

Immaculate Heart of Mary School

Family Handbook

2021 - 2022



established 1951

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www.ihmschoolmd.org

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Immaculate Heart of Mary School is a co-ed elementary school for grades Prekindergarten through 8th grade. Immaculate Heart of Mary School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student 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.

Immaculate Heart of Mary School does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Immaculate Heart of Mary School is not required to adopt any rule, regulation, policy or personal accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church.

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Marianne Kozlowski, assistant principal, or Sr. Susan Louise Eder, principal.

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

Vision Statement

Inspired by the Immaculate Heart of Mary, our Catholic educational community aspires to nurture students who think critically as they lead and serve their diverse local and global communities.

Mission Statement

Immaculate Heart of Mary School embodies excellence in Catholic education empowering students to lead, learn, collaborate, innovate and act with integrity.

History of School

Immaculate Heart of Mary School opened in September 1951 in the basement of the Church. 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 classrooms 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 approximately 340 students from the pre-kindergarten program through eighth grade.

ADMINISTRATIVE STRUCTURE

Immaculate Heart of Mary School is an apostolate of Immaculate Heart of Mary Parish and under the jurisdiction of the Pastor, Fr. Jeffrey Dausen. 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. The Assistant Principal will oversee discipline, IHM's Student Advocacy Team, as well as administrative and instructional support to faculty and staff. The School Advancement Director will report to the principal and manage admissions, employee and public communications, marketing and fundraising.

FACULTY AND STAFF

Principal	Sister Susan Louise Eder, OSFS
Assistant Principal	Mrs. Marianne Kozlowski
Business Manager	Mrs. Dolores Schiavone
Advancement Director	Mrs. Julie Bacso
PreK3:	Mrs. Angela Pinto Mrs. Judy Mays, Assistant
PreK4:	Ms. Kristin McKenna Mrs. Lissa Ruppert, Assistant
Kindergarten:	Mrs. Kathleen Strauch Mrs. Ruby Pabon, Assistant Ms. Kaitlyn McIntyre Mrs. Kathy Mays
1st Grade:	Mrs. Sara Bardzik Mrs. Lisa Ballance, Assistant
2nd Grade:	Mrs. Lacey Lichtenberg

	Mrs. Mary Grace Mazzulli, Assistant
3rd Grade:	Mrs. Danielle Bressner
4th Grade:	Mrs. Katie Noppinger Ms. Amy Strickland
5th Grade:	Mrs. Colleen Karnicki Ms. Martha McMullen
6th Grade:	Mrs. Pat Luongo, 6 th -8 th Grade Religion Mr. Brendan Corbett, 6 th Grade ELA & Planning for Success, gr 6-8
7th Grade:	Mrs. Dawn Elliott, 6 th , 7 th & 8 th Grade Math Mrs. Ann Lindner, 7 th -8 th Grade ELA
	8th Grade: Ms. Terri Archibald, 6 th -8 th Grade Social Studies
	Mrs. Alison Roper, 6 th -8 th Grade Science
Middle School Math	Mrs. Mary Jo Broderick
<u>Special Area Teachers</u>	
Art	Ms. Michelle Datz
Library	Sr. Miriam Elizabeth Cusack, OSFS
Physical Education	Ms. Sallie Bennett
Spanish	Mrs. Anahí Chenowith
Music	Mrs. Ashlee Bickraj
MS Spanish & Tech Integration	Sr. Audrey Frances Moran, OSFS
<u>Student Support Staff</u>	
Reading Specialist	Ms. Juliet Oroszy
Counselor	Mrs. Siobhan Powers
Nurse	Mrs. Susan Baer
Before and After Care Program	Mrs. Holly Dengler
<u>School Support Staff</u>	
Main Office	Mrs. Debbie Sperato
	Mrs. Ellen Hata
Maintenance	Mr. Dwight Roundtree

SCHOOL BOARD

The IHM School Board is advisory and is established by the Pastor and the Department 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 Jeff Dausen, Pastor
Sister Susan Louise Eder, OSFS, Principal
Mrs. Dolores Schiavone, Business Manager
Mrs. Julie Bacso, Advancement Director
Mrs. Diana Franz, Chair
Mrs. Dana Keller, Co Secretary
Mrs. Kathy Zoppo, Co Secretary
Mrs. Kim Walters, HSA President
Mr. Joe Jennings, Fathers' Club President
Ms. Elizabeth Strauch
Mr. Dan Bindel
Ms. Stephanie Hart
Ms. Jillian Keefer
Mr. Michael Lentz
Ms. Kathy Ourand
Mr. Tim Barnaba
Mrs. Mary Beth Infussi

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.

