

# **Immaculate Heart of Mary School**

## **Parent/Student Handbook**

**2024 - 2025**



## Table of Contents

### Overview

Introduction to the Handbook	5
From the desk of Ms. Sue Surine, Principal	5
Vision Statement	6
Mission Statement	6
History of School	6
Accreditation	6
Awards	6
Administrative Team	6
Faculty and Staff	7
School Board	8
School Calendar 2024-2025	9

### Academics

Academic Policy	11
Curriculum & Textbooks	11
Individualized Education Plan (IEP) & Process	12
Field Trips	12
Promotion Requirements	13
Retention	13
Graduation Requirements	13
Honor Roll (Grades 4-8)	13
Report Cards & Interim Reports	13
AOB Grading Codes	14
Letter Grades	14
Pre-Kindergarten-Grade 2 Progress Codes	15
Grades 3-8 Core Subject Subcategories	15
Specials Classes Achievement Comments	16
Effort & Conduct Achievement Comments	17
Effort Comments	17
Conduct Comments	18
Work Habits	19
Missing Work Policy for Grades 6-8	19
Honor Code	19
Final Product Guidelines	19

<b>Admissions</b>	
Application Process	20
Placement & Probationary Policy for New Students	21
Classroom Placement	22
High School Admissions & Visitation Policy	22
Non-Discrimination Statement	22
<b>Assessment Program</b>	
Standardized Testing	23
Assessment of Child/Youth Religious Education (ACRE)	23
<b>Attendance &amp; Student's Records</b>	
Absences	23
Truancy	24
Lateness & Assignments	24
Early Departures & Late Arrivals	25
Regular Dismissal	25
Early Dismissal Days	25
Location & Access to Student's Records	25
Records Policy (Family Educational Rights and Privacy Act)	25
<b>Discipline</b>	
Statement on Philosophy of Discipline	27
Student Standards of Behavior	27
Positive Behavior Intervention and Supports (PBIS)	28
Expulsion	29
Code of Conduct & Discipline	29
Classroom Behavior Management	31
Incident Reports	32
Detention Schedule	32
Incident Reports & Missing Homework Assignments	32
Incident Reports & Uniform Violations	32
IHM School PBIS Discipline Flow Chart	33
Suspension	34
Search and Seizure	34
Conflict Situations	34
Bullying Policy	34
Harassment Policy	35

## **Financial Obligations**

<b>Tuition Policy</b>	<b>37</b>
<b>Tuition Payment Schedule</b>	<b>37</b>
<b>Registration Fees</b>	<b>38</b>
<b>Additional Fees</b>	<b>38</b>
<b>Registration Policy</b>	<b>38</b>
<b>Re-Registration Policy</b>	<b>38</b>
<b>Tuition Assistance, Tuition Grants, BOOST</b>	<b>38</b>
<b>Delinquent Tuition</b>	<b>39</b>
<b>Withdrawals</b>	<b>39</b>

## **Health**

<b>Maryland School Immunization Requirements</b>	<b>39</b>
<b>Dispensing of Medication</b>	<b>39</b>
<b>Communicable Diseases</b>	<b>40</b>
<b>Conjunctivitis (Pink Eye)</b>	<b>40</b>
<b>Varicella (Chicken Pox)</b>	<b>40</b>
<b>Health Records</b>	<b>40</b>
<b>Head Injury</b>	<b>40</b>
<b>Insurance</b>	<b>40</b>
<b>Allergies</b>	<b>41</b>
<b>Bloodborne Pathogens</b>	<b>41</b>
<b>Vision and Hearing Screening</b>	<b>41</b>
<b>Birthdays</b>	<b>41</b>
<b>General Use Epi Pens</b>	<b>41</b>
<b>Naloxone (Narcan)</b>	<b>42</b>
<b>Cannabis Guidelines</b>	<b>42</b>

