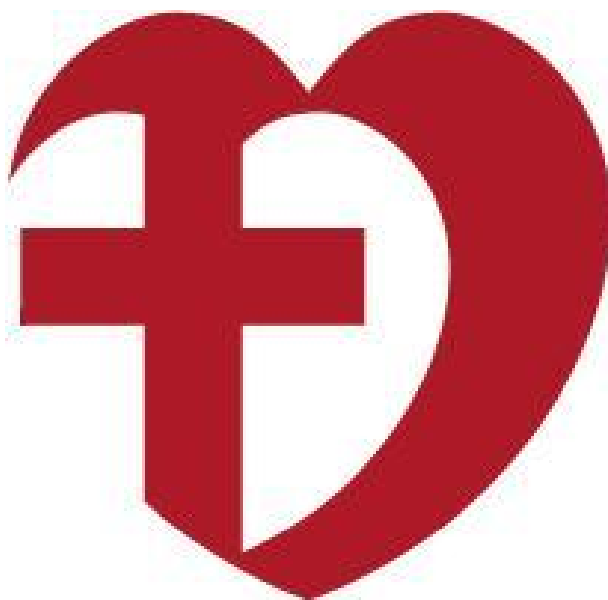


Immaculate Heart of Mary School

Family Handbook

2023 - 2024



| | |
|---|----|
| From the desk of Sr. Susan Louise, OSFS, principal | 3 |
| Introduction to the Handbook | 3 |
| Vision Statement | 3 |
| Mission Statement | 4 |
| History of School | 4 |
| Administrative Structure | 4 |
| Calendar 2023-2024 | 4 |
| Faculty and Staff | 6 |
| School Board | 7 |
| Accreditation | 8 |
| Promotion Requirements | 8 |
| Retention | 8 |
| Graduation Requirements | 8 |
| High School Admissions and Visitation Policy | 9 |
| Honor Roll for students in Grades 4 - 8 | 9 |
| Progress Reports and Interim Reports | 9 |
| Standardized Testing | 9 |
| ACRE | 9 |
| Instruction/Curriculum | 10 |
| Grading Scale | 10 |
| Final Product Guidelines | 11 |
| Academic Policy | 12 |
| Parent Conferences | 12 |
| Classroom Placements | 12 |
| Student Records | 12 |
| Home and School Association | 14 |
| Fathers' Club | 14 |
| Class Parents | 15 |
| School Volunteers | 15 |
| Partnership with Parents | 15 |
| Acceptable Use Policy for the Internet and Technology Tools | 16 |
| Generative Artificial Intelligence (AI) Guidance | 18 |
| Web-based Services | 18 |
| Administrative Policies | 19 |
| Change in Address, Name or Family Status | 19 |
| Non-Custodial Parent | 19 |
| Safety and Emergency Procedures | 20 |
| Inclement Weather | 20 |
| Communication | 20 |
| Personal Devices | 21 |
| Non-Discrimination Statement | 22 |

| | |
|--|----|
| Harassment Policy | 22 |
| Bullying Policy Statement | 24 |
| Transportation Procedures | 25 |
| Admissions | 25 |
| Application Procedures | 25 |
| Tuition Policy | 26 |
| Tuition Payment | 27 |
| Withdrawal | 27 |
| Registration | 28 |
| Placement and Probation for New Students | 28 |
| Financial Assistance | 28 |
| Attendance | 29 |
| Absence and Truancy | 29 |
| Lateness/Assignments | 30 |
| Early Departure/Late Arrivals | 30 |
| Discipline | 30 |
| Statement on Philosophy of Discipline | 30 |
| Behavior | 30 |
| Expulsion | 32 |
| Search and Seizure | 32 |
| Conflict Situations | 32 |
| Code of Conduct and Discipline | 32 |
| PBIS | 34 |
| Classroom Behavior Management | 34 |
| Incident Reports | 34 |
| Incident Reports and Missing Homework/Assignments | 35 |
| Incident Reports and Uniform Violations | 35 |
| Suspension | 36 |
| Health and Safety | 37 |
| Maryland School Immunization Requirements | 37 |
| Dispensing of Medication | 37 |
| Cannabis Guidelines | 38 |
| Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools | 38 |
| Communicable Diseases | 38 |
| Health Records | 39 |
| Head Injury | 39 |
| Insurance | 39 |
| Allergies | 39 |
| Bloodborne Pathogens | 39 |
| Vision/Hearing Screening | 39 |
| Child Abuse and Neglect Reporting Policy Procedures | 39 |
| Visitors | 40 |

