

# **Immaculate Heart of Mary School**

## **Student-Parent Handbook 2017 -2018**



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## **OVERVIEW**

### **MISSION STATEMENT**

Immaculate Heart of Mary is dedicated to excellence in Catholic education, inspiring greatness in teaching and learning within the heart of our school community.

### **VISION STATEMENT**

Our vision is to be **the** premier Catholic educational community, motivated by our dedication to excellence, collaboration, innovation and integrity.

### **BELIEF STATEMENTS**

We believe...

- Our Catholic faith community models and lives the teachings of Jesus.
- Each student is a child of God, with multiple gifts and talents, who deserves nurturing of the mind, body, spirit, and soul.
- Our commitment to excellence in education promotes life-long learning by addressing the needs and gifts of each and every child.
- Every child can learn when provided a variety of instructional approaches and assessments to accommodate differences in learning styles.
- In order for students to achieve and be successful, there must be a spirit of mutual respect and trust among administrators, teachers, parents, and students, fostering a safe learning environment.
- Teachers, administrators, parents, students, and the community share the responsibility for advancing our school's mission.

### **VALUES STATEMENT**

As a Catholic school, IHM is committed not only to providing quality academics, but also to the faith formation of each child. We attend Mass on a monthly basis, including Holy Days. Opportunities for Reconciliation and extra prayer are provided during Lent and Advent. We pray together regularly, through the Rosary, Mass, prayer services, Eucharistic Adoration, and community prayer at the open and close of each school day. We also encourage student led prayer. For example, during Lent, our sixth graders lead the community in a deeply reverent mime presentation of the Stations of the Cross.

Our students, faculty, and staff are actively engaged in service to the community, both locally and globally. We support the Parish Pantry, and students are invited to make donations when possible. We subscribe to the Principles of Catholic Social Teaching and strive as a community to bear witness to Gospel values.

### **HISTORY**

Ground breaking ceremonies took place May 27, 1951, for a two story building to contain eight classrooms. Immaculate Heart of Mary (IHM) School was ready for occupancy by March 1952 when it was blessed by Archbishop Keough. Sisters of Mercy commuted from the St. Vincent Orphanage and later from St. Joseph Texas until the rectory was built in 1953 and the former rectory and original chapel became the convent.

The growth in the area exceeded all expectations and the original school building was outgrown quickly. More rooms were added in the basement of the Church and rectory and additional class rooms were added in 1955, 1956, 1958, 1960, 1962 and 1964. Also in 1958 the school gym and lunch room were completed. Today IHM is a co-educational school educating more than 440 students from the three-year-old program through eighth grade.

## **PHILOSOPHY STATEMENT**

The goal of IHM is to provide for personal growth of students, teachers and parents in the context of Christian faith in a contemporary world. IHM strives to create a Christian educational community where human knowledge enlightened by faith is shared in a spirit of freedom and love.

With faith and hope in the future of our church, we strongly recognize and support the importance of Catholic education. We realize that the most effective means available for the continuance of our faith is through the educational process. Our children are guided to experience their individual worth as a person loved by God and as an integral member of the faith community. This is accomplished by providing a loving Christian environment where the gospel message of Jesus is shared and an appreciation of the richness of our Catholic heritage is fostered through all aspects of the academics. We agree that our children are our investment for the future and that they can make a significant difference in society.

Schoolwide, character development is viewed as a pathway to both excellence and ethics. Students are encouraged to do and be their best daily through an internalizations of our PBIS's three Rs: respectful, responsible and ready to learn.

IHM follows the curriculum prescribed by the Archdiocese of Baltimore, which is based on the national standards for each discipline infused with Catholic values.

## **ACCREDITATION**

IHM is accredited by the AdvanceED Accreditation Commission and The Southern Association of Colleges and Schools Council.

## **PURPOSE OF THIS HANDBOOK**

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the Handbook contain information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use.

IHM reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of the students. This Handbook is not a contract, nor is it intended to be so construed. IHM reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

## **SCHOOL AND COMMUNITY**

### **ADMINISTRATIVE STRUCTURE**

IHM has a Principal, who is considered the chief administrative officer of the school, accountable directly to the Pastor, and is a member of the Parish Staff. The Principal is responsible for the academic leadership of the school, whereas the School Administrative Manager will report to the principal and manage admissions, finances, employee and public communications, facilities, marketing and fundraising.

Within the faculty structure, each academic division—PreKindergarten, Primary, Intermediate, and Middle School—has a full-time teacher(\*) appointed to serve a lead. Duties of these leads

including monthly administrative meetings, chairing biweekly division meetings and coordinating division-wide events.

### **FACULTY AND STAFF**

Principal	Mr. Anders Alicea
School Administrative Manager	Ms. Karen Cavanaugh
Pre-K3:	Ms. Sierra Yelity-Paul Mrs. Stacie Handley, Assistant
Pre-K4:	Miss Suzy Cefalu* Ms. Ruby Pabón, Assistant
Kindergarten:	Mrs. Kristin McKenna Assistant
	Mrs. Sara Bardzik Ms. Lori Walls, Assistant
	Mrs. Kathleen Strauch Mrs. Heather Yori, Assistant
1st Grade:	Mrs. Sally Bogucki* Mrs. Lisa Aversa, Assistant
	Ms. Tory Harbach Mrs. Lisa Ballance, Assistant
2nd Grade:	Ms. Stephanie Leone Mrs. Lacey Lichtenberg
3rd Grade:	Mrs. Danielle Bressner Ms. Marissa Johansen
4th Grade:	Mrs. Ellen Robb Mrs. Kristin Orem
5th Grade:	Mrs. Colleen Karnicki* Mrs. Betty O'Donnell
6th Grade:	Ms. Martha McMullen, 6 <sup>th</sup> & 7 <sup>th</sup> Gr. Social Studies Mr. David Rosen, 6 <sup>th</sup> Grade Language Arts
7th Grade:	Mrs. Dawn Elliott, 7 <sup>th</sup> & 8 <sup>th</sup> Gr Math Mrs. Ann Linder, 7 <sup>th</sup> Grade Language Arts Ms. Pat Luongo, 6 <sup>th</sup> & 7 <sup>th</sup> Grade Religion
8th Grade:	Mrs. Renée Newberry, 8 <sup>th</sup> Grade Language Arts Mrs. Alison Roper, 7 <sup>th</sup> & 8 <sup>th</sup> Science
Middle School:	Ms. Terri Archibald,* 8 <sup>th</sup> Gr Social Studies & Religion, PBIS Administrator

### Special Area Teachers

Art	Ms. Michelle Datz
Computer	Mrs. Meghan Marinucci
Physical Education	Ms. Sallie Bennett
Library	Mrs. Cindy Gardina
Spanish Teachers	Mrs. Leonor Trujillo
	Mrs. Anahí Chenowith
Music	Mrs. Ashlee Bickraj
Theatre Arts	Mrs. Elton Knupp

### Student Support Team

Reading Specialist	Mrs. Anne Bell
Mathematics Specialist	Mrs. Lori Zimmerman
Resource Teacher	Mrs. Debbie Salamone
Resource Teacher	Mrs. Maureen Cochran
Counselor	Mrs. Siobhan Powers
Nurse	Mrs. Susan Baer

Before and After Care Program Ms. Pat Plowman

Maintenance	Mr. Dwight Roundtree
School Office Personnel	Mrs. Debbie Sperato
School Office Personnel	Mrs. Marion Jennings
Bookkeeper	Mrs. Dolores Schiavone
Technology Support	Mr. Michael Smith

### **SCHOOL BOARD**

The IHM School Board is advisory and is established by the Pastor and the Division of Catholic Schools to assist the Pastor and the Principal in the governance of the Immaculate Heart of Mary School. The School Board works with the Pastor and Principal on policy development and implementation in specified areas such as finance, development/institutional advancement, facilities, community, and public relations. The Archdiocese of Baltimore has established guidelines for the operation of an advisory school board.

Reverend Michael W. Carrion, Pastor  
Mr. Anders Alicea, Principal  
To Be Determined, Chair  
To Be Determined, Assistant Chair  
Mr. Joe Baker  
Mr. Cal Bowman  
Mrs. Jodi DeSantis  
Ms. Susan Muth  
Ms. Rita Palmere  
Mrs. Katherine Savin  
Mrs. Ann Luongo  
Mr. John Lindner – Home School Representative  
Mr. Michael Lentz - Fathers' Club Representative

## **PARISH**

Permanent Deacon	Mr. Jack Martin
Director of Liturgical Music	Mr. Thomas Bozek
Director of Faith Formation	Mrs. Barbara Anderson
Administrative Assistant	Mrs. Lois Kirby
Director of Contemporary Music	Mr. Thomas Bozek
Director of Outreach Ministries	Mr. Gary Brown
Office Manager	Mrs. Donna Bradley
Parish Secretary	Mr. Stephen Connor

## **HOME SCHOOL ASSOCIATION**

The Home and School Association (HSA) of IHM functions to:

- help parents, school administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic Education as lived in this Catholic school within the Archdiocese of Baltimore;
- provide programs and processes that engage IHM families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of IHM; and
- develop supportive systems for communication and service to the IHM community.