All school families are welcomed and encouraged to volunteer and enjoy the many events sponsored by the HSA. The board of the HSA consists of a President, Vice President, Treasurer, Secretary and Recording Secretary. Monthly HSA meetings occur to plan for school events.

2021-2022 HSA Officers

Mrs. Kim Walters - President
Mrs. Holly Dengler – Vice President
Ms. Tara Miller - Recording Secretary
Mr. Cal Bowman - Corresponding Secretary
Mrs. Krista Wilson – Treasurer

Mr. Joe Jennings - Fathers' Club President

FATHERS' CLUB

Formed in 2002, the Fathers' Club works under the guidance and direction of the HSA to promote volunteerism and assist with 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!"

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 internalization of our PBIS's three Rs: respectful, responsible and ready to learn.

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

ACCREDITATION

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

CALENDAR 2020-2021

Monday	August 30	1 st day – 12:15 Dismissal
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Monday	September 6	School Closed, Labor Day
Thursday	October 7	Living Rosary, Dedication of the statue of our Blessed Mother
Friday	October 8	School Closed, Professional Development
Wednesday	November 24	School Closed
Thursday	November 25	School Closed, Happy Thanksgiving!
Friday	November 26	School Closed
Tuesday	December 21	12:15 Dismissal
Wednesday	December 22 – January 1	Christmas Break, Blessed Christmas!
Monday	January 4	School Reopens
Monday	January 17	School Closed, Dr. Martin Luther King Day
Monday	February 21	School Closed, Presidents' Day
Thursday	April 14	12:15 Dismissal, Holy Thursday
Friday thru Friday	April 15-22	Easter Break, Blessed Easter
Monday	April 25	School Reopens
Friday	May 20	12:15 Dismissal, Professional Development

Friday & Monday	May 27 & 30	School Closed, Memorial Day
Thursday	June 9	12:15 Dismissal
Friday	June 10	Last Day-12:15 Dismissal, Happy Summer!

ACADEMICS

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year. Students in grades 3 through 8 must earn a final yearly average of 70% (D) in the core curricular areas of religion, language arts, mathematics, science, and social studies. If a student earns two final yearly averages of 69% or lower (E) in the core curricular areas of religion, 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 “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 E, the decision regarding summer help is left to the discretion of the high school the student will attend.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents. 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.

Graduation Requirements

In order to graduate, students must maintain a passing grade in all core academic subjects. Families must have satisfied all financial obligations to the school. The school administration reserves the right to prohibit attendance by any student who has not fulfilled all requirements and who is not demonstrating acceptable behavior.

Honor Roll

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

Principal's Honor Roll – All A's and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

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

Progress Reports and Interim Reports

Interim Reports are sent out electronically on a designated date at the middle of each trimester. Progress reports are also sent electronically. It is the responsibility of the parents to check their email for the reports. Parents are strongly encouraged to check Power School regularly to assist their children in keeping their grades up.

Testing Programs

Immaculate Heart of Mary School administers the Scantron testing three times a year, in accordance with the policy of the Department of Schools of the Archdiocese of Baltimore. A computerized report of the results of the test will be sent at the end of the school year. The report explains the scores, but teachers and administrators are available to make an appointment to discuss the results. The teachers use the results as an instructional tool.

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.

Instruction/Curriculum

COURSE OF STUDY

IHM follows the curriculum, grading system, and student progress report established by the Department of Catholic Schools of the Archdiocese of Baltimore. The following subjects are included in the curriculum, listed with the corresponding textbooks.