| | |
|--|-----------|
| Playground Rules and Safety Guidelines | 40 |
| Supervision Responsibilities Before and After the Official School Day | 40 |
| Student Services | 40 |
| Guidance and Counseling | 40 |
| IEP Process | 40 |
| Before and After School Care - Beyond the Bell | 41 |
| Cafeteria/Lunch/Milk | 41 |
| Lost and Found | 42 |
| Band | 42 |
| Athletics | 42 |
| Clubs and Service Opportunities | 42 |
| National Junior Honor Society | 42 |
| Student Ambassadors | 43 |
| Field Trips | 43 |
| Uniform Code | 44 |
| Uniform Shoes, grades 1 - 8 | 44 |
| Uniforms | 44 |
| Physical Education Uniform | 46 |
| Hair | 46 |
| Appearance Reminders | 47 |
| Out-of-Uniform Days | 47 |
| Lost and Found | 47 |

From the desk of Sr. Susan Louise, OSFS, principal

Welcome to a new school year. With the archdiocese of Baltimore, we celebrate the theme that The Joy of the Lord is our Strength. At IHM, we will be learning more about Holy Moments. It promises to be a wonderful year here at Immaculate Heart of Mary School. We will continue to live the gentle strength that St. Francis de Sales has inspired us to emulate over the past year. May this be a year of blessings and drawing closer to Christ for each member of our community.

Introduction to the Handbook

Immaculate Heart of Mary School is a co-ed elementary school for grades PreK3 to 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.

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 350 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 Dauses. 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.

Calendar 2023-2024

August

24/25 - Kindergarten Cubby Conferences, assigned times
25 - Meet and Greet, grades 1 - 8, 8am-10am
28 - First Day of School, grades K- 8, dismissal, 12:15
28/29 - Cubby Conferences, PreK families
30 - First Day of School for PreK , early dismissal PreK

September

4 - Labor Day, school closed
5 - Back to School Night, grades PreK to 4, 6:30-8:30pm

7 - Back to School Night, grades 5 to 8, 6:30-8:30pm
22 - Early Dismissal, 12:15
28 - Doughnuts with Dad, 7:30 - 8:00

October

6 - Professional Day, school closed; Fathers' Club Golf Tournament
27 - Early dismissal, 12:15
30 - Winter uniforms begin

November

2 - Early Dismissal, 12:15 - Parent Teacher Conferences
3 - No School - Parent Teacher Conferences
7 - School pictures
17 - Grandparents' Day, 9:45 - 11am
19 - Confirmation, 12pm
21 - Fr. Tolton drama, gym, afternoon
22- 24 - School closed, Thanksgiving holiday
29, 30, 12/1 - Library Book Fair

December

13 - Christmas Pageant, gr 1-4, 2pm for school students, 7pm for parents
20 - Early dismissal, 12:15
21 - 30 - Christmas holiday, school closed

January

1-2 Christmas holiday, school closed
15 - Dr. Martin Luther King Day, school closed
1/28 - 2/3 -Catholic Schools Week

February

2 - Early dismissal, 12:15
16 - Early dismissal, 12:15
19 - Presidents' Day, school closed

March

1 - School closed, Professional Day
8- Early dismissal, 12:15
28 - Holy Thursday, early dismissal, 12:15
29 - Good Friday, no school
31 - Easter Sunday

April

1-5 - Easter Break, school closed
8 - school resumes, Spring uniforms
25 - Muffins with Mom, 7:30 - 8:00