Every school family becomes a member of the HSA and receives an IHM annual welcome package, including tickets to various annual events, when they pay the required annual fee. All school families are welcomed and encouraged to volunteer and enjoy the many events sponsored by the HSA. [ihmhsa@ihmschoolmd.org](mailto:ihmhsa@ihmschoolmd.org).

President	Mr. John Lindner
VicePresident	Mrs. Colleen Hickson
Treasurer	Mrs. Mary Beth Infussi

## **FATHERS' CLUB**

Formed in 2002, the Fathers' Club works under the guidance and direction of the HSA to promote volunteerism and provide assistance for specific fundraising events or "Fun" raising events. The club, which meets once a month, also allows for fellow IHM dads to get together to socialize and network. Contact us at: [ihmfathersclub@verizon.net](mailto:ihmfathersclub@verizon.net).

"Our mission as fathers is to lead our families and community as instruments of the Lord and by carrying out His will. What better way to carry out God's will than to be involved in the lives of our children and the place where the values and beliefs we collectively share are reinforced. IT'S FOR THE KIDS!"

## **CLASS PARENTS**

The heart of IHM is our volunteers. One of the most valued of these is the Class Parent. The role of the Class Parent is to work with the homeroom teacher to coordinate holiday parties and activities throughout the year. In addition, Class Parents are vital in assisting the HSA with our fundraisers, including the Fall Festival and Casino Night. These responsibilities will include working with the other Class Parents in the grade to come up with class baskets or other donations. If interested, please sign up at the Meet and Greet day or contact your homeroom teacher. A Class Parent is a rewarding and fun-filled commitment!

## **SCHOOL VOLUNTEERS**

IHM encourages volunteer participation at the school and is blessed to have excellent and dedicated volunteers from all school community groups. IHM recognizes and values the contributions of our many volunteers and understands the potential for assistance and enrichment of our programs. Each homeroom will have a homeroom parent(s) who will assist in the coordination of classroom parties and communication.

Only volunteers who have complied fully with Archdiocesan regulations concerning the Protection of Children and Youth will be permitted to enter the building to participate in activities, assist, or chaperone field trips. All volunteers at IHM must:

- Complete the Archdiocesan Shield the Vulnerable training course, which may be accessed on-line ([www.shieldthevulnerable.org](http://www.shieldthevulnerable.org));
- Have an Archdiocesan application for volunteer service approved and on file at the school; and
- Have an acknowledgement of receipt and review of the Archdiocesan Statement of Policies for the Protection of Children and Youth on file at the school.

Substitutes and volunteers who regularly work as assistants in the classrooms must also have fingerprinting completed and on file in the school office. The office personnel have information on how to complete the fingerprinting process.

All volunteers must enter the building through the main lobby doors near the school office, sign in, wear an identification badge during their visit, and sign out before departure.

All persons entering the school should enter through the main lobby doors near the school office. All visitors must first sign in, wear an identification badge during their visit, and sign out before departure.

## **SCHOOL VISITORS**

Families and volunteers are welcomed members of our school community. We depend on your support to help IHM maintain its commitment to educational excellence for all children. To ensure the safety of all students, however, there are guidelines regarding all school visitors. All visitors must enter the building through the double red doors near the school office. These are the doors farthest from the gym. There is a door bell on the wall. Upon entrance, all are to sign in and will be asked initially to wait in the lobby. Throughout the time spent in the building, all visitors must wear a visitor's badge that is clearly visible. Students and teachers are not permitted to give visitors entrance to the building. Again, this policy has been established for the safety of all.

Visitors (to include parents and other family member) are not permitted to come to classrooms, cafeteria, or the play yard unannounced during the school day. Please respect this rule as it exists to ensure the safety of your children and the regard for the importance of instructional time.

## **POLICIES AND PROCEDURES**

### **SCHOOL HOURS**

Students may enter school at 8:00 a.m., at which time they will be supervised. The school day begins with prayer at 8:20 a.m. and ends with prayer at 2:50 p.m. Students are dismissed at 3:00 p.m. Supervision ends at 3:15 p.m. Children may not be left unsupervised after school, and

they may not play outside after school hours. Children who have not been picked up by 3:15 p.m. will be taken to the Beyond the Bell after school program to be supervised. Parents who do not pick up their children will be charged a fee to cover the expense of providing supervision for the children after school hours. On half days, students must be picked up by 12:30 p.m. This late fee can be paid through FACTS or at the time of pickup.

The Pre-K program begins at 8:10 a.m. and the half day three-year-old children are dismissed at 11:45 a.m. by the teacher and assistants, and with the half day four-year-old following at 11:50 a.m. Parents may drop Pre-K students off at the back door in the morning, where they will be greeted by their teachers. The full day Pre-K3 and Pre-K4 program runs from 8:10 a.m. – 2:50p.m.

### **ARRIVAL PROCEDURES**

The school day begins promptly at 8:20 a.m. with morning prayers and announcements. Instruction starts at 8:30 a.m. We ask that students arrive by 8:10 a.m. to ensure adequate time for them to transition to the routines of homeroom and to begin preparing for the day.

Students may enter the building beginning at 8:00 a.m. through the double red doors by the gym. Teachers will be posted by the gym to direct other students to their classrooms. Announcements begin promptly at 8:20 a.m. followed by instruction starting at 8:30 a.m.

Looping carpool lines—accessible from both the Loch Raven and Putty Hill entrances—require that students have their belongings in hand to expedite alighting. Parents are asked not to park, leave the car or block movement in the drop-off lines.

Faculty and staff are posted in the parking lot to supervise students during arrival. Please adhere to their directions for the safety of all students and drivers. At 8:20 a.m., the gym doors will be closed and students are then to enter the middle double red doors by the school office.

IHM has established arrival and dismissal parking lot procedures for parents. The purpose of these procedures is to ensure the safety of our students and community. All parents and/or care givers must follow the direction of faculty and staff during both arrival and dismissal.

### **LATE ARRIVAL**

A student arriving after 8:20 a.m. is marked late. Punctuality is an integral part of getting the day started successfully. Students of all ages are at a disadvantage if they arrive late for school. If a circumstance causes lateness, the student arriving late for school must stop first at the school office for a late slip. Please bear in mind that tardiness is reflected in the child's permanent record, and excessive lateness or absence can seriously affect a child's academic progress.

### **DISMISSAL**

The school day ends with afternoon prayers and announcements that begin at 2:50 p.m. Soon thereafter dismissal will commence. With exception of PreK and K, all students will be dismissed by 3:00 p.m. Classroom teachers are on dismissal duty. If you need to communicate with your child's teacher, please park and do so after 3:15 p.m.

Stadium parking, with vehicles facing Loch Raven Boulevard, is the best way to ensure students enter their cars or cross the parking lot safely and expeditiously. Drivers are asked not to block any crosswalks. It is strongly advised that families picking up: Kindergarteners, park in a parking space; primary students, use the stadium parking lines between the flagpole and the

Putty Hill Avenue double gates; intermediate and middle school students, use the stadium parking lines parallel to the middle school wing.

Additionally, under the supervision of teachers and crossing guards and the escort of parents, students must use all available sidewalks and crosswalks to return to their cars.

Once vehicles begins to exit the parking lot, all students must report to the red double doors nearest to the school office. Children who have not been picked up by 3:15 p.m. will be taken to the Beyond the Bell after school program to be supervised.

### **EARLY DISMISSALS**

If an important circumstance dictates that your child must be dismissed before 3:00 pm, please send a note to the child's teacher explaining time, reason, and who will pick up your child. A note must be filed for early dismissals and absences. Moreover, advanced notice to the school—in the form of a note—allows the students to be in the lobby ready for the early pick-up and lessens the potential for instruction to be interrupted.

Noon constitutes half of a school day. If a student arrives after 12:00 p.m., or leaves before 12:00 p.m., he/she is marked as absent for half of a day. The child must be signed out at the main office. No child will be released with an adult not known by school staff.

### **HALF-DAYS**

The school calendar contains several 12:15pm dismissal days. Please be sure to keep track of them and make arrangements for prompt pick up.

School lunch is not served on early dismissal days.

### **EXTENDED AFTER SCHOOL CARE (BEYOND THE BELL)**

Immaculate Heart of Mary is pleased to offer a before and after school care program, known as Beyond the Bell. Ms. Pat Plowman is the director of the program. The program offers before school care starting at 7:00 am and after school care until 6:00 pm. Information about the fees and other registration information are found on the website. Beyond the Bell is in compliance with all Maryland regulations regarding child care. It is offered for grades Pre K 4 plus thru 8<sup>th</sup>.

If school dismisses early or closes due to inclement weather, Beyond the Bell will be closed.

Beyond the Bell provides a place for children to socialize, engaged in indoor and outdoor play, homework supervision, and special presentations, to list some of the activities offered.

### **COMMUNICATION**

#### **SCHOOL OFFICE AND COMMUNICATION WITH FACULTY/STAFF**

The school office is open on school days from 8:00 a.m. to 3:45 p.m. School staff, faculty, and administration can be reached by email or through the school office. All school staff member are available to meet with you by appointment at your convenience as IHM strongly encourages home and school communication.