Religion	Loyola Press, Finding God series
English Language Arts	Loyola Press, Voyages in English
	IXL Language Arts
	Zaner Bloser Super Kids
	Zaner Bloser Spelling
	Sadlier Vocabulary Workshop
	McGraw Hill, Treasures

Social Studies	Glencoe Literature Discovery Education
Science	Scott Foresman, McGraw Hill, Glencoe McGraw Hill Science Holt Science Mystery Science, Discovery Education
Mathematics	McGraw Hill, My Math McGraw Hill, Glencoe Math & Algebra I Simple Solutions & IXL Math
Spanish	
Art	
Music	
Physical Education	
Technology	
Library	

Comprehensive examination and cumulative projects may be undertaken in academic subjects in middle school. Exams missed due to illness may be rescheduled with the teacher.

Teachers will not provide Extra Credit assignments to students to make up for missed work throughout the trimester. Students must remain current with all assignments. Extra Credit can be given for enrichment or extended learning purposes.

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	N	Needs improvement
G	Good	U	Unsatisfactory
S	Satisfactory		

Achievement (Grades 3-8)

I	Independent/Proficient	N	Improvement needed
V	Very good progress	U	Unsatisfactory
P	Progressing	N/A	Not assessed at this time
S	Satisfactory		

Number grades are rounded to determine the letter grade.
Examples: 96.5 rounds up to 97 and equals an A+
96.4 rounds down to 96 and equals an A.

FINAL PRODUCT GUIDELINES

Immaculate Heart of Mary School has established a set of guidelines to be followed by all students. These apply to any *final product* handed in as homework, classwork, individual or group project. All written work that is handed in to a teacher will follow this format.

V + J

Name

Date

Subject Heading

Handwriting counts! Grammar counts! Spelling counts! Neatness counts!

Written work will be handed in without scribbling or crossing out. It will be done on loose-leaf paper, not paper ripped out of a notebook.

Beginning in third grade, cursive must be used.

Beginning in fourth grade, all final products except Math must be completed in pen.

Posters must be done neatly and all cutting and labeling must be straight. Posters must be labeled in pen or marker.

Showcase your excellence!

PARENT CONFERENCES

Scheduled conferences are held for parents in the fall. 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 online via a Sign-Up Genius link prior to the appointed conference day.

Conferences are 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.

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 involve many people: classroom teachers, special area teachers, reading and math specialists, and administration.

Placement decisions are important; our process is thoughtful, rigorous, and engages considerable time and energy.

High School Admissions and Visitation Policy

Immaculate Heart of Mary School assists families with the high school admissions process. Mrs. Kozlowski, our assistant principal, is the point of contact. Eighth graders are allowed to visit 3 high schools.

Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (*Family Educational Rights and Privacy Act*)

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

- *Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Mrs. Debbie Sperato a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.*
- *Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.*
- *Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:*
 - *To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.*
 - *To other schools to which a student is transferring.*

- *In connection with financial aid under certain circumstances.*
- *To specified officials for audit or evaluation purposes.*
- *To organizations conducting certain studies for or on behalf of the school.*
- *To accrediting organizations.*
- *In order to comply with a judicial order or lawfully issued subpoena.*
- *To appropriate officials in cases of health and safety emergencies.*

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information

Student's name

- *Participation in officially recognized activities and sports*
- *Address*
- *Telephone listing*
- *Electronic mail address*
- *Photograph*
- *Honors and awards received*
- *Date and place of birth*
- *Dates of attendance*
- *Grade level*

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the principal in writing by September 15.

- *A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.*
- *Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Immaculate Heart of Mary School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.*

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.

All school families are welcomed and encouraged to volunteer and enjoy the many events sponsored by the HSA. The board of the HSA consists of a President, Vice President, Treasurer, Secretary and Recording Secretary. Monthly HSA meetings occur to plan for school events.

CLASS PARENTS

The heart of IHM is our volunteers. 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 required to assist the HSA with at least one fundraiser throughout the school year.

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 Virtus training course, which may be accessed online (www.virtus.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.
- Wear an electronically created identification badge from the Raptor system when volunteering during the school day at IHM.

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

All persons entering the school must 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.

