mesh shorts with logo***
 - Navy gym sweatshirt with logo***
 - Gray gym T-shirt with logo***
-

(Optional)

- Khaki skort with white short sleeve embroidered knit shirt **or** white long sleeve embroidered knit shirt (summer)
- Fleece embroidered jacket

Girls' socks: Navy blue ankle, knee socks or black or blue tights are worn with the jumper or kilt. White or navy blue ankle socks or navy blue knee socks are worn with skorts. Skorts may be worn with low top white sneaker (not running shoes).

Boys in Grades 1 to 4: Required***

- Navy twill pants***
 - White oxford cloth buttondown long sleeve shirt with navy tie **or** white oxford cloth buttondown short sleeve shirt with navy tie **or** white long sleeve embroidered knit shirt **or** white short sleeve embroidered knit shirt **or** white turtleneck***
 - Navy embroidered V neck pullover **or** Navy embroidered vest***
 - Navy gym sweatpants***
 - Navy mesh shorts with logo***
 - Navy gym sweatshirt with logo***
 - Gray gym T-shirt with logo***
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(Optional)

- Navy walking short with white short sleeve embroidered knit shirt **or** white long sleeve embroidered knit shirt (summer)
- Fleece embroidered jacket

Boys in Grades 5 to 8: Required***

- Khaki classic pants***
- White oxford cloth buttondown long sleeve shirt with navy tie **or** white oxford cloth buttondown short sleeve shirt with navy tie **or** white long sleeve

- embroidered knit shirt **or** white short sleeve embroidered knit shirt **or** white turtleneck
- Navy V-neck embroidered pullover **or** Navy embroidered vest***
 - Navy gym sweatpants***
 - Navy mesh shorts with logo***
 - Navy gym sweatshirt with logo***
 - Gray gym T-shirt with logo***
-

(Optional)

- Khaki walking short with white short embroidered sleeve knit shirt **or** white long sleeve embroidered knit shirt (summer)
- Fleece embroidered jacket

Boys' Socks: Navy blue or white socks are worn with long pants. White or navy blue socks are worn with shorts. Shorts may be worn with low top white sneakers (not running shoes).

Boys' dress pants must be uniform pants purchased from our uniform suppliers to insure "uniformity" in color and cut.

Belts are required for boys.

Nor earrings for boys and no dangling earrings worn by girls.

If an undershirt is worn, it must be plain white.

A sweater or sweater vest must be worn as part of the winter uniform. The only exception to this is for girls in grades 1 to 4 who are wearing jumpers. Grade 1 to 4 girls do not need a sweater.

NO make up or fake nails or excessive jewelry.

Uniform length may not be shorter than 2 inches above the knee.

Uniforms may not be "rolled" or altered by cutting and left unfinished. Boys pants are worn at the waist.

Shoes must be a sensible uniform shoe – no clogs, slides, backless shoes or sneakers are worn with the dress uniform.

Additionally, depending on fashion trends there are reasonable expectations which will be published as reminders each year.

If you are unsure of how the uniform is worn, please ASK before purchasing. Most of our students are in compliance. There are ample choices and variations to fit your child's needs and tastes.

Adherence to the Middle States Standards for Accreditation

1. STANDARD: Philosophy, mission, Beliefs, and/or Objectives

Our mission statement, which is a concise statement of our beliefs, is readily available and referred to often especially when we are considering programs. It is in print on the opening page of our DOAS for Middle States, the opening page of our website, www.icsjenkintown.org, the opening page for our orientation page for new parents, and the opening of our Power Point presentation at our kindergarten Open House held during the month of January for prospective parents. The full text is on page 1 of this proposal document. At the beginning of each school year and as we prepare for specific events, our mission statement is scrutinized to make sure that we are communicating its essence clearly to our audience. We take pride in our mission as a parish school operating under the auspices of the Archdiocese of Philadelphia Office of Catholic Education.

2. STANDARD: Governance and Leadership

The principal and pastor along with parish staff work collaboratively in the best interest of students. Monthly staff meetings are in place and informal meetings as needed are utilized. Both written and oral communication is open and supportive of the mission of the school. Weekly "Notes from Mrs. Greco" and the Faculty Weekly Agenda are sent to the parish staff on Mondays and Thursdays. Teachers assume daily responsibilities that keep everyday routines running smoothly whether or not the principal is present on that day. Faculty is given the opportunity through a written form to contribute to the agenda for faculty meetings. Weekly business meetings are held to share information and iron out any difficulties teachers have encountered in their week. The meetings also provide the opportunity for teachers to be apprised of any upcoming scheduled events or changes in schedules. The school is accredited by the Middle States Association of Colleges and Schools Commission on Elementary Schools.

