

Immaculate Heart of Mary School

Student-Parent Handbook 2017 -2018



**8501 Loch Raven Boulevard
Towson, Maryland 21286
410-668-8466
Fax: 410-668-6171
www.ihmschoolmd.org**

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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. 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
School Administrative Manager

Mr. Anders Alicea
Ms. Karen Cavanaugh

Pre-K3:

Mrs. Stacie Handley, Assistant

Pre-K4:

Ms. Suzy Cefalu*
Ms. Ruby Pabon, Assistant

Mrs. Kristin McKenna
Assistant

Kindergarten:

Mrs. Sara Bardzik
Ms. Lori Walls, Assistant

Mrs. Kathleen Strauch
Mrs. Heather Yori, Assistant

1st Grade:

Mrs. Sally Bogucki
Mrs. Lisa Aversa, Assistant

Mrs. Debbie Salamone*
Mrs. Lisa Ballance, Assistant

2nd Grade:

Ms. Lacey Lichtenberg
Ms. Stephanie Leone

3rd Grade:

Mrs. Danielle Bressner
Ms. Marissa Johansen

4th Grade:

Mrs. Kristin Orem

5th Grade:

Mrs. Betty O'Donnell
Mrs. Colleen Karnicki

6th Grade:

Ms. Pat Luongo, 6th & 7th Grade Religion
Mr. David Rose, 6th Grade Language Arts

7th Grade:

Mrs. Ann Linder, 7th Grade Language Arts
Mrs. Dawn Elliott, 7th Gr Math, 6th Gr Science

8th Grade:

Mrs. Alison Roper, 7th & 8th Science
Mrs. Renée Newberry, 8th Grade Language Arts

Middle School:

Ms. Martha McMullen, 6th Grade Social Studies
Ms. Terri Archibald, * 7th & 8th Gr Social
Studies, PBIS Administrator
8th Grade Religion

Special Area Teachers

Art
Computer
Physical Education
Library
Spanish Teachers

Ms. Michelle Datz
Mrs. Meghan Marinucci
Ms. Sallie Bennett

Music
Theatre Arts

Mrs. Ashlee Bickraj
Mrs. Elton Knupp

Student Support Team

Reading Specialist
Mathematics Specialist
Resource Teacher
Counselor
Nurse

Mrs. Anne Bell
Mrs. Lori Zimmerman
Mrs. Siobhan Powers
Mrs. Susan Baer

Before and After Care Program

Ms. Pat Plowman

Maintenance
School Office Personnel
School Office Personnel
Bookkeeper
Technology Support

Mr. Dwight Roundtree
Mrs. Debbie Sperato
Mrs. Marion Jennings
Mrs. Dolores Schiavone
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
Mrs. Kim Walters – Home School Representative
Mr. Michael Lentz - Fathers' Club Representative

PARISH

Permanent Deacon	Mr. Jack Martin
Director Music	Mr. Thomas Bozek
Director of Faith Formation	Mrs. Barbara Anderson
Director of Contemporary Music	Mr. Thomas Bozek
Director of Outreach Ministries	
Office Manager	Mrs. Donna Bradley
Parish Secretary	Mr. Stephen Connor
Youth Ministry	

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.

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.

"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);
- 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 three-year-old children are dismissed at 11:45 a.m. by the teacher and assistants, 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 Pre-K 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 AFTERSCHOOL 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 8th.

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.

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 three times a year, approximately mid-trimester. 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.

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 7th grade and the fall of the 8th 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 in the class activities of the day, the student will be considered absent with parental permission. **ALL CHAPERONES MUST BE SHIELD TRAINED.** The training should be completed at least one month before the trip. Class Parents may be given priority on the first scheduled 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.

TECHNOLOGY

CODE OF ETHICS FOR TECHNOLOGY

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of the community. As such, it also places a great deal of responsibility on all users. IHM aims to provide guidance and instruction to students in the appropriate use of such resources.

As in other areas, students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher.

Access to the Internet will enable students to explore thousands of resources, libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. Immaculate Heart of Mary School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software for their protection. Students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action up to and including suspension or expulsion.

All users of the network, within the boundaries of Immaculate Heart of Mary School, are responsible for adhering to the following guidelines. Acceptable uses of the Internet are activities that support learning and teaching.

Unacceptable uses of the network include, but are not limited to:

- Violating the rights of privacy of others,
- Using profanity, obscenity, or other offensive language,
- Unauthorized copying of materials or installation of software,
- Revealing home phone numbers, addresses, or other personal information while using Internet resources,
- Downloading or copying information onto disks or hard drives without prior teacher approval,
- Accessing, downloading, storing, or printing files or messages that may be offensive to others,
- Sharing of passwords, if provided, or attempting to discover another's password,
- The intentional writing, producing, generating copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms", etc.,
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc., and
- Intentional erasing, renaming, or disabling of anyone else's files or programs.

IHM will be responsible for:

- Teaching students about these guidelines, and
- Supervising and guiding student access to the Internet.

ETHICAL USE OF TECHNOLOGY

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical Use of Technology.

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary measures.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the well-being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail and responding to inappropriate messages.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

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 must complete a Health Inventory listing emergency contact information and any health conditions about which we should be aware.