Teachers are not able to receive phone calls during the instructional day. Emergency communications should be directed to the school office. Teachers will return phone messages within 24 hours. Parent-teacher conferences are by appointment only.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

### **COMMUNICATION TO FAMILIES**

The school communicates with families through the frequently updated web site, PowerSchool Parent Access, parent conferences, teacher web sites, weekly email blasts, and occasional regular mail or mail through the students' backpacks. The school calendar also is available on the web site. Parents and guardians are responsible for information contained in the e-mail blasts and regular mail. Please take the time to review the information that is sent home and periodically check the school website as well as PowerSchool. If you do not have access to the website or clarification is needed, the school office welcomes your call.

### **SCHOOL PHONES**

School phones are to be used for school related matters by teachers, staff, and administration only. Students will be allowed to place and receive calls in an emergency after receiving approval from a teacher, staff member, or the administration. Only essential telephone messages will be delivered to the student during school hours. Please do not fax work to students.

The school nurses, guidance counselor, and administration will contact parents if needed during the school day.

### **CELL PHONES AND PERSONAL ENTERTAINMENT DEVICES**

In an age of ever-present technology, we ask that our students "unplug" during the school day. As a result, students may not use cell phones, smart watches, iPods or any other personal electronic devices during the school day. We strongly discourage students from bringing such devices to school. If there is a known need, we expect that such devices will remain in the student's book bag, off. IHM will not be responsible for the theft damage or loss of such devices. Should parents/guardians need to reach a student during the school day, they should call the school directly, and message will be handled in a timely manner. Any student using an electronic device during the school day will have the device confiscated and brought to the principal or the PBIS Chair.

### **PARENT CONFERENCES**

Scheduled conferences are held for parents two times a year, approximately a week after the end of the first and second trimesters. Parents or teachers may request conferences at other times during the school year as needed. You will receive notification about how to schedule your conference prior to the appointed conference day.

Conference are in held in the student's homeroom. Special area teachers may join the conference or parents have the option of requesting a meeting with any special area teacher before or after their scheduled classroom teacher conference time.

### **PROGRESS REPORTS**

Teachers document students' academic progress from trimester to trimester three times a year.

The written reports are mailed to parents at the within seven day after the close of the trimester. Progress in special area subjects will also be documented.

### **CLASSROOM PLACEMENTS**

Placement is a complex process that involves both the consideration of individual children and the creation of the social and learning community. Discussions about placement involves many people: classroom teachers, special area teachers, reading and math specialists, the Admissions Committee, and administration. Placement decisions are important; our process is thoughtful, rigorous, and engages considerable time and energy. Our hope is that every child has a successful and productive school year as her or his social and learning horizons are broadened and enhanced through interactions with peers and teachers.

### **UNIFORM CODE**

The purpose of our school uniform code is to reflect the respectful learning environment at IHM. Children who remain in the building after dismissal are to remain in full uniform. School Uniforms can be purchased at Flynn & O'Hara or any store that sells the required uniform pieces.

School Gym Uniforms are purchased at the school.

### **UNIFORM SHOES**

#### **Fall and Spring – Grades 1 – 8**

Students are permitted to wear tennis shoes/sneakers beginning the first day of school until October 15 and end of Easter Break until the last day of school.

Tennis shoes/sneakers may not contain roller balls/wheels. High-top sneakers may be worn if properly supported and have white soles (so as to not leave dark marks on the floors).

#### **Winter Shoes – Grades 1 -8**

Female students have the four options:

SOLID BLACK

SOLID BROWN

SOLID TAN

SADDLE SHOE – blue/white or black/white

Male students have three options:

SOLID BLACK

SOLID BROWN

SOLID TAN

**Solid means the shoe cannot have a print or design on it.**

**Tie, Bucs, Nubucks, Velcro and Mary-Jane (female) are acceptable types.**

Pre K 3, Pre K 4 and K wear tennis shoes/sneakers on a daily basis.

### **UNIFORMS**

**Kindergarten** – Kindergarten students wear the school gym uniform with tennis shoes/sneakers. See GYM UNIFORM and JEWELRY/MAKEUP policies as they apply to Kindergarteners.

#### **Girls- Grades 1-5**

Summer/Fall/Spring - Sept.-Oct. 15; April 15-June

- Navy blue skort

- White uniform blouse (with Peter Pan collar) or white polo – with or without IHM logo
- Tennis shoes may be worn. Converse style high tops or roller shoes are not permitted.
- Socks: solid white or navy, knee highs or full crew socks-all socks **must** be worn above the ankle; no visible logos

**The uniform should be neat and tidy with the blouse/polo tucked in and no rolled waistbands.**

Winter – October thru April

- Plaid jumper
- White uniform blouse (with Peter Pan collar) long or short sleeve
- Sweater: plain navy blue or IHM logo only or IHM sweatshirt
- Socks: solid white or navy, knee highs or full crew socks-all socks **must** be worn above the ankle; no visible logos
- Tights: navy or white tights
- Optional white turtleneck

### **Girls - Grades 6- 8**

Summer/Fall/Spring - Sept.-Oct. 15; April 15-June

- Navy blue kilt, no shorter than 2” above the knee
- Light Blue oxford button down – if a shirt is worn under the oxford, it must be all white
- Tennis shoes may be worn. Converse style high tops or roller shoes are not permitted.
- Socks: solid white or navy, knee highs or full crew socks-all socks **must** be worn above the ankle; no visible logos

**The uniform should be neat and tidy with the blouse/polo tucked in and no rolled waistbands.**

Winter – October thru April

- Navy blue kilt, no shorter than 2” above the knee
- Light Blue oxford button down – long or short sleeve - if a shirt is worn under the oxford, it must be all white
- Sweater: plain navy blue or IHM logo only or IHM sweatshirt
- Socks: solid white or navy, knee highs or full crew socks-all socks **must** be worn above the ankle; no visible logos
- Tights: navy or white tights  
Leggings: full length navy or white leggings are permitted – NO SWEATPANTS
- Optional white turtleneck may be worn under oxford
- Uniform shoe – see above

### **Boys - Grades 1- 5**

Summer/Fall/Spring - Sept.-Oct. 15; April 15-June

- Navy blue dress/twill shorts - no extreme styles with baggy look or big pockets
- Brown or Black belt – no logos
- Light Blue polo
- Tennis shoes may be worn. Converse style high tops or roller shoes are not permitted.
- Socks: solid white or navy, knee highs or full crew socks-all socks **must** be worn above the ankle; no visible logos

**The uniform should be neat and tidy with the blouse/polo tucked in and no rolled waistbands.**

Winter – October thru April

- Navy blue dress/twill pants – no extreme styles with baggy look or big pockets
- Brown or black belt

- Light Blue polo – long or short sleeve
- Sweater: plain navy blue or IHM logo only or IHM sweatshirt
- Socks: solid white or navy, full crew socks-all socks **must** be worn above the ankle; no visible logos
- Uniform shoe – see above

### **Boys - Grades 6 - 8**

Summer/Fall/Spring - Sept.-Oct. 15; April 15-June

- Navy blue dress/twill shorts – must be worn at the waist; no extreme styles with baggy look or big pockets; bottoms may not be rolled
- Brown or Black belt – no logos
- Light Blue oxford button down – if a shirt is worn under the oxford, it must be all white
- Tennis shoes may be worn. Converse style high tops or roller shoes are not permitted.
- Socks: solid white or navy, full crew socks-all socks **must** be worn above the ankle; no visible logos

**The uniform should be neat and tidy with the blouse/polo tucked in and no rolled waistbands.**

Winter – October thru April

- Navy blue dress/twill pants – no extreme styles with baggy look or big pockets
- Brown or black belt
- Light Blue oxford button down – long or short sleeve – if a shirt is worn under the oxford, it must be all white
- Sweater: plain navy blue or IHM logo only or IHM sweatshirt
- Socks: solid white or navy, knee highs or full crew socks-all socks **must** be worn above the ankle; no visible logos
- Uniform shoe – see above

**The uniform should be neat and tidy with shirts tucked in.**

### **GYM UNIFORM**

For boys and girls (except Pre-K) the gym uniform must be purchased from the school store. Students will wear the IHM gym uniform to and from school on the days they have gym. Sweat pants must be worn to and from school in colder weather (Nov.-March). Full white crew socks with no logos are worn and tennis shoes must tie. Converse style high tops or roller shoes are not permitted.

### **JEWELRY/MAKE UP**

Applicable to all grades, earrings may be worn by girls only as long as they are no larger than a dime; only one earring per ear; no hoops, bangles or extremes; one bracelet may be worn; one watch may be worn; one religious necklace may be worn – no oversized jewelry. Face and eye makeup/nail polish are not permitted unless specifically stated for a special event.

### **HAIR**

**Boys-** neat, clean, no longer than the top of the collar, above the eyebrow and the middle of the ear; no extreme styles; no page boy cuts, no shaved heads; no Mohawks or faux hawks; no shaved patterns: no dyes.

**Girls** - neat, clean, solid navy blue or white ribbons, hair accessories, and headbands only (Headbands made from the uniform material are acceptable.); no shaved heads; no extreme styles; no dyes

Questionable hair styles will be at the discretion of the Administration.