PARTNERSHIP WITH PARENTS

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

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

Parental Support/Compliance

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

Acceptable Use Policy for the Internet and Technology Tools

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

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

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

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

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

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

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

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

- Use of a 'Apple Watch' or e-reader for personal communication.
- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security,

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

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

Parents are responsible for:

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

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

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment

status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Administrative Policies

Crisis Intervention Plan/Crisis Team

Members of the school staff are trained to deal with various scenarios that can occur. Regular drills are held to maintain the safety of all in our community.

Change of Address

Parents are asked to inform the front office immediately if there is a change of address or phone contact information.

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

Change in Name or Family Status

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

Non-Custodial Parent

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

Immaculate Heart of Mary 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.

SAFETY AND EMERGENCY PROCEDURES

Emergency information 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.

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, with the exception of closures for hot weather. The school will consult with the Archdiocesan office in making those decisions. News about weather related closures, late openings, and early dismissals for the county 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, Swift K-12. Please do not call the office, but wait for the automated phone and email message that is sent by the School. This alert will also be posted on social media accounts.

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.

COMMUNICATION

SCHOOL OFFICE AND COMMUNICATION WITH FACULTY/STAFF

The school office is open on school days from 7:45 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 members 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 and email messages within 24 hours. In addition, if a teacher receives any form of communication over the weekend, they will respond by the end of the day on Monday. Parent-teacher conferences are by appointment only.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet or to hold a phone conference.

COMMUNICATION TO FAMILIES

The school communicates with families through the IHM website, Swift K-12, PowerSchool Parent Access, parent conferences, teacher websites, weekly email blasts, social media, 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 email 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, please contact Mrs. Julie Bacso.

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

CELL PHONES AND PERSONAL ENTERTAINMENT DEVICES

Students are permitted to bring a cell phone to school, but it must be brought to the designated drop-off point immediately upon the student's arrival to school, checked in, and should then be retrieved from this point at dismissal. Parents will fill out a form to indicate whether or not their child will be bringing a cell phone to school. At no time during the school day, or while in the school building, are students allowed to have access to their personal cell phone. Cell phones may not be used during Before and After Care, or during after school clubs and activities. Cell phones are not to be used on the parking lot for safety reasons; however, cell phone use is permissible when the student is in the car. 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 a message will be handled in a timely manner. Any student using an electronic device during the school day will have the device confiscated, an electronics violation will be given through PBIS, and the parent will have to pick up the device in person from the office at the end of the school day.

Harassment Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

I. 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.

II. 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, sex, national origin, religion, age, disability or handicap, gender identity or expression, 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, sex, national origin, religion, age, handicap or*

disability, gender identity or expression. "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.

III. 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 Department of Catholic Schools.*

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school’s website.

Transportation Procedures

Students are transported to IHM School by car. in most cases. Those students who walk to school must follow the directions of the crossing guards. Cars pull into the parking lot for drop off at either the front door or the gym door. When students get out of the car, they should go

immediately to the sidewalk. Parents who let their students out in another spot must walk them to the sidewalk.

In the drop-off line, all students must get out of their cars promptly. If they are not ready, the driver should park the car and rejoin the line when ready. Arrival time is from 7:50-8:10.

For dismissal, the school employs stadium parking. Students get into their cars immediately upon dismissal. Once all students are in their cars, a teacher will signal the line to move. Cars exiting on Putty Hill Lane form 2 lines, one turning left and one turning right. Dismissal begins at 3pm.

Students who walk home or get into their cars along Putty Hill Lane or beyond must wait for the signal to go to their cars.

Teachers and staff will supervise dismissal and will make any changes necessary to keep our students safe.

ADMISSIONS

Immaculate Heart of Mary School is a coeducational elementary school for grades PreK-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 Church and siblings of currently enrolled IHM students. We also welcome applicants from outside of the Parish.

Students applying to the Immaculate Heart of Mary School who were baptized Catholic before February 1, 2021 will be given the Catholic rate once their Baptismal certificates are received by the school. Families who are considering having their children baptized should contact the parish office and may be given the Catholic family discount the following school year.