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.

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 the school by a parent/guardian.

REQUIRED COMMUNICATION

The following must be reported to the school nurse.

- Any concerns about the wellbeing 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, hepatitis, tuberculosis, meningitis, whooping cough, Rocky Mountain Spotted Fever, H1N1 flu, human immune deficiency, AIDS, Lyme disease, pediculosis (head lice), impetigo, and chickenpox
- Surgery, injury, and skin wound
- Hospitalization

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.

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.

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.

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

The policies of IHM are structured to help the students assume responsibility for their actions as a member of a community. Whenever all individuals freely accept this responsibility, it may be said that discipline exists. Good discipline, impartially administered, is not an end in itself. 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 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. 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 3rd incident report, a 30 minute detention is issued. Incident reports #4 and 5, will also receive a warning. Upon receiving the 6th 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.

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.

SEARCH AND SEIZURE

Desks are the property of the school and can be searched at any time. As a show of respect, the principal or designee shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

HARASSMENT/INTIMIDATION POLICY (BULLYING)

I. Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, 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.)

II. 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.

III. Prohibited Conduct

A. 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, gender, national origin, religion, age, disability or handicap, or protected activity, that:

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

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, 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.

IV. Procedure

A. 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.

B. 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.

C. 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.

D. 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 Division of Catholic Schools.

It is presumed that every student has freely chosen to be a member of the IHM School community and by this choice has agreed to promote the Christian atmosphere and the common good of the school. Therefore, it is anticipated that infractions of the rules will be minimal. An excessive number of detentions may be considered an indication that the student does not seriously desire to be a member of the Immaculate Heart of Mary School and appropriate action will be taken. It is also presumed that parents, having chosen to have their child/children in a Catholic School, will support the efforts of IHM School administration in its efforts to ensure a safe, wholesome environment where strong academic and faith values are evident.

ENROLLMENT MANAGEMENT REGISTRATION

It is the policy of the Division of Catholic Schools that the Catholic schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies or admissions policies, scholarships and loan programs, athletics and other school programs. IHM maintains an 11-year program that includes a preschool program (3 year-olds, 4-year-old pre-kindergarten) and grades kindergarten through 8th. 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 Brigance 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

All pupil records are confidential and are maintained in the school office or a designated administrative area. In accordance with state law, parents have access to these records and can instruct an accepting school or health institute to request copies of academic and health records.

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 names the custodial parent 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

IHM is in compliance with the Buckley Amendment of 1974 and maintains the following policy regarding an individual's right to privacy.

- Teachers and other school officials who have legitimate educational interests have access to student education records.
 - Parents/legal guardians have access to their child's/ward's education records.
- Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
- 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 shall be kept of each request of access and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.

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 5th or the 20th 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 – 4th)

Technology

Theatre Arts (6th-8th)

Comprehensive examination and cumulative projects are undertaken in academic subjects in 8th 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 are eligible to qualify for the Academic Honor Roll.

First Honors - A or above in all academic subjects and S or above in all Special Area Subjects (Art, Music, Spanish, Computer, Physical Education)

Second Honors - B or above in all academic subjects and S or above in all Special Area Subjects (Art, Music, Spanish, Computer, Physical Education)

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 Stanford 10 Test 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 Stanford 10 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 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. Throughout the process to determine if the child is eligible for special education services, every effort will be made by the Immaculate Heart of Mary Staff to complete the paperwork, to attend the ARD meetings, and to support the parents. The administration is responsible for the ARD process at Immaculate Heart of Mary School. In order to facilitate this process, parents should inform the school administration prior to initiating the ARD process on their own.

PROMOTION AND RETENTION

To merit promotion to the next grade level, kindergarten students should achieve “satisfactory” performance in language arts and mathematics. Students in grades 1 and 2 should achieve “satisfactory” performance in language arts, mathematics, science, and social studies. In Grades PreK-2, if a student is in danger of not successfully completing the required work and developing appropriately socially and emotionally, a notice will be sent home to the parent/guardian once per trimester. Grade PreK-2 teachers will provide parents/guardians with early notification of any difficulties observed. Knowing that parents/guardians do not have daily access to achievement and performance points from PowerSchool, the teacher will email or phone families as the need arises. With a mutual spirit of cooperation, teachers and parents/guardian will work together in implementing an appropriate plan for improvement. By mid-March, teachers and parents/guardians will meet to discuss the likelihood of the student’s success in the next grade, based on progress noted. The school reserves the right to make the final decision regarding promotion to the next grade.

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 8th 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 8th grade graduation participation, any 8th 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/guardian has advised IHM in writing to the contrary. The primary purpose of directory information is to allow IHM to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- Annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; 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 IHM, as indicated by an e-mail to all families. IHM has designated the following information as directory information:

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^

Safeties

Spelling Bee

Student Ambassadors*

Student Council

Yearbook

^**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.

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. In cases where parents'/guardians' views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parents'/guardians' child/children withdraw from the school.

The school reserves the right to amend the Student/Parent Handbook. Parents and legal guardians will be notified promptly of any changes.

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 or NO please circle

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 or NO please circle

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)

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

Parent(s) Signature(s):