3. STANDARD: Organizational Design and Staff

The administration, faculty, and support staff of Immaculate Conception School work collaboratively to produce a professional, nurturing, and comfortable environment throughout the school community. Principal, faculty, and staff share a welcoming friendly relationship that supports a quality-learning atmosphere. The principal strives to encourage on-going continued professional growth by providing opportunities for the faculty and staff to attend workshops, in-services, and development programs offered by the Montgomery County Intermediate Unit and local colleges and educational services. The present staff of Immaculate Conception School consists of fourteen full time teachers, five part time teachers, one aide, and four support staff. Each person has clearly defined roles and responsibilities and is encouraged to share their unique knowledge and teaching strategies at both weekly and monthly faculty meetings. The principal continues to support teachers through consistent observation of classroom instruction and communication with subject area coordinators.

4. STANDARD: Educational Programs

Our educational programs are based on the curriculum guidelines of the Archdiocese of Philadelphia. All our Guidelines for subject areas are current and provide the basis when we purchase programs from educational publishers. We replace materials on a rotating basis on a 5 year cycle so that we do not have any texts or materials in the building that are more than 5 years old. We examine new materials in the winter of the year in order to have them in place in the following September. Teachers are in-serviced on new materials. Purchases are also based on standardized testing results and needs as indicated by classroom performance and teacher input. We have an Honors Math program which follows the criteria set forth by the Archdiocese. We also have students who, though talented in Math, do not meet all the criteria as specified by the Archdiocese. In order to meet these children's needs, we have established an Enriched Math program that concentrates on problem solving and higher thinking skills. As every classroom has Internet access, there is a strong technology component in every program we establish. We take pride in our academic program and the opportunities it affords our students.

5. STANDARD: Learning Media Services and Technology

Information resources and technology offer students a fully networked lab that easily accommodates the student population. The library, as well as each classroom has access to the Internet. The library collection is kept current and is accessible through an automated card catalog and circulation system. Students attend classes in the library weekly. The focus is on learning to use library resources for enjoyment as well as research. Weekly classes in the computer lab focus on standards addressed in the International Society of Technology in Education. The skills presented to the students are derived from Microsoft® Mouse Certification requirements. Library materials and computer software and hardware are based on the needs of the faculty, students and

curriculum. The library and computer lab are opened to faculty and students on a daily basis. When not in use for regular weekly classes, both are available for independent use by students and faculty. Regular inventory and up-dates assist in keeping resources current. Learning media and technology centers are staffed by full-time, qualified faculty. After initial orientation, students and faculty are kept up-to-date with new acquisitions of learning media resources and technology. Learning media services and technology are priority items in the annual budget planning. A five-year plan has empowered students to use technology as a means to achieve success in learning, communication and life skills. We have set long-range goals with plans of action that will meet the on-going advancements and demands of information and technological changes.

6. STANDARD: Student Services

The school maintains a supervised cafeteria that provides comfortable seating for half of the student body while the other half is at recess. The purchase of milk, beverages, and pretzels is an option for our families. The school is partnered with the Archdiocese of Philadelphia Nutritional Development Services and we provide a hot lunch every day. The lunch provides a minimum of 1/3 of the daily nutritional needs of the students. Currently 12 students receive a free or reduced price lunch. Health services are provided by the Jenkintown School District two days a week, from 9:00 A.M. to 3:00 P.M. When our school nurse is not on duty, the district nurse is readily available for emergencies and consultations. The school secretary and principal provide necessary first aid when the nurse is not available. A fully equipped nurse's office is located on the third floor where the health records are maintained. The nurse reviews all student files for required immunization and medical records, compiles a list of students with special health problems, administers required treatment to staff and students with follow-up as necessary, screens all children for height, hearing and vision, screens students in grades 6 and 7 for scoliosis and acts as a liaison person to assist and supply resources to teachers and students as needed. A formal procedure is in effect to ensure parents of the timely notification of student hearing and vision problems. The nurse also conducts dental teaching in Kindergarten and first grades, puberty teaching in fifth grade and provides health plans for students with diabetes, severe allergies, and any other applicable health situation. The Montgomery County Intermediate Unit provides guidance services to meet our students' needs. Upon the recommendation of a teacher, staff member or parent, our elementary support team EST, consisting of the guidance counselor, school principal, and several staff members, will meet to address academic and/or behavioral issues of individuals in need of additional support. Also, a psychologist is available to administer educational testing in the school when it is deemed to be in the best interest of a student. As a parish sponsored school, pastoral guidance is also available. Those students in need of speech therapy are provided services weekly, and students who require support in Reading and Math receive support on a weekly basis.