26 - Early dismissal, 12:15

May

3 - Field Day, early dismissal, 12:15

16 - Spring Band and Choir concert, 7pm

24 - School closed

27 - Memorial Day, school closed

30 - Last day for 8th graders

June

3 - last day for PreK classes, celebrations

4 - 8th grade Graduation, 6:30pm

6 - Last day of school, K-8, dismissal, 10:45

7 - Last day for faculty

Faculty and Staff

Pastor Fr. Jeff Dausen

Principal Sister Susan Louise Eder, OSFS

Assistant Principal Mrs. Sue Surine

Business Manager Mrs. Dolores Schiavone

Advancement Director Mrs. Ginny Gallagher

PreK3 Mrs. Angela Pinto

Mrs. Judy Mays, Assistant

PreK4 Ms. Kristin McKenna

Mrs. Lisa Ballance

Mrs. Michele Cramer, Assistant

Kindergarten Mrs. Kathleen Strauch

Mrs. Lana Howell, Assistant

Ms. Kaitlyn McIntyre

Mrs. Kathy Mays, Assistant

1st Grade: Mrs. Sara Bardzik

Mrs. Jessica Janis, Assistant

2nd Grade Mrs. Lacey Lichtenberg

Mrs. Holly Dengler

3rd Grade Mrs. Danielle Bressner

Ms. Kathryn Moor

4th Grade Ms. Amy Strickland

5th Grade Ms. Martha McMullen, Social Studies, grades 5,6 & 7
Mrs. Katie Noppinger

6th Grade: Mrs. Mary Grace Mazzulli, 6th-8th grade Religion, Choir
Mr. Brendan Corbett, 6th & 7th grade ELA, Planning for Success, grades 6-7

7th Grade: Mrs. Dawn Elliott, 6th, 7th & 8th grade Math
Ms. Nora Sokolow, 5th & 7th grade ELA

8th Grade: Mrs. Ann Lindner, 8th grade ELA & Social Studies
Mrs. Alison Roper, 6th-8th grade Science

Middle School Math Mrs. Mary Jo Broderick

Special Area Teachers

Art Ms. Michelle Datz
Library Sr. Miriam Elizabeth Cusack, OSFS
Physical Education Ms. Sallie Bennett
Spanish, PreK-5 Mrs. Anahí Chenowith
Music Mrs. Ashlee Bickraj
MS Spanish & Tech Integration Sr. Audrey Frances Moran, OSFS
STREAM Mrs. Shannon VanDaniker

Student Support Staff

Learning Specialist Ms. Juliet Oroszy
Student Support Mrs. Pat Luongo
Counselor Mrs. Siobhan Powers
Nurse Mrs. Emily Elliott
Beyond the Bell Mrs. Titi Eleonu

School Support Staff

Main Office Mrs. Debbie Sperato
Mrs. Ellen Hata
Mrs. Joan Cascio

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. Ginny Gallagher, Advancement Director
Mrs. Diana Franz, Chair
Mrs. Dana Keller, Co-Secretary
Mrs. Raquel Martin, HSA President
Mr. Joe Jennings, Fathers' Club President
Dr. Kathryn Adelsberger
Mr. Jeff Blake
Ms. Elizabeth Strauch
Mr. Dan Bindel
Mr. Ed Kirsch
Mrs. Mary Davis
Mr. Michael Lentz
Ms. Kathy Ourand
Mrs. Mary Beth Infussi
Mrs. Tara Miller

Accreditation

Immaculate Heart of Mary School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Immaculate Heart of Mary School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

Academics

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year. Students who fail 1 or 2 subjects may be promoted if they complete a summer program.

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 after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

High School Admissions and Visitation Policy

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

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.

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

ACRE

All students in grades 5 and 8 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

Instruction/Curriculum

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

Savaas MyView Literacy

Zaner Bloser Spelling

Sadlier Vocabulary Workshop

McGraw Hill, Treasures

Glencoe Literature

Social Studies Discovery Education

Scott Foresman, McGraw Hill, Glencoe

Science 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

STEAM - our newest program here at IHM

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

P Progressing

E Emerging

NA Not assessed at this time

Grades 3-8

A+ 97-100

A 93-96

B+ 89-92

B 85-88

C+ 80-84

C 75-79

D 70-74

E 0-69

Effort and Conduct (Grades 1-8)

O Outstanding

G Good

S Satisfactory

N Needs improvement

U Unsatisfactory

Achievement (Grades 3-8)

I Independent/Proficient

V Very good progress

P Progressing

S Satisfactory

N Improvement needed

U Unsatisfactory

N/A Not assessed at this time

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!