## **Partnerships and Communication with Parents**

<b>Responsibilities</b>	<b>42</b>
<b>Support Partnership, and Compliance by Families</b>	<b>43</b>
<b>Communication</b>	<b>43</b>
<b>Non-Custodial Parents</b>	<b>44</b>
<b>Change in Name, Family Status, and Custody</b>	<b>44</b>
<b>Change in Address, Telephone Number, and Email Address</b>	<b>44</b>
<b>Parent-Teacher Conferences</b>	<b>44</b>
<b>Home &amp; School Association</b>	<b>45</b>

<b>Father's Club</b>	<b>45</b>
<b>Class Parents</b>	<b>45</b>
<b>Safety</b>	
Emergency Plan	45
Fire and Safety Drills	46
Emergency & Weather-related Closings and Delayed Openings	46
Asbestos Hazard Emergency Response Act (AHERA)	46
Child Abuse & Neglect Reporting Policy Procedures	47
Student's Cell Phones/Personal Electronic Devices	47
Visitors	47
School Volunteers	47
Playground Rules & School Supervision and Provisions	48
Supervision Responsibilities (Before and After the Official School Day)	48
Transportation Procedures - Arrival & Dismissal	48
Use of School Grounds	49
<b>Spirituality</b>	
Daily Prayer	49
School Liturgy	49
Prayer Services	49
Prayer Partners	49
Holy Moments Recognition Program	50
Catholic Schools Week	50
Religion Curriculum	50
Sacraments (Reconciliation, First Communion, Confirmation)	50
Service Projects	50
Advent	50
Lent	50
May Procession & Crowning	50
<b>Student Services</b>	
Before & After School Care	51
Cafeteria: Milk & Lunch Program	51
School Activities & Organizations	51
Guidance & Counselor	52
Leadership Programs	52

## Technology

Acceptable Use Policy for the Internet and Technology Tools	53
Web-based Services	55
Generative Artificial Intelligence (AI) Guidance	56

## Uniforms

Student Uniforms	56
Uniform Company	56
Uniform Description	56
Physical Education Uniform	58
Socks, Shoes, Jewelry & Hair Accessories	58
Labeling Clothes & Belongings	59
Appearance Reminders	59
Out-of-Uniform Days	60
Used Uniform Sale	60
Hair Policy	60
Lost & Found	60

\*\*\*\*\*

## Overview

### Introduction to the Handbook

Immaculate Heart of Mary (IHM) School is a co-ed elementary school for grades PreK to 8th grade. IHM 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.

### From the desk of Ms. Sue Surine, Principal

Welcome to a new school year! With the Archdiocese of Baltimore, we celebrate the theme “Give Thanks with a Grateful Heart”. At IHM School, we will also be continuing our “Holy Moments” journey. It promises to be a wonderful year here at IHM 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.

## **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 375 students from the pre-kindergarten program through eighth grade.

## **Accreditation**

IHM School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, IHM 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.

## **Awards**

**Green Schools Award** - The Maryland Green Schools Award is a nationally recognized program led by the Maryland Association for Environmental & Outdoor Education (MAEOE) which recognizes schools for their efforts in environmental sustainability. Schools that participate in the program empower youth to lead the charge in reducing their environmental impact, promoting environmental literacy, and encouraging community-wide sustainability.

**Positive Behavioral Interventions and Supports** - Teamwork, Community Connections, and Tier II Support Badges.

## **Administrative Team**

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

### **Faculty and Staff**

Pastor	Reverend Jeffrey Dausen
Principal	Ms. Sue Surine
Assistant Principal	Ms. Martha McMullen
Business Manager	Mrs. Dolores Schiavone
Advancement Director	Mrs. Ginny Gallagher
PreK3	Mrs. Angela Pinto Mrs. Judy Mays, Assistant
PreK4	Ms. Kristin Schmitt Mrs. Karen Moran, Assistant  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  Ms. Morgan Neubieser Mrs. Gina Gross, Assistant
2nd Grade	Mrs. Holly Dengler
3rd Grade	Ms. Kathryn Moor Ms. Abby Walsh
4th Grade	Ms. Amy Strickland Ms. Sierra Yelity-Paul
5th Grade	Mrs. Sally Jennings Mrs. Katie Noppinger
6th Grade:	Mr. Brendan Corbett, 6 <sup>th</sup> grade ELA & Social Studies Mrs. Mary Grace Mazzulli, 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Religion