No hats may be worn in the building, including non-uniform days. Writing on skin, tattoos and body piercings are not allowed.

### **OUT OF UNIFORM DAYS**

Several times during the school year, students are allowed to come to school out of uniform. Attire on these days should be appropriate for IHM. Students will be asked to call home for a change of clothes if the administration deems that the clothing is suggestive or inappropriate. Long sport shorts or walking shorts only are allowed on general out of uniform days. Shorts may not be worn on out of uniform days during the months of November to March. Inappropriate shirts, tattered or torn jeans, or flip-flops may never be worn to school. For **girls**, no spaghetti strapped or tank tops or dresses; sundresses may be worn with a sweater, shoulders must be covered. Capris or walking shorts only; no sport shorts. Skirts or dresses must be to the knee. Please note if an out of uniform day falls on a liturgy day, all students should wear appropriate church attire.

The administration reserves the right to interpret and update this uniform code if necessary.

### **ATTENDANCE**

If a student needs to miss school for illness or another emergency, please send an email or call the school nurse or the school office before 10:00 a.m. and send a note in when the student returns. If a student is in school, full participation in all planned activities, including physical education and outdoor recess is expected. All absences become a part of the student's permanent school record. Field trips, field days and service days are considered part of the school curriculum. A student who misses such a day will be marked absent.

A student who becomes ill while at school will be sent to the Nurse's Office. If the symptoms are severe enough that he or she is unable to return to class after a brief rest, a parent will be called and asked to make arrangements to pick up his or her child as soon as possible.

Regular attendance is considered essential for school success for all students. We urge families to plan family vacations around school holidays so that children do not miss important instructional time. The school discourages absences such as vacation plans which do not coincide with school holidays, days taken to make a long weekend, and any time that is taken which does constitute an excused absence. If you do make plans which do not coincide with the school calendar, advise your child's homeroom teacher as soon as possible. Teachers are not required to provide work in advance for students who anticipate an absence. Making up any academic work missed because of a voluntary absence is the responsibility of the family and student, as teachers endeavor to keep their web pages up to date.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day.

Truancy may result in disciplinary action up to and including suspension or expulsion.

The school nurse and the physical education teacher need to be notified in writing when a child is returning to school from a medical/illness/injury absence that will result in modified participation. The note needs to specifically give the reason for the absence with an explanation of the child's physical limitations and modifications. If the modified participation will be needed for multiple days, the note should come from the child's physician.

During the spring of the 7<sup>th</sup> grade and the fall of the 8<sup>th</sup> grade year, students are encouraged to spend "shadow days" at the high schools to which they intend to apply. Three such shadow days are considered excused absences.

### **LUNCH PERIODS**

Children receive a 30 minute lunch period and a 30 minute recess period daily. Monday through Friday, lunch is available for purchase through the school. If, in an emergency, it is necessary to bring a lunch to school after the start of the school day, please leave it with the receptionist, properly marked with the student's name, grade, and homeroom teacher's name.

Please note that some lunch times have been adjusted to enable all students to eat in the multi-purpose room across from the kitchen. Kitchen staff will set up and break down the tables, sweep, and remove trash. Allergy free tables will be available.

Teachers rotate lunch duty, and Shield trained parent volunteers are welcome to help supervise the children during lunch and recess. Occasionally our lunch schedule may change due to Mass or an assembly. If you are a lunch volunteer, please watch for schedule changes.

### **LOST AND FOUND**

Please label all clothing worn to school with your child's name. Sweaters and jackets are often misplaced and consequently lost due to lack of identification. Items that children lose at school are kept in the Lost and Found Box in the School Office. Please check with the homeroom teacher, the box, or with the receptionist as soon as you are aware that an item is missing.

### **FIELD TRIPS**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. The total expense of the day may be covered by the school or divided and shared equally by all students in the grade. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip **only** if the permission form is signed by the parent/guardian and returned to the teacher by the specific date along with any necessary fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. Class Parents may be given priority on the first schedule field trip. Chaperones are determined by the grade level teachers. It is dependent upon size of class, type of trip. If

selected as a chaperone, parent agrees to uphold the IHM standards of conduct as stated in this handbook. The consumption of alcoholic beverages are never permitted as a chaperone on a school sponsored trip. Chaperones may be responsible for paying their way for a trip. Because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

**All chaperones are required to complete SHIELD THE VULNERABLE training.** The training should be completed at least one month before the trip.

## **TECHNOLOGY**

### **ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS**

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language

- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student’s Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

## **WEB-BASED SERVICES**

The School uses Office 365 as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

### **MEDICAL & HEALTH POLICIES**

The IHM nurse is highly qualified and available during school hours to care for students who become ill or injured during the school day. A report is filed with the Archdiocesan Insurance Office if a child receives medical attention outside of the school following an injury. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information.

The school must be notified of any changes that occur during the school year.

The school provides the option for parents to purchase health insurance for their children.

### **HEALTH RECORDS AND IMMUNIZATIONS**

Maryland law requires all school students to show evidence of complete primary immunizations against certain childhood communicable diseases. The immunization record must have the month, day, and year of each vaccination, be signed by a physician or health department, and be approved by the school. Upon entering IHM, students must have a complete physical, a dental check-up, and the required immunizations. If a student does not show proper paperwork for immunization records, s/he may not attend school.

In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

### **MEDICATIONS**

The administration of medication in school is discouraged. However, if a student’s physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student’s physician is required. Medication can only be dispensed with a written order from the student’s physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as specified by the pharmacist, strength of medication/dosage, and student’s name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

### **REQUIRED COMMUNICATION**

The following must be reported to the school nurse.

- Any concerns about the well-being of your child
- Changes in health status or medications
- Limitations for participation in physical education or recess
- Newly diagnosed or ongoing health problem
- Any diagnosis of infectious or communicable disease\*\* including but are not limited to measles (regular or German, Rubella), hepatitis, tuberculosis, meningitis, whooping cough (Pertussis), Rocky Mountain Spotted Fever, H1N1 flu, human immune deficiency (AIDS and all other symptomatic infections), animal bites/rabies, Lyme disease, pediculosis (head lice), impetigo, food poisoning, mumps, adverse reactions to Pertussis Vaccine, influenza, and chickenpox (varicella)
- Surgery, injury, and skin wound
- Hospitalization

**\*\*The school must notify their county Health Department. All reports are confidential.**

Parents may not send to school a youngster who is ill in the morning, including if the child is running a fever. A doctor's written and signed request is needed for a student who needs to be excused from recess or physical education classes.

**Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over**

### **SCOLIOSIS SCREENING REQUIREMENT**

Maryland law, effective July 1, 1982, mandates scoliosis screening for every student at least once in grades six through eight. For a student whose parent or legal guardian objects **IN WRITING** to the School Nurse, screening is not required. Trained physical education teachers, a physician or trained personnel from the local public school jurisdiction (if city/county provides this service) will conduct a screening program to determine if any of the students screened have scoliosis (an abnormal curvature of the spine). According to the available information, four children in every 100 may develop scoliosis, and two of these may require treatment. If the condition is detected early, and appropriately treated, progressive spine deformity can be prevented.

### **VISION/HEARING SCREENING**

**The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades PreK, kindergarten, 1, 4, and 8 as well as for new students in all other grades.**

### **HEAD INJURY**

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report should be signed by the parent/guardian and

returned to the school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### **ALLERGIES**

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician's order must state this requirement.

### **BLOODBORNE PATHOGENS**

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the office. All staff member are trained in and practice Universal Precautions when dealing with any bodily fluids.

### **COUNSELING PROGRAM**

Our counseling program is for all of our students and based on our assessed needs. The program is planned, sequential, and goal and indicator directed. The full-time school counselor works closely with students, teachers, parents, administration, and outside experts. The counselor is a highly qualified child advocate who is driven by high ethical standards. The school counselor is a member of the Maryland School Counselors Association.

#### **Basic Goals**

- To enable students to experience school success
- To enable students to develop decision-making competencies
- To assist students in understanding and respecting self and others

#### **Components**

- **Counseling**
  - Individual
  - Group
  - Classroom guidance
  - Small and large group work
- **Consultation**
  - Parents
  - Teachers
  - Administrators
  - School Nurse
  - Outside Agencies and Social Workers
- **Coordination**
  - Special programs
  - Peer mediation
  - Peer helpers

### **SAFETY POLICIES**

#### **CHILD ABUSE AND NEGLECT REPORTING POLICY AND PROCEDURES**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. IHM supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social

Services, Protective Services Division, and/or the local police department as well as to the Principal.

### **AHERA**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

### **SAFETY AND EMERGENCY PROCEDURES**

An emergency information card is kept on file for each student in the Nurse's office and the School Office. Please notify the school office **immediately** if there is any change in your family's contact information.

Emergency procedures are in place at IHM for fire, storm, and lock down situations. Drills are performed without alarming the students. Teachers and substitutes have all emergency procedures in each classroom and each drill is practiced annually. The school administration maintains contact with the Baltimore County Police in the event of emergency. The complete IHM Emergency Plan is posted on the school web site for parent reference.