Academic Policy

Over the course of this school year, IHM will be formulating and implementing an Academic Policy. We are working to guide our students and assist them in developing the skills and habits necessary for success here at IHM and beyond.

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.

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 Immaculate Heart of Mary School are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the principal 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:

- o 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.*
- o To other schools to which a student is transferring.*
- o In connection with financial aid under certain circumstances.*
- o To specified officials for audit or evaluation purposes.*
- o To organizations conducting certain studies for or on behalf of the school.*
- o To accrediting organizations.*
- o In order to comply with a judicial order or lawfully issued subpoena.*
- o 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

- o Student's name*
- o Address*
- o Telephone listing*
- o Participation in officially recognized activities and sports*
- o Electronic mail address*
- o Photograph*
- o Honors and awards received*
- o Date and place of birth*
- o Dates of attendance*
- o 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 30 of the current school year.

● *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 and 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.

2023-2024 HSA Officers

Mrs. Raquel Martin –President

Mrs. Ann Mae DiLeonardi – Vice President

Mrs. Justine Stallworth – Treasurer

Secretary

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!"

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 to include, but not limited to, social media platforms.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
10. to behave appropriately at all school related function, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.

A. Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent or other family members may be prohibited from entering the campus.

Acceptable Use Policy for the Internet and Technology Tools

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

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
 - Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.

- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values.

Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Because they have been found to be disruptive of the educational process of the school, students are not permitted to wear smartwatches or ear buds. Any sort of headphone can only be worn when needed in class.

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.

Generative Artificial Intelligence (AI) Guidance

For the 2023-2024 school year, we are not permitting students in grades Kindergarten through 8th grade to use Generative Artificial Intelligence (including, but not limited to the use of ChatGPT). Students will not be permitted to use Generative AI until our Catholic School teachers have had the proper professional development training on how to support students with using Generative AI responsibly and ethically. During the 2023-2025 school years, The Department of Catholic Schools will provide professional development opportunities for teachers on how AI can be used with students. This will prepare teachers, who are interested, to responsibly use Generative AI with students in the future.

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

In compliance with Maryland state law, IHM school holds 10 fire drills and 5 other safety drills including inclement weather (hurricane or tornado), lockdown, shelter-in-place, and evacuation drills. All IHM faculty and staff are trained in these scenarios.

Emergency procedures are in place at IHM for fire, storm, and lockdown 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 an 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 Archdiocese of Baltimore uses the I Love You Guys terminology for all drills: Hold, Secure, Lockdown, Evacuate, and Shelter.

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.

Change in Address, Name or Family Status

When there is a change in address, the school is to be notified immediately and that information is immediately changed in School Admin by the parents.

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. 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

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 teachers receive 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.

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. Ginny Gallagher.

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.

Personal 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 in 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. Because of the distractions that they have caused, disrupting the learning environment, students may not have smart watchers or airpods. Students may only use any type of headset at the direction of their teachers,

Non-Discrimination Statement

The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to the principal or assistant principal.

Religion is required for each year a student attends IHM School. All students enrolled in IHM School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

Harassment Policy

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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, sexual orientation, 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, or sexual orientation. "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.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation 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.
(<https://ihmschoolmd.org/wp-content/uploads/2021/10/Bullying-Reporting-Form.pdf>)

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.

Students are never allowed to leave school in an UBER, Lyft, or any private transportation company.

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 Jogues 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, 2022 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 \$50 application fee
- Copy of Birth Certificate
- Copy of Baptismal Certificate, to be eligible for the Catholic rate for tuition ●

Registration fee (non-refundable) – 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 \$50 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) to be completed upon acceptance to IHM

Kindergarten Age Qualification: Must be 5 by September 1

Grades 1 - 7

- Completed Application and \$50 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) - 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:

20% of annual tuition due on or after April 1

35% of annual tuition on or after the first day of school

70% of annual tuition on or after the first day of trimester 2

100% of annual tuition after the end of trimester 2

The business office will arrange the appropriate payment to be automatically withdrawn from your FACTS account.