APPLICATION PROCEDURES

Pre K 3 and Pre K 4

- Completed Application and \$40 application fee

- Copy of Birth Certificate
- Copy of Baptismal Certificate, to be eligible for the Catholic rate for tuition
- Registration fee (non-refundable) – Registration Form to be completed upon acceptance to IHM

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

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

KINDERGARTEN

- Completed Application and \$40 application fee
- Completed assessment of Brigance Screening Method
- Current PK teacher assessment if applicable (given to parent by IHM)
- Copy of Birth Certificate
- Copy of Baptismal Certificate, to be eligible for the Catholic rate for tuition
- Registration fee (non-refundable) – Registration Form to be completed upon acceptance to IHM

Kindergarten Age Qualification: Must be 5 by September 1

GRADES 1 - 7

- Completed Application and \$40 application fee
- Completed placement assessment
- Current teacher assessment (given to parent by IHM)
- 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
- Registration fee (non-refundable) – Registration Form to be completed upon acceptance at IHM

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.

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 nonCatholics 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 the first day of school – 20% of tuition is due, plus all fees, anything paid past that amount will be refunded.

Anytime during the first trimester – 1/3 of tuition is due, plus all fees, anything paid past that amount will be refunded.

Anytime during the second trimester – 2/3 of tuition is due, plus all fees, anything paid past that amount will be refunded.

Any time during the third trimester- Full payment of tuition and fees is required; transcripts will not be released until the tuition account is current.

REGISTRATION

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

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

RE-REGISTRATION

In January of the school year parents/guardians are asked if they wish to re-register their child/children for the following school year. A non-refundable fee per child is due at the 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 preschool 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 (prior to the FACTS-assigned deadline) in order to be considered for any assistance.

It is the family's responsibility to notify the Business 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.

ATTENDANCE

Regular attendance is considered essential for learning at Immaculate Heart of Mary School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 7:45 and 8:15 to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

Because the school is not offering Virtual Learning, it will not be possible for students to join class from home.

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

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

It is not possible for teachers to provide work in advance of a planned absence. Missed work can be accessed on Google Classroom or will be given to the student upon return to school.

Students who are absent or tardy frequently not only hinder their own learning but also that of the entire class. Although quarantining for COVID-19 could necessitate additional absences, the school administration will contact parents for excessive, unrelated absences. If a student is absent more than 5 days without serious illness, the school administration will request a meeting with the parents. The same will hold true for excessive tardies. After 5 tardies, a meeting will be requested.

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

Lateness/Assignments

Students may enter their homerooms at 7:50am. The school day begins at 8:10. Any student arriving after 8:10 is considered late and must report to the front desk for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the

homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

DISCIPLINE

Statement on Philosophy of Discipline

Immaculate Heart of Mary School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum chewing
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function

- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion.

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

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

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

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,
- show respect 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 tables 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,
- students may not bring games/toys from home without teacher permission (IHM will not be responsible for the loss or damaged of games/toys brought from home and typically discourages this practice),
- 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 and until they are picked up,
- 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 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.

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

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

For each grade level, administrators' decisions related to trends in a student's behavior (or the extremity of a single violation) may include warnings, in-school and out-of-school suspensions, conferences, loss of privileges, external professional assessments (as a condition for continued attendance), and an evaluation of a student's continued enrollment.

PBIS

Classroom Behavior Management

In grades Prek through grade 2, the homeroom teacher will institute their own classroom behavior program. This program is aligned with the school's 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.

Incident Reports

Under the PBIS program, violation records, known as incident reports, are kept by the assistant principal. Parents will receive updated information regarding incident reports after each report is filed electronically. This will be in an email or phone call format. Parent response to the notification is necessary to ensure the parent is aware of the situation. The first detention occurs at 3 incident reports for 30 minutes (lunch). In addition, incident reports 4 and 5 carry a 30-minute detention. Incident report 6 equates to a 60-minute detention (lunch and recess on the same day), along with incident reports 7 and 8. Incident report 9 equates to a 90-minute detention (lunch and recess on day #1, lunch on day #2), along with incident reports 10 and 11. Incident reports 12 through 14 equate to an in-school suspension. Detentions will be held on Tuesdays and Thursdays during lunch and recess. 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. Any student earning nine or more incident reports will be unable to attend field trips. In addition, parent conferences may be called at any time.