In the event the students must be removed from the immediate vicinity of the school, the 500-foot IHM evacuation site is the playground area located on Putty Hill Avenue south of the school. The command center will be established in the playground area. Parents must report to this area for information about their child(ren) before a child is taken from the area.

Our parking lot procedures are designed for the safety of our children. Please obey the rules and do not ever leave your children unsupervised before or after school.

### **INCLEMENT WEATHER**

IHM follows the weather policies of the Baltimore County Schools. News about weather related closures, late openings, and early dismissals will be announced on WBAL radio, Channel 11, and on the web at: <http://www.wbaltv.com/index.html>. IHM will also inform parents through the Alert Solutions message system. Please do not call the office, but wait for the automated phone and email message that is sent by the School.

IHM students travel to school from many areas throughout central Maryland. Parents are encouraged to use discretion about traveling to school if hazardous weather or driving conditions exist in their geographical area. Safety should be the priority in all decisions. IHM contracts with a local snow removal firm to clear snow and ice from the school pathways and parking lots. At times, storms with heavy snow and low temperatures may hinder the firm's ability to clear all snow and ice. IHM will make every attempt to ensure the pathways into the building are clear, but parents again must use discretion with regard to safe entrance into the building. If snow and ice are present, please advise your children to use another school entrance. All adults, including those with conditions that limit their movement, should also

evaluate if school grounds are safe for walking when accompanying or picking up students.

## **CODE OF CONDUCT AND DISCIPLINE**

### **GRADES PreK - 8**

The individual development of each student is the primary goal of education. In Catholic education the student is readied to take his or her place in society in view of the gospel message of Jesus Christ. Discipline plays an important part in this total development. Without self-discipline there would be no accomplishment of goals in the educational setting. The following code of conduct will be observed by all students at Immaculate Heart of Mary. Each student is an integral part of the school community which fosters the growth of true Christian character. Each student is also a member of the total community which adheres to specific rules and regulations. Conduct both to and from school is also regulated since the entire community is affected. In order to achieve these goals, each classroom teacher establishes his/her own appropriate classroom management techniques.

### **CLASSROOM**

#### **Students are to:**

- wear the complete IHM uniform, including acceptable haircuts and jewelry,
- be prepared for their classroom work and have the necessary supplies and books,
- participate in the classroom activities to the best of their ability,
- maintain behavior that does not disrupt the classroom work of other students,
- be respectful at all times to teachers, other students, and to all adults present,
- complete home assignments both neatly and punctually,
- promptly return all tests or other materials requiring a signature,
- have a note explaining absence from school,
- obtain requested signatures and never forge the signature of another,
- act honestly and not cheat at any time,
- have permission to leave the classroom,
- refrain from gum chewing in school,
- report to a teacher when told to do so,
- respect the property of others,
- travel to all special classes in an orderly manner,
- take medication under the supervision of the nurse with a doctor's note, and
- use a phone only with permission.

### **LUNCH AND RECESS**

#### **Students are to:**

- remain seated during lunch and are not to visit other classrooms without permission
- use a "normal" level of voice for their conversations,
- clean eating area after the meal
- act respectful to all volunteers at all times,
- observe playground rules of the grade level,
- refrain from contact sports or games as these are dangerous,
- use only SOFT balls or school equipment,

- interact respectfully and not fight at any time,
- travel in the halls with a minimum of noise, and
- recognize that any student who cannot adhere to the lunch rules will not participate in recess.

## **TO AND FROM SCHOOL**

### **Students are to:**

- remain on school property once they have arrived,
- refrain from ball playing or sports on the playground before or after school,
- be respectful to the property in the neighborhood as well as the school and church,
- never threaten another student or to inflict force,
- refrain from unbecoming or vulgar language,
- respect authority at ALL times and not argue,
- never to have in their possession: alcohol, tobacco, illegal substances or dangerous weapons,
- not to be on the parish property after operating hours unless participating in a school sponsored event.

## **DISCIPLINE PHILOSOPHY & POLICIES**

Immaculate Heart of Mary School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Its ultimate purpose is to develop true Christian character and sense of responsibility, establish an atmosphere conducive to academic excellence, and protect the welfare and reputation of the individual, as well as the school community.

Because every student at IHM is an integral part of the faith community of the school, each must be aware that what he/she does affects themselves as well as the entire community. Each student is expected to accept the responsibility for conduct rightfully expected of a Catholic school student.

Discipline will always be handled gently, carefully, and respectfully, in keeping with the dignity of the human person. Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs. Teachers are encouraged to contact a member of the school administration if they need help with student discipline. The principal, or the PBIS administrator will be informed of a serious disciplinary situation.

IHM has a Positive Behavioral Intervention and Supports (PBIS) program as a framework for a positive learning and disciplined environment. The goal of our program is to recognize the positive expected behaviors regarding the 3 Rs (Respect, Responsibility and Ready) for Grades PreK to 8. We maintain school-wide expectations in specific settings to teach students appropriate behavior, predetermined consequences to discourage inappropriate behavior, discipline referral procedures that are implemented consistently, outcome data to monitor programs and a problem-solving process for making data-based decisions.

The following regulations governing behavior fall into three (3) levels. Each student has the responsibility to adhere to these regulations at all times. This includes conduct to and from school, as well as on school and parish property.

## **GRADES PreK thru 2**

### Classroom Behavior Management

Your child's teacher will institute their own classroom behavior program. This program is aligned with the schools PBIS and will be introduced at the beginning of the school year. Any necessary changes or modifications will be sent home from the classroom teacher.

Grades K–2 Behavior Warning System – 3 warnings will result in a parent/teacher conference. If a student has frequent violations of the “Classroom Behavior System, the teacher will institute a three warning system. The students are given the opportunity to correct or modify the behavior as deemed appropriate for age level. After three warnings, a parent-teacher conference will be held to discuss a behavior plan for student success.

## **PBIS Tiers Grades K thru 2**

**LEVEL I** – One Level I infraction will result in a 15 minute after school detention.

The following are considered Level I infractions:

- 3 missed homework assignments with a week
- Inappropriate classroom behavior resulting in unfinished class work
- Lying
- Fighting/physical aggression
- Teasing/taunting

## **LEVEL II**

Students may receive a 30 minute after school detention to occur on designated on days designated by the homeroom teacher of the PBIS administrator. These detention are issued by the classroom teacher in consultation with the school administration depending on the severity of the infraction. A form explaining the nature of the detention and requiring a parent/guardian signature will be sent home. A parent conference can be called at any time. If a student fails to report for a detention, she or he will be issued a second detention and will serve both detentions during lunch and recess on consecutive days. Parent response to the notification is necessary to ensure the parent is aware of the situation.

## **GRADES 3 thru 8**

Under the PBIS program, violation records are kept by the PBIS administrator. Parents will receive updated information regarding violations after repeated incidents or after a serious infraction. After the first and second violations, students will receive an incident report and it will be recorded as a warning (unless it is a serious infraction). Upon receiving the 3<sup>rd</sup> incident report, a 30 minute detention is issued. Incident reports #4 and 5, will also receive a warning. Upon receiving the 6<sup>th</sup> incident report, a 60 minute detention will be given. After 6 incident reports (1 hour detention), the Principal, the school counselor, and the PBIS administrator, may place the student on an individualized behavior plan. Other Administrative decisions relating to inappropriate student behavior may include warnings, time in office or with PBIS administrator, conferences, loss of privilege, and reduction in grade.

### **Level I (Classroom Problem Behavior)**

- Disruptive behavior in the classroom
- Lying
- Unauthorized consumption of gum/candy
- Disruptive transitions
- Dress Code violations

- Teasing/taunting
- Breaking classroom/playground rules
- Lack of preparedness
- Inappropriate comments
- Late to class

### **Level II**

- Chronic Level I behavior
- Harassment
- Lack of Preparedness (supplies)
- Abusive/vulgar language
- Vandalism
- Disruptive transitions
- Fighting/physical aggression
- Unauthorized gum chewing
- Out of assigned area
- Defiance/disrespect (chronic)
- Cheating
- Teasing/taunting
- Insubordination/defiance
- Leave/skip class
- Put downs
- Classroom disruption
- Lying
- Dress code violation
- Electronic violation
- Inappropriate language/tone/attitude
- Refusal to work or follow reasonable request from an adult
- Calling out or inappropriate comments
- Breaking classroom/playground rules
- Other incidents noted by teacher

### **Level III**

After 3 incident reports a 30 or 60 minute after school detention is issued. Parent conferences may be called at any time. If a student fails to report for a detention, she/he will be issued a second detention and will serve both detentions during lunch and recess on consecutive days. Parent response to the notification is-necessary to ensure the parent is aware of the situation.