7. STANDARD: Student Life and Student Activities

Parents interact with the primary children during weekly enrichment classes and support their learning as volunteer aides within the classroom. The children establish unique relationships through many activities during the school year including holiday preparations, field trips and liturgical celebrations. There are traditional celebrations, Kindergarten Thanksgiving Prayer Service, First Grade Saints Program, Second Grade Nativity Tableau and the Third Grade Forty Hours Procession. Students are afforded opportunities for growth by going on field trips, meeting and interacting with prayer partners, participating in the annual Art Fair, and joining Little Flowers, a sodality for girls. Choices outside the classroom include Band, choral group, liturgy group, boys' chorus, and CYO sports. Additionally, the upper school offers students a wide variety of both formal and informal activities including altar service, Forensics Club, Yearbook Committee, Safety Patrol, Art Workshop, WebWorkers, Computer Tech Support Group. CYO sponsored events encompass spiritual, social and sports activities. There is a student government whose members strive to create a greater sense of ownership among the students for the school. Immaculate Conception students also participate in the following out-of-school activities: Archdiocesan Arts Festival, math contests, forensic competitions, and the Academic Octathlon.

8. STANDARD: Facilities

Our three-story building, located in the center of Jenkintown, is thirty-six years old. The parish parking lot, which is enclosed by fencing, serves as a play area. Next to this play area there is a landscaped, fenced park for student relaxation and occasional class use. There are nine classrooms for grades kindergarten through eight, well-equipped science lab, an honors math classroom, a computer lab, a library, a religious education resource room, a music room, and a nurse's office. The school cafeteria, with adjacent kitchen, is a multi-purpose room used for gym classes and a variety of parish and community activities. Shades were added this year to increase its utility. Front and back doors of the school building have been replaced. A state of the art fire alarm system has been installed throughout the school that complies with all fire and safety codes. The building has been rewired and a new Public Address System is in place. Classroom window curtains have been replaced with mini blinds. Recently new stage curtains were made for the stage in the church hall. Floors were professionally stripped and refinished over the past two summers. Our building is well maintained by a full-time custodian and part-time cleaning service.

9. STANDARD: Health and Safety

Clear communication is paramount in Immaculate Conception's Crisis Management Plan. The Plan covers procedures for varied scenarios that threaten the well-being of the children. The offices and the classrooms are

equipped with intercoms. Teachers have clear procedures that they are to follow during emergencies. For example, in case of any safety threat to our school, the principal will announce a code phrase over the intercom system. Teachers will respond by immediately going into lock down mode. Lock down mode means doors will be locked and shut. The students will be directed to line up along the wall between the two classroom doors. If there is an emergency that occurs in the classroom, students have been instructed to bring a red envelope, which is posted in the classroom, down to the office. The red envelopes have either the classroom grade or subject listed on the front. This alerts the office that there is an emergency situation that needs immediate attention. The teachers also can rely on contacting the office via the intercom to receive prompt assistance in emergencies. A state trooper, who is also a trained S.W.A.T. member, presented to the faculty many emergency scenarios that could occur and incorporated clear and concise ways the school must react to crises into our Crisis Management Plan. If there were a bomb threat phone call, there are specific questions that must be asked. These questions are posted next to the phones in the school. The school's faculty and staff are aware of students' medical needs because the school nurse communicates the needs and concerns during individual and group meetings. The nurse also distributes medical reference binders, which outline students' medical needs, to the faculty and staff. These binders are updated throughout the year. Students and parents are contacted about necessary immunization procedures and medical examinations so that medical health records are up to date. Emergency cards are sent to every student's parents/guardians at the start of each school year to insure the school has medical emergency information available to assist the students if they have any medical needs that arise. In the cafeteria, there is a list on the wall of students' names and any food allergies that they may have. There are also instructions on how to recognize allergic reaction signs exhibited by students, and how to react when an allergic reaction occurs. The nurse has shown the staff and teachers how to use an epi-pen if it is necessary for an allergic reaction. For a student who passes out from diabetes, teachers have a sugar gel to apply to the inside of the student's bottom lip. The office is immediately contacted to get further medical assistance for the situations that involve allergies or diabetes. Each room in the building has a sealed plastic bag with disposable latex medical gloves and band-aids. Whenever there is blood or bodily fluids involved in an emergency situation, gloves must be worn by the teacher or staff member before assisting the person in need. All students must stay away from the blood or bodily fluids. Our medical emergency procedure requires a bleach solution to be used to sanitize the area. The nurse also has provided the staff and teachers with specific instructions on how to react to seizures. The instructions begin by listing visible signs to be aware of that could help realize that a seizure may occur. Mainly, the instructions enable the staff and teachers to use responses that keep the seizure victim safe. The office is contacted immediately to gain further medical assistance for the person suffering from the seizure. Medical procedures must be adhered to when students and teachers leave the school for field trips. The nurse provides a medical bag and information listing students'