Incident Reports and Missing Homework/Assignments

After an accumulation of 3 homework/missing assignment violations in a trimester, an incident report will be given to the student. Students will receive a sheet of "OOPS!" passes for each trimester. These can be used if an assignment is forgotten or not turned in. Each pass is labeled with the trimester number and the specific subject area.

Incident Reports and Uniform Violations

After an accumulation of 3 dress code/uniform violations in a trimester, an incident report will be given to the student.

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
- 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

- 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

Students are advised that any derogatory use of the name of the parish, school or any person associated with the school, including priests, religious, administrators, teachers, staff members, parents, students and volunteers, will be considered a very serious infraction of the school's rules. This includes both on-line use and printed or spoken comments. Students who maintain personal social-networking websites are reminded to pay very careful attention to this regulation. They will be held responsible for anything posted on their site or for a posting they make on any other site. Defamation of the Catholic Church or any church, the faith, the parish, the school or any of its employees, students or families will be cause for out-of-school suspension or expulsion without any prior disciplinary action.

SUSPENSION

Repeated violations of Levels II or III or the continued accumulation of incident reports 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. In case of 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. The following criteria will be used to determine suspension.

- 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. This includes any online comments or activities.
- Mutilation or destruction of school/parish property
- Use of tobacco or alcohol on school/parish premises
- Possession of dangerous objects on school/parish property or to and from IHM
- Hiding or stealing the property of another.

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

EXPULSION/EXCLUSION

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

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

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

SEARCH AND SEIZURE

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

Conflicts are a normal and healthy part of living and growing. The school counselor will implement acceptable conflict resolution techniques to work towards a solution.

Health and Safety

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.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

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 doctor 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 stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all other symptomatic infections)
Adverse reactions to Pertussis Vaccine	Animal bites / Rabies
Lyme disease	Influenza
Chicken Pox (varicella)	

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

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

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

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 must state this requirement on the order.

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.

Vision/Hearing Screening

The school follows the directives of Baltimore County county/city Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8;
- 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Child Abuse and Neglect Reporting Policy 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. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

Playground Rules and Safety Guidelines

Designed for children aged 3 to 14. Adult supervision is required.

We treat one another with kindness and respect, taking turns and sharing the equipment.

We wear shoes at all times.

We do not bring food or beverages into the playground area.

We do not bring balls or jump ropes into the playground area.

We do not jump from the equipment.

We face in toward the playground while on the swings.

We do not climb on top of the equipment.

We take turns going down the slide, one person at a time.

We remove all helmets, drawstrings and accessories around the neck which could create entanglement hazards.

Jesus said, "Let the children come to me."

Matthew 19:14

Supervision Responsibilities Before and After the Official School Day

Students must wait outdoors until 7:50 when the school building opens and the school provides supervision of students. All students must be picked up by 3:20. Students not picked up will be supervised and the parents will pay the late fee.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Use of School Grounds

The school property can only be used for scheduled activities with the express consent of the school administration.

STUDENT SERVICES

IEP Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

EXTENDED AFTER SCHOOL CARE (BEYOND THE BELL)

Immaculate Heart of Mary is pleased to offer a before and after school care program, known as Beyond the Bell. 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 PreK thru 8th.

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

Beyond the Bell Withdrawal Policy

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

Anytime during the first trimester – 1/3 of Beyond the Bell tuition is due, anything paid past that amount will be refunded.

Anytime during the second trimester – 2/3 of Beyond the Bell tuition is due, anything paid past that amount will be refunded.

Any time during the third trimester- Full payment of Beyond the Bell tuition is required; transcripts will not be released until the tuition account is current.

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.

Cafeteria/Lunch/Milk

This year, we will begin some limited lunch orders, such as Pizza Fridays. Families should watch for the announcement in the Weekly Update. Milk orders are placed at the beginning of the school year.

If your child forgets their lunch and you choose to bring one in, please leave it with the receptionist, properly marked with the student's name, grade, and homeroom teacher's name. NO fast food lunches are permitted. Due to the increased prevalence of food allergies, IHM School is nut and nut-product free.

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. Please check with the homeroom teacher, the box, or with the office as soon as you are aware that an item is missing.