- Chronic Level II behaviors
- Vandalism
- Forgery/theft
- Intimidation/verbal threats
- Bomb threat/false alarm
- Harassment/bullying
- Alcohol/drugs
- Possession of weapons
- Fighting/physical aggression
- Defiance/disrespect (chronic)
- Abusive language

- Lying/cheating
- Leave or skip class
- Other incidents noted by teacher

**MIDDLE SCHOOL TABLET USAGE**

Instruction and learning in the Middle School will be closely tied to the use of the tablets and the Internet. As such, infractions related to violations of this contract will not result in denied use of the device as denying student access to the tablet would impair a student’s ability to learn and be assessed in the IHM environment. Repeated violation of this agreement and the associated behaviors by the student will result in detention, suspension, or possible expulsion as defined in the behavior addendum related to the tablet program. Furthermore, if a parent does not replace a tablet damaged by a student due to negligence, misuse, or malice, the student will not be allowed to continue at IHM as he or she will not have access to the required IHM learning tools.

Violation of tablet use will result in the following:

1st Offense: 1/2 hour detention

2nd Offense: 1 hour detention

3rd Offense: In-House Suspension and parent conference

4th Offense: Discretion of Administration – Possible Out of House Suspension or Expulsion

**SUSPENSION**

Repeated violations of Levels II or III may result in suspension which could be in-house or out-of-school suspension based on the decision of the administration. The Administration also may suspend a student whose conduct is unacceptable in light of the goals and regulations of the school. The following criteria will be used to determine suspension. In case of intended suspension, the principal shall promptly arrange a meeting with the parents. The time lost from school as a result of the suspension shall be made up in the manner decided by the administration. A written note of the suspension will be kept on file.

- Repeated disregard for the regulations
- Threatens or assaults toward another student (Such threats that occur via electronic social media, if they directly impact another student of the school and cause disruption to the community, will be considered for suspension.)
- Disrespectful behavior, including arguing, toward any faculty, staff, parish employee, or school volunteer.
- Mutilation or destruction of school/Parish property
- Use of tobacco or alcohol on school/Parish premises
- Possession of dangerous objects on school/Parish property or to and from IHM
- Hiding or stealing the property of another.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

**EXPULSION/EXCLUSION**

If a student violates the following regulations, s/he may be subject to expulsion or exclusion. In case of expulsion, the situation will be reviewed by the principal, who will in turn submit a written report to the Superintendent of Catholic Schools. While a case for expulsion is reviewed by the superintendent, a student may be asked to serve an in-house suspension in the school office. The student will be expected to continue all school work during the review.

- Students may never assault a teacher, employee, volunteer, or fellow student.
- Students may not use, sell, or give any drug or medication, regardless of its nature, on School/Parish grounds, at officially sanctioned school functions or to and from school.
- A student must not threaten or inflict serious bodily harm on another person.
- A student must attend school on all days, unless legitimately excused, never being truant.
- Students who have repeatedly violated the rules and regulations, after conferences and counseling will be asked to withdraw.
- Other behaviors deemed as serious violations by the school administration.

An expelled student forfeits all privileges of the Immaculate Heart of Mary School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

### **SEARCH AND SEIZURE**

Immaculate Heart of Mary School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school **policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.**

### **HARASSMENT POLICY**

Harassment or abuse of any kind is not acceptable behavior in Immaculate Heart of Mary School and will result in disciplinary action up to and including suspension/expulsion.

#### **Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

#### **Scope**

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

#### **Prohibited Conduct**

For purposes of this Policy, “harassment” means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual’s academic performance; or
- Otherwise adversely affects an individual’s educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.

### **Procedure**

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student’s teacher, the principal of the school, the Superintendent of Catholic Schools.

Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation’s findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

### **BULLYING POLICY STATEMENT**

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God’s children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property at school-related activities, off-school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying harassment, intimidation, or retaliation. A standardized reporting form is available at [https://www.archbalt.org/wp-content/uploads/2017/07/Bullying\\_Harassment\\_Intimidating\\_Reporting\\_Form\\_2017.doc](https://www.archbalt.org/wp-content/uploads/2017/07/Bullying_Harassment_Intimidating_Reporting_Form_2017.doc). And from the School Office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s education benefits, opportunities, or performance, or with a student’s physical and psychological well-being and is:

- Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
- Threatening or seriously intimidating; and,
- Occurs on school property. At a school activity or event, or on a school bus; or
- Substantially disrupts the orderly operation of a school.

## **ENROLLMENT MANAGEMENT** **REGISTRATION**

Immaculate Heart of Mary School is a co-educational elementary school for grades PreK3 -8<sup>th</sup>. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in the administration of their educational policies or admissions policies, scholarships and loan programs, athletics and other school programs. Requests for reasonable accommodations for a student with a disability may be directed to the Resource Room Support Staff Personnel or the School Administrative Manager.

Religion is required for each year a student attends IHM School. All students enrolled in IHM School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Admission based on screening begins in the kindergarten year and is subject to space availability.

## **RE-REGISTRATION**

In January of the school year parents/guardians are asked if they wish to re-register their child/children for the following school year. A non-refundable fee of \$200.00 per child is due at the time of registration. Returning students pay \$100 registration fee at time of re-registration with the option of the remaining \$100 to be wrapped into tuition. New students and those entering Pre K and Kindergarten must pay all \$200 at time of registration. Re-registration into the school for the following year will depend on a successful completion of the current year’s work and the payment of all current fees. If tuition is not current any registration fees will be applied first to outstanding tuition. Students currently enrolled in the pre-school **must apply for registration for the kindergarten at IHM** and will be given the Brigrance screening

assessment. The school reserves the right to ask that a child be retained based on these indicators. Siblings of students who are currently enrolled at IHM submit an application at the time of student re-registration based on space availability. All new applications accepted are subject to space availability under our registration policy. All siblings, except those registering for the pre-school program, will be expected to complete a required assessment, interview, and, when applicable, shadow day.

### **PLACEMENT AND PROBATION FOR NEW STUDENTS**

Students are initially placed using the results of the shadow day observations, an admission assessment and interview, teacher evaluation (when requested), permanent records, and standardized test results. Once classes begin, placement adjustments will be authorized by the teacher(s). All students entering IHM for the first time are subject to one-year probation. If during that time the school is unable to meet the needs of the student(s), the parent(s)/guardian(s) will be asked by the principal to place the child(ren) in another school. Such recommendations would only occur after continued communication and a conference with the parent(s)/guardian(s).

### **FINANCIAL ASSISTANCE**

Financial assistance may be available for qualified families. Assistance is granted by the Archdiocese directly, the School and the Parish. Families must submit an application through FACTS in order to be considered for any assistance.

It is the family's responsibility to notify the School Administrative Manager if special circumstances arise thus making it difficult to meet tuition and fee obligations. Special arrangements and/or adjustments to the family's original payment agreement may sometimes be granted. Alternative financial arrangements must be made in writing by the family and agreed to by the principal prior to implementation.

### **STUDENT RECORDS**

Student records are maintained in the school office or a designated administrative area. Access to records is governed by FERPA (see *Family Educational Rights and Privacy Act*, page XX).

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Immaculate Heart of Mary School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of IHM are as follows:

- Parents/Legal Guardians have the right to inspect and review the student's education records maintained by the School. Parents should submit to a School Office Personnel a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected. A representative of the school must be present while these records are being reviewed.
- Parents/Legal Guardians have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents/Legal Guardians generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.

In general, any other person must have the written consent of the student (if 18 or older) or the parent/guardian (if less than 18 years old), unless the disclosure is otherwise authorized or required by law. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Immaculate Heart of Mary School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

If a non-custodial parent seeks access to his/her child's records, the school **must** allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records. The school **does not** allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

If there is a change of address, change of telephone number, place of employment, or change in the individual(s) emergency number, the office should be notified as soon as possible. An updated Family Information Sheet will be distributed for data verification annually. Parents/guardians whose phone numbers are unlisted **must** give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence.

If there is a change in the family status or change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

## **TRANSFERS**

Parents/guardians should notify the principal if their child/children will be transferring to another school. Library books and school books must be returned before a transfer can be issued or records sent to the new school. All tuition, Beyond the Bell, and other school fees for all children in the family enrolled at IHM must be up-to-date before school records are released for any child. The accepting school must send a letter indicating the student's acceptance before the release of scholastic and health records will be issued to this school. Once a student withdraws, he/she is not permitted to return unless of an extenuating circumstance.

## **TRANSFER APPLICATIONS AND RECOMMENDATIONS**

It is school policy that all applications and recommendations for transferring students are sent from the school office, not individual teachers. Please bring all forms associated with transfer to the school office personnel who will handle distribution and mailing.

## **CHILD CUSTODY ISSUES**

Parents must provide the school with any information and documentation regarding child custody, if applicable. Without documentation, the school is not able to adhere to parent requests regarding access to the children.

## **ADMISSIONS**

Immaculate Heart of Mary School is a coeducational elementary school for grades K-8. It does not discriminate on the basis of gender, race, and/or national or ethnic origin in the administration of its education policies, admission policies, scholarships, financial aid, and/or school-administered programs. The school reserves the right to deny admission to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

IHM welcomes inquiries about the curriculum and admission process. Admissions are handled on a rolling basis. The school grants priority to parishioners of Immaculate Heart of Mary Church and St. Isaac Jogue's Church and siblings of currently enrolled IHM students. We also welcome applicants from outside of the Parish.