specific medical needs. The nurse checks the medical bag for each trip to make sure the teachers and students have what is needed in the event of a medical emergency. There are also emergency contact numbers to call if assistance is necessary. Parents/guardians must send in permission slips with students that list the students' health insurance information, emergency contact numbers, and to confirm that the students are permitted to participate in a class trip that requires leaving Immaculate School's grounds. In order to meet local, state, and national fire safety standards, fire drills are held regularly. All classroom and office doors are to be shut. Fire doors at the end of hallways on each of the school's three floors are to be shut. Half of the school's occupants follow fire drill exit signs that direct them out the front of the building and over to the front of the church. The other half of the school's occupants follow fire exit signs that direct them out the back door of the building and over to the left side of the schoolyard parking lot. The fire exit signs are posted above both doors in the classrooms. After one minute, no one is to be in the school. The fire alarm system was updated in the fall of 2002. If the fire alarm does sound, the firehouse is automatically contacted. To prevent crime in our school, each teacher has his/her own classroom key. The principal and the school secretary have a master key. This eliminates lost keys, and allows the administration to keep track of who has access to the school and the areas in the school. Also, new steel doors were installed at the front and back entrances.

10. STANDARD: Finances

The principal is an invited member of the Parish Finance Committee and attends the monthly meetings. The principal is also responsible to submit a yearly budget to the Business Manager of the parish to determine expenditures for the following school year. Tuition is determined in January and the goal of the school is to follow the recommendations of the Archdiocese of Philadelphia in reducing the school's dependence on subsidies from the parish. Currently, the school tuition covers 40% of the cost of educating a child. Two fundraisers are conducted by the Home & School Association to pay for capital expenses in the school. We are conscientious about keeping school tuition affordable for our families so that lack of funds does not deter families from enrolling their children in the school. We have set aside \$10,000 in parish funds to provide aid to families on a needs basis after they have filed an application for financial assistance. We also participate in the BLOCS (Business Leadership Organized for Catholic Schools) Initiative that works with the Pennsylvania Educational Improvement Tax Credit scholarship fund. This program provides tax incentives to encourage businesses to donate funds to Catholic and private schools. We are audited periodically by the Archdiocese of Philadelphia and follow any recommendations that result from the audit. Careful financial records are kept in both the school and rectory office with written procedures in place for the request of funds. Bookkeeping is streamlined with the use of a corresponding number

code for items approved in the school budget. Our pastor and parish are equally committed to providing a quality education in our parish school.

11. STANDARD: Assessment of Student Learning

Students are assessed throughout the year in several different ways. These assessments are based on the specific learning targets in the Archdiocesan Curriculum Guidelines. To meet the needs of all students, teachers must offer at least five different kinds of assessments per subject to comply with the Archdiocesan policy. The assessments are then used to monitor progress towards the specific learning targets. Ways to assess students include but are not limited to: standardized testing, unit/chapter tests, rubric based assessments, writing samples, verbal questioning, anecdotal notes, projects, peer evaluations, and portfolios. The results from these assessments are communicated to the parents/students through conferences, report cards and progress reports. These assessment policies are also communicated to the parents through Home and School Association meetings, weekly communication envelopes, the school website, the school calendar, and parent/teacher communication. When a student is not meeting achievement targets, the classroom teacher, principal and parents meet to decide on a plan (EST) to help the student reach these targets. A meeting that includes the parents of the child, the teacher and the principal determines if the student needs the assistance of any support personnel in the classroom. By analyzing standardized test scores, money is then allocated to the areas where the school needs improvement as a whole. To assist the teacher, the Montgomery County Intermediate Unit is available one day per week to evaluate the student and assist the teacher in developing ways to help the student. We have also taken advantage of an additional consultant provided by the IU who after a battery of short formal testing and student classroom observations advises the teacher on techniques to help that particular child and which also would benefit the entire class.

12. STANDARD: Planning

Goals are set formally at the final faculty meeting of the year for the coming year. Committees all have input and needs are identified. Student performance, student needs determine the amount of differentiation needed in instruction. We use Action Research Groups to define our long-term focus areas. In addition to using our planning to implement new instructional programs, we have focused on areas that include integrating technology, interdisciplinary teaching, and assessment.