School Activities/Organizations

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, 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	National Junior Art Honor Society
Band	National Junior Honor Society
Choir and Chorale	Safeties
Eco Club	Spelling Bee
Lectors	Student Ambassadors
Lunch Helpers	Student Council

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 through 8 are able to assist in welcoming and attracting new families to IHM by becoming student ambassadors. If interested, students will submit an application (signed by the parent and student), will be reviewed by the Advancement Director 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, Archdiocesan 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 may be removed from the organization. Student Ambassadors must reapply each year.

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. 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 specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete Virtus training.

Guidance and Counseling

Immaculate Heart of Mary School has the services of a full-time counselor. Mrs. Powers works with classes and individuals to promote success in school and beyond. Parents who are concerned about their child are encouraged to contact Mrs. Powers at any time.

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. See the PBIS section for consequences regarding uniform violations.

UNIFORM SHOES Grades 1 – 8

Girls have four options: solid black, solid brown, solid tan or a blue/white or black/white saddle shoe.

Boys have three options: solid black, solid brown, or solid tan.

Solid means the shoe cannot have a print or design on it. No high-top boots/shoes permitted. Tie, Bucs, Nubucks, Velcro and Mary-Jane (female) are acceptable types. Pre K 3/4 and K wear tennis shoes/sneakers on a daily basis.

UNIFORMS

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

Girls- Grades 1-5

Summer/Fall/Spring - September and October.; April through June

- Navy blue skort no shorter than two inches above the knee
- White polo – with or without IHM logo
- Socks: solid white or navy crew socks with no visible logos, or solid white or navy knee highs; All socks MUST be worn above the ankle

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

Winter – November through March

- Plaid jumper no shorter than two inches above the knee
- White uniform blouse (with Peter Pan collar) long or short sleeve or white turtleneck.
- Sweater: plain navy blue or IHM logo only or IHM sweatshirt
- Socks: solid white or navy crew socks with no visible logos, or solid white or navy knee highs; all socks MUST be worn above the ankle
- Tights: navy or white tights
- Girls have the option of navy blue uniform slacks.

Girls - Grades 6- 8

Summer/Fall/Spring - September and October.; April through June

- Navy blue kilt from Flynn & O’Hara, 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
- Socks: solid white or navy crew socks with no visible logos, or solid white or navy knee highs; all socks MUST be worn above the ankle

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

Winter – November through March

- Navy blue kilt from Flynn & O’Hara, 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 crew socks with no visible logos, or solid white or navy knee highs; all socks MUST be worn above the ankle
- Tights: navy or white tights
- Girls have the option of navy blue uniform slacks.

- Leggings: full length navy or white leggings are permitted – NO SWEATPANTS

Boys - Grades 1- 5

Summer/Fall/Spring - September and October.; April through June

- Navy blue dress/twill shorts - no extreme styles with baggy look or big pockets
- Brown or black belt – no logos
- Light blue polo
- Socks: solid white or navy crew socks with no visible logos, All socks MUST be worn above the ankle

The uniform should be neat and tidy with the polo tucked in.

Winter – November through March

- 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 crew socks with no visible logos, All socks MUST be worn above the ankle

Boys - Grades 6 - 8

Summer/Fall/Spring - September and October.; April through 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
- Socks: solid white or navy crew socks with no visible logos; All socks MUST be worn above the ankle

The uniform should be neat and tidy with the polo tucked in.

Winter – November through March

- 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 crew socks with no visible logos; All socks MUST be worn above the ankle

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

PHYSICAL EDUCATION UNIFORM

For boys and girls the gym uniform must be purchased from Flynn and O'hara.. 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.

JEWELRY/MAKEUP

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 - this includes add-on uniform days as well as full out of uniform days.

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. No braids or ponytails.

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.

The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children.

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. Inappropriate shirts, tattered or torn jeans, or flip-flops may never be worn to school. For **girls**, no spaghetti straps or tank tops or dresses; sundresses may be worn with a sweater, shoulders must be covered. Capris or shorts may be worn that are no shorter than two inches above the knee. Skirts or dresses must not be shorter than two inches above the knee. Make-up and jewelry rules apply during out of uniform days as well. The administration reserves the right to interpret and update this uniform code if necessary.

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. Please check with the homeroom teacher, the box, or with the office as soon as you are aware that an item is missing.