## **APPLICATION PROCEDURES**

### **Pre K 3 and Pre K 4**

- Completed Application and \$25 application fee
- \$200 Registration fee (non-refundable) – Registration Form to be completed upon receipt of fee
- Copy of Birth Certificate
- Copy of Baptismal Certificate, to be eligible for the Catholic rate for tuition

Pre-K3 Age Qualification: Must be 3 by September 1

Pre-K4 Age Qualification: Must be 4 by September 1

## **KINDERGARTEN**

- Completed Application and \$25 application fee
- Completed assessment of Brigance Screening Method
- Current PK teacher assessment (given to parent by IHM)
- Upon acceptance, \$200 Registration fee (non-refundable) – Registration Form to be completed upon receipt of fee
- Copy of Birth Certificate
- Copy of Baptismal Certificate, to be eligible for the Catholic rate for tuition

Kindergarten Age Qualification: Must be 5 by September 1

## **GRADES 1 - 7**

- Completed Application and \$25 application fee
- Completed assessment of either IHM screening (grades 1 & 2) or Abbreviated Stanford Testing (grades 3-7)
- Current teacher assessment (given to parent by IHM)
- Upon acceptance, \$200 Registration fee (non-refundable) – Registration Form to be completed upon receipt of fee
- Copy of Birth Certificate
- Copy of Baptismal Certificate, to be eligible for the Catholic rate for tuition
- Copy of most recent report card
- Copy of previous year report cards
- Recent standardized test scores

Prospective students in grades 3-8 are then invited to “shadow” ~ spend some time while school is in session with a student ambassador. For all applicants in grades 1-7, a brief, age appropriate screening will be administered. Prospective parents and students are encouraged to spend some time in an interview with a member of school Administration. All newly admitted students will attend an orientation session before the opening of school.

## **TUITION POLICY**

The operation of Immaculate Heart of Mary School is primarily tuition driven; therefore, our parents’ commitments to tuition and fee obligations are crucial to the school’s continued financial stability and viability.

- 1) The Catholic Rate for tuition will be charged to all Catholic students whose families are registered parishioners of a Parish in the Archdiocese of Baltimore or the Archdiocese for Military Service. To qualify for the Catholic Rate:
  - a. The student must be a baptized Catholic (a copy of the baptismal certificate will be required)
  - b. At least one parent/legal guardian must be a baptized Catholic
  - c. The family must be registered as parishioners at a Parish in the Archdiocese of Baltimore or the Archdiocese for Military Service (verification of registration may be required)
  - d. Regular, active participation in their Parish life and liturgy and in the reception of the Sacraments is expected of all Catholic families.
- 2) The Other Faith Rate will be charged to those who are not registered parishioners in any Catholic parish, who are non-Catholics or who do not fulfill the conditions for receiving the Catholic rate.
- 3) A student’s enrollment for the following school year will be held until the tuition from the previous year is current.
- 4) No student will be permitted to begin school unless at least 20% (two monthly payments) of tuition has been made.
- 5) Progress Reports and Interims may be withheld for non-payment. No academic records from Immaculate Heart of Mary School will be forwarded to any other school until all tuition accounts are current.

- 6) Non-payment of tuition could result in dismissal of student; if tuition is not current by the close of a trimester and arrangements have not been made with the school, or if a family does not comply with established payment plans, a student will be refused admission to classes after notice has been given to the family.
- 7) Eighth grade students with outstanding tuition or fees after May 1 may be denied participation in any or all eighth grade graduation activities and ceremonies.

### **TUITION PAYMENT**

There are 3 payment options for tuition. Tuition payments are received and processed through FACTS, a tuition management service. FACTS is the contracted provider for administering our tuition program.

FACTS Monthly Payment Plan – 10 payments – beginning July and ending April, monthly payments are due on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month.

FACTS Semi-Annual Payment – 2 payments – half tuition due by July 1 and half tuition due by January 1.

Full Payment – 1 payment – full tuition amount due by July 15; paid directly to the school.

### **WITHDRAWAL**

If a student is withdrawn from the school by the parent, the following financial obligations apply:

Prior to first day of school – 20% of tuition is due, anything paid past that amount will be refunded.

Prior to January 1 – 50% of tuition is due, anything paid past that amount will be refunded.

After January 1- 100% of tuition is required; transcripts will not be released until the tuition account is current.

### **ACADEMIC POLICIES**

#### **COURSE OF STUDY**

IHM follows the curriculum, grading system, and student progress report established by the Division of Catholic Schools of the Archdiocese of Baltimore. The following subjects are included in the curriculum:

Religion

English Language Arts

Social Studies

Science

Mathematics

Spanish Language Arts

Art

Music

Physical Education

Library (PreK – 4<sup>th</sup>)

Technology

Theatre Arts (5<sup>th</sup>-8<sup>th</sup>)

Comprehensive examination and cumulative projects are undertaken in academic subjects in 7<sup>th</sup> and 8<sup>th</sup> Grade in January and May/June. The grades will be given to the parents with the second trimester and final progress report cards. Exams missed due to illness may be rescheduled with

the teacher. Exams missed due to illness may be rescheduled with the teacher. Rescheduling of exams for any reason other than illness must be approved by the administration.

## GRADING SCALE

### Grades PreK-2

I	Independent	E	Emerging
P	Progressing	NA	Not assessed at this time

### Grades 3-8

A+	97-100	C+	80-84
A	93-96	C	75-79
B+	89-92	D	70-74
B	85-88	E	0-69

### Effort and Conduct (Grades 1-8)

O	Outstanding	I	Improvement needed
G	Good	U	Unsatisfactory
S	Satisfactory		

### Achievement (Grades 3-8)

P	Proficient	I	Improvement needed
V	Very good	N	Not yet demonstrated
G	Good		
S	Satisfactory		

Number grades are rounded to find the letter grade.

Examples: 96.5 rounds up to 97 and equals an A+

96.4 rounds down to 96 and equals an A.

## ACADEMIC HONOR ROLL

Students in grades 4 thru 8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

**First Honors** – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

**Second Honors** – all A's and B's (more A's than B's) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Parents of students in grades three through eight are encouraged to check the academic progress of their child regularly through our computerized PowerSchool parent access program.

Furthermore, they should contact the teacher if they are in need of help or information concerning grades. Each teacher may be contacted by email, using first initial, last name @ihmschoolmd.org or by leaving a message with the school office. IHM strongly believes in keeping the lines of communication open between parents, students, and teachers.

For grades 3-8, the school will issue a reminder for parents to check parent access carefully at interim time. For grades 1 and 2, an Academic Intervention Notification form will be sent at the mid-trimester, as needed.

Progress Reports are distributed three times a year. A Progress Report will match the grades in Power School. Grades include assessments that were given during the trimester.

### **HOMEWORK POLICY**

All homework assignments are the responsibility of the student. Homework develops responsibility and good study habits; time management skills; the application of learned concepts; and a sense of accountability for contributing to individual and group projects. Parents are encouraged to help provide a reasonably consistent time for homework; to create an appropriate designated place for homework; and to review homework assignments and ask questions to determine if the child has understood and correctly completed the assignment.

Individual teachers will keep track of missing homework for their subject area. Chronic problems in completing homework assignments, and missed tests and work during absences are causes for concern. Parents will be notified by phone or email after the assignments have been repeatedly missed. Missing homework may be reflected in a student's grade. Missing homework should be handed in the next day and will be considered late. Work submitted late will be issued a grade reduced by 1/5 of the final grade each day it is late. After five days, the assignment will earn a zero.

Additionally, no extra credit assignments will be issued by the teachers. Assessment is to be based on performance in the classroom on assignments issued to all students. Each teacher's policy will be published and distributed the evening of Back to School Night. Failure to do homework on a regular basis could greatly impact a student's grade.

### **STANDARDIZED TESTING**

Each year, Immaculate Heart of Mary administers the **Iowa Tests** of Basic Skills in March or April, in accordance with the policy of the Division of Schools of the Archdiocese of Baltimore. A computerized report of the results of the test will be sent home as soon as the school receives it. The report explains the scores, but teachers and administrators are available to make an appointment to discuss the results. Student attendance is very important during Standardized Testing Week. The ITBS scores are part of student's record and help us to understand student achievement - individually, as a class, and as a building. The teachers also use the results as an instructional tool.

Also in compliance with the Archdiocese of Baltimore, IHM administers the Assessment of Catholic Religious Education Test. (ACRE) Published by the National Catholic Education Association, the test is administered to fifth and eighth graders across the Archdiocese. The reports on this standardized test are not individual, but the group scores become a valuable tool for schools to assess religious instruction and perception and understanding of our students toward their faith lives. Teachers use the report to highlight strengths and improve weaknesses in the religion program.

### **ARD REFERRAL PROCESS**

If a child is not progressing academically, IHM may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from their local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's public home school (the private school must be invited to participate in this meeting) will determine whether or not an

evaluation plan is necessary. Federal Law requires implementation of an IEP only in the public sector.

However, if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP); Immaculate Heart of Mary School administrators will consult with the parents to determine the most appropriate academic placement for the child.

### **PROMOTION AND RETENTION**

To merit promotion to the next grade level, a PreK4 student's readiness for Kindergarten will be determined by the results of Brigance testing as well as how successfully the student completed the pre-Kindergarten thresholds, to include the student's appropriate social and emotional development.