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.

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

Families who qualify financially are expected to apply for BOOST funding through the state of Maryland.

Financial assistance may be available for qualified families. Assistance is granted by the Archdiocese directly, and the school and the parish. Families must submit an application through FACTS by the 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 be granted. Alternative financial arrangements must be made in writing by the family and agreed to by the business manager prior to implementation.

Attendance

Absence and Truancy

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 nurse between 7:45 and 8:15 am 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.

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. Per Student Policy 1.0 More than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.

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 will 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 8:10am. Any student arriving after 8:10am 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.

On full days of school, dismissal begins at 3pm. On half days, it begins at 12:10pm. All students must be picked up within 15 minutes of the beginning of dismissal.

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.

Behavior

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
- Chewing gum
- 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) and sharing explicit images
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline.

Parents and students will receive oral or written charges in cases of serious discipline matters.

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 is 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 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.

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.

Expulsion

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

Search and Seizure

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.

Conflict Situations

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

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 and corridors

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; no sharing food
- 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.

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.

Cannabis Guidelines

Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities

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 Adverse reactions to Pertussis Vaccine other symptomatic infections) Lyme disease Animal bites / Rabies Chicken Pox (varicella) Influenza Covid Monkeypox

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, the 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 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 or 9;
- 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 main lobby and receive an identification badge before visiting other parts of the school building

Playground Rules and Safety Guidelines

Our playground is 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 3:15. 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.

Student Services

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.

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.

Before and 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

We offer Yay Lunches on Monday through Thursday and pizza on Fridays. Families should watch for the announcement in the Weekly Update. Milk orders are placed at the beginning of the school year. Lunches are purchased through Yay Lunch. IHM will assist in receiving the lunches but we do not have anything to do with ordering or paying.

If your child forgets 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. And students may not share food.**

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 and 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.

Athletics

Cross Country, Soccer, Basketball, Golf, Volleyball, Cheerleading are all sports sponsored by IHM school. Any coach or coach volunteer must be Virtus trained. Parents are welcomed and encouraged to volunteer.

Clubs and Service Opportunities

Altar Servers

Band
Choir
Liturgical Choir
Eco Club
Lectors

National Junior Art Honor Society
National Junior Honor Society
Student Ambassadors
Student Council

National Junior Honor Society

The purpose of this chapter is to create 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. No administrator may serve on the council
- c. The selection of members shall happen once per year..
- d. Candidates become members when inducted into the society at 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, 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.

The principal may deny permission for a student to attend a field trip if the student's behavior warrants this.

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.

If a family cannot afford to pay for a field trip, the family is encouraged to contact the principal.

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. See the PBIS section for consequences regarding uniform violations. It is a parental responsibility to make sure that your child wears the proper uniform to school each day. That should not be left to the teachers to enforce.

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, 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, 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, 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, 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, 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. 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. 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. 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 can be worn to and from school in colder weather (Nov.-March). Full white crew socks are worn and tennis shoes must tie.

Jewelry and Make-Up

Applicable to all grades, earrings may be worn by girls only as long as they are no larger than a dime; only one earring per ear; no hoops, bangles or extremes; one bracelet may be worn; one watch may be worn; one religious necklace may be worn – no oversized jewelry. Face and eye makeup/nail polish are not permitted - this includes add-on uniform days as well as full out of uniform days. Boys may not wear earrings.

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

Appearance Reminders

Hair must be neat, clean, and well-groomed. Hairstyles may not interfere with student learning. It may not be in a student's eyes. **Unnatural hair coloring or extreme hairstyles are not permitted for anyone.** 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. Boys are not allowed to wear earrings.

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. All students must look neat and clean at all times.

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 dress 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.

Let us work together this year as One Body in Christ to give him praise and thanks for the gift of life and Catholic education. May we support and care for one another.