Students in Kindergarten- 2<sup>nd</sup> Grade should demonstrate "independent" or "progressing" performance in targeted language arts, mathematics, and social standards. PreK-2 teachers will provide parents/guardians with early notification of any difficulties observed. With a mutual spirit of cooperation, teachers and parents/guardian will work together in implementing an appropriate plan for improvement. By the end of the second trimester, teachers and parents/guardians of students who are still demonstrating "emerging" performance will meet to discuss the academic and social expectations of the next grade. The school reserves the right to make the final decision regarding promotion.

Students in grades 3 through 8 must earn a final yearly average of 70% (D) in the core curricular areas of language arts, mathematics, science, and social studies. If a student earns **two** final yearly averages of 69% (E) in the core curricular areas of language arts, mathematics, science, and social studies, he or she will not be promoted to the next grade.

Students in grades 3-7 who have a yearly average of "D" or "E" in any subject must pass a school approved summer school program or receive 25 hours of documented school approved tutoring in the subject prior to the next school year. This requirement includes religion and Spanish. If this summer course of study is not completed, the student will not be promoted to the next grade level. Repeating a grade at Immaculate Heart of Mary may not be in the best interest of the child. For students in 8<sup>th</sup> grade with a year-end average of D or one E, the decision regarding summer help is left to the discretion of the high school the student will attend.

Regarding 8<sup>th</sup> grade graduation participation, any 8<sup>th</sup> grade student who has received a detention must serve the detention prior to participating in any graduation activities, including graduation practice, attendance at off-campus events, graduation ceremony and the graduation dance.

If retention appears to be a possibility, the teacher will recognize the situation at the earliest possible time and provide the student and parents all possible assistance to remedy the situation. The teacher documents all types of assistance provided.

The teacher communicates with the parents and the principal and recommends strategies for improvement by the end of January. By the end of March, should the teacher, parent, or administrator not see the needed improvement, a retention conference should be held. The teacher continues to provide all assistance possible and maintain contact with the parents and administration. By the last marking period (May), the retention decision must be communicated.

## **MISCELLANEOUS POLICIES**

### **MONEY**

Whenever money is sent to school, it is to be placed in an envelope and labeled with the child's name, grade, purpose and amount. Money for activities not operated by the school, HSA, or IHM Athletic Association **will not be accepted as IHM cannot ensure the money will reach the proper destination.** It is also suggested that students not bring personal money to school because it can be easily misplaced or lost.

### **VALUABLES**

Students should not bring items of value, including any electronic devices, dolls, jewelry, etc., to school with them.

### **ANIMAL POLICY**

Due to concerns about health, safety, and welfare of people in the school community, no animals are allowed at IHM or school-related events without the express, written permission of the principal.

### **FLIERS**

At times fliers from organizations other than those related to the school or parish may be sent home with the children. The school does not endorse the organization that has provided the flier or guarantee the information that is found in the flier. Furthermore, organizations outside of the Archdiocese of Baltimore may not comply with STAND regulations. Parents are responsible for investigating the safety of these organizations prior to enrollment.

### **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that IHM, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However, IHM may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples include:

- A playbill, showing a student's role in a drama production;
- Annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sport activity sheets; and
- The IHM Directory for Families.

If a parent/guardian does not want IHM to disclose directory information from a child's education records without prior written consent, he or she must notify School Office Personnel in writing (verifiable emails are acceptable) by September 30 for the following school year. IHM has designated the following information as directory information:

- |  |                              |
|--|------------------------------|
| ○ Student's name   | ○ Electronic mail address    |
| ○ Participation in officially recognized activities and sports | ○ Photograph                 |
| ○ Address  | ○ Honors and awards received |
| ○ Telephone listing  | ○ Date and place of birth    |
| ○ Weight and height of members of athletic teams               | ○ Dates of attendance        |
|  | ○ Grade level                |

## **OTHER PROGRAMS AND EXTRA-CURRICULAR ACTIVITIES**

IHM offers a wide variety of extra activities for community enrichment. Parents, teachers, volunteers, and students make these various activities possible. The activities exist for education, fellowship and fun, and fundraising.

### **BAND**

Instrumental music is taught once a week to those students who wish to participate in the IHM music program. Any student in grades 4-8 can join the band. Fees are paid directly to the school for the program. Schedules are given to the students at the beginning of each semester. Forgetting an instrument is not considered an emergency situation and students will not be permitted to contact parents during school hours.

### **ATHLETIC ASSOCIATION**

Cross Country, Soccer, Basketball, Golf, Cheerleading, Spring Track (Youth Bowl Team) are all sports sponsored by IHM school. Any coach or coach volunteer must be Shield trained. Parents are welcomed and encouraged to volunteer.

### **CLUBS**

Altar Servers

Band

Cool Kids

Choir and Chorale

Eco Club

Geography Bee

Lectors

Lunch Helpers

National Junior Honor Society<sup>^</sup>

Safeties

Spelling Bee

Student Ambassadors\*

Student Council

Yearbook

<sup>^</sup>**National Junior Honor Society** –The purpose of this chapter is to create an enthusiasm for scholarship, to provide community service to our school, and to develop our character as leaders within our community. This chapter operates under the direction of and in full compliance with the NJHS Constitution. The chapter advisor is given the authority to supervise the administration of chapter activities as delegated by the school principal. Final authority on all activities and decisions reside with the school principal. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, nation origin, sex, and disability.

Membership is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, Citizenship, and Character.

#### **Eligibility:**

- a. Eligible candidates to this chapter must be in the third trimester of sixth grade, or members of seventh / eighth grade.
- b. Candidates must have been a student at IHM for at least two full trimesters.
- c. Candidates must have maintained first and/or second honors.
- d. Upon completing a, b, and c, candidates shall then be considered based on their service, leadership, citizenship and character.

#### **Election of Members**

- a. Candidates must receive a majority vote of the Faculty Council.
- b. The Faculty Council includes a 5-faculty member panel; all are appointed by the principal.
- c. The selection of members shall happen once per year in April.
- d. Candidates become members when inducted into the society and celebrate mass.

**\*Student Ambassadors** – IHM is a family and we are always looking to expand our family. Students in grades 6 thru 8 are able to assist in welcoming and attracting new families to IHM by becoming student ambassadors. If interested, student will submit a letter of application (signed by the parent and student), will be reviewed by the School Administrative manager and middle school teachers, have progress and incident reports reviewed and then will be notified if he/she has been selected. Student Ambassadors are required to attend recruitment events, such as Open Houses, Archdiocese events, parades, etc as well as positively represent and reflect the values and mission of IHM school. If a student ambassador is selected and receives 2 incident reports during the academic year, he/she will be removed from the organization. Student Ambassadors must reapply each year.

### **PARTNERSHIP WITH PARENTS**

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

### **PARENTAL SUPPORT/COMPLIANCE**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

IHM is a smoke-free environment campus wide.

A manual of the school policies for IHM can be found in the school office. Immaculate Heart of Mary School reserves the right to amend the Student-Parent Handbook and parent(s) legal guardian(s) will be notified of changes made. The Student-Parent Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

It is the policy of Immaculate Heart of Mary School that we will not discriminate on the basis of race, color, and/or national ethnic origin in the administration of our educational policies, admissions policies, athletic, and other school administration programs.

## **THE SCHOOL SONG**

### **Fly Like A Bird**

By Ken Canedo

Refrain:

Fly like a bird to the Lord, my soul.  
I want to soar like an eagle.  
Though I may journey far away from home,  
I know I'll never be alone.

O God, you know who I am.  
You know my hopes and my dreams.  
In my pondering and fears,  
In my joy and in my tears,  
O God, your presence is real

(Refrain)

Where can I run from your love?  
Where can I hide from my God?  
From the dawn of morning's light  
To the darkness of the night,  
O God, your presence is real.

(Refrain)

When I am down and afraid,  
When I am falling away,  
You extend a gentle hand,  
And I know you understand.  
O God, your presence is real.

(Refrain)

**Immaculate Heart of Mary School  
Acknowledgement Form  
2017-2018**

**PHOTO RELEASE**

I hereby give permission for images of my child/ren, captured during regular and special Immaculate Heart of Mary School activities through video, photo and digital camera, to be used solely for the purposes of promotional material for the school, and waive any rights of compensation or ownership thereto.

**YES \_\_\_\_\_ NO \_\_\_\_\_**

**STUDENT DIRECTORY**

I hereby give permission for the following information to be published in the IHM Student Directory.

Student Name	Student Homeroom	Student Home Address
Student Parent Names	Primary Phone Number	Primary Email Address

**YES \_\_\_\_\_ NO \_\_\_\_\_**

**STUDENT HANDBOOK**

By signing below, I agree to all above policies, procedures and rules as they pertain to myself, my child(ren), my family and any/all guests of mine.

**Questions or concerns regarding this handbook should be addressed through the school office.**

**Parent(s) First and Last Name (s): (please print)**

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**Child(ren) First and Last Name(s) and Grade(s): (please print)**

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**Parent(s) Signature(s):**

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