7th Grade: Mrs. Dawn Elliott, 7<sup>th</sup> & 8<sup>th</sup> grade Math  
Ms. Nora Sokolow, 7<sup>th</sup> grade ELA & Social Studies

8th Grade: Mrs. Ann Lindner, 8<sup>th</sup> grade ELA & Social Studies  
Mrs. Alison Roper, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade Science

Middle School Math Mrs. Mary Jo Broderick

### Special Area Teachers

Art	Ms. Michelle Datz
Library	Sr. Miriam Elizabeth Cusack, OSFS
Music	Mrs. Ashlee Bickraj
Physical Education	Ms. Sallie Bennett
Spanish, PreK-5	Mrs. Anahi Chenowith
Spanish, 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup>	Sr. Audrey Frances Moran, OSFS
STEAM	Mrs. Shannon VanDaniker

### Student Support Staff

Resource Teacher	Mrs. Juliet Oakley
Counselor	Mrs. Siobhan Powers
Nurse	Mrs. Mary Bowen
Beyond the Bell	Mrs. Kathy Thomas

### School Support Staff

Main Office	Mrs. Debbie Sperato
Front Lobby	Mrs. Ellen Hata
Office	Mrs. Joan Cascio
Office	Mrs. Colleen Condon
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 IHM 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.

\*\*Please see IHM School website for current listing of School Board Members\*\* [Catholic School Board | Immaculate Heart of Mary](#)

## **School Calendar 2024-2025**

New to the 2024-2025 school year IHM School has included three (3) inclement weather days into the calendar. Please note that for each inclement weather day that is not used from August-April, IHM will have a day off (pre-identified) in March-May. The predetermined days are March 24, April 4, and May 16, 2025.

New to the 2024-2025 school year are two (2) asynchronous half days for students. Students will be responsible for completion of work assigned, so that teachers will be given the time to input grades for the trimester.

### **August**

- Aug 19: Faculty returns
- Aug 21/23: Kindergarten Cubby Conferences, assigned times
- Aug 23: Meet and Greet, grades 1-8, 8-10am
- Aug 26: First day of school, grades K-8, 12:15 dismissal
- Aug 26/27: PreK Cubby Conferences, assigned times
- Aug 28/29: PreK gradual entry begins

### **September**

- Sept. 2: No School (Labor Day)
- Sept 10: Back to School night: Grades PreK-3rd
- Sept 12: Back to School night: Grades 4-8
- Sept 19: Doughnuts with Dad; 7:30-8am
- Sept 20: 12:15 dismissal
- Sept 27: No School (for students); Faculty retreat

### **October**

- Oct. 2: School pictures
- Oct. 4: No School (Professional day)
- Oct. 23: Fall Open House 3:30-5:30pm
- Oct 25: 12:15 dismissal
- Oct. 31: 12:15 dismissal; Parent-Teacher conferences in afternoon

### **November**

- Nov. 1: No School, Parent-Teacher conferences
- Nov. 4: Winter uniform begins
- Nov. 15: Asynchronous half day; Teacher workday
- Nov. 26 : Grandparents' day
- Nov. 27-29: No School (Thanksgiving holiday)

### **December**

- Dec. 19: Christmas pageant, Grades 1-4, 6:30pm
- Dec. 20: 12:15 dismissal
- Dec. 23-31: School closed (Christmas break)

## January

- Jan. 1: No School (New Year's Day)
- Jan. 20: No School (Dr. Martin Luther King Jr. Day)
- Jan 26-31: Catholic Schools Week
- Jan. 26: Open House, 1-3pm
- Jan. 31: 12:15 dismissal

## February

- Feb. 17: No School (President's Day)
- Feb. 28: Asynchronous half day; Teacher workday

## March

- Mar. 7: 12:15 dismissal
- Mar. 21: No School (Professional day)
- Mar. 24: Possible Inclement Weather Day - See explanation above
- Mar. 31: Spring uniform begins

## April

- Apr. 4: Possible Inclement Weather Day - See explanation above
- Apr 10: Muffins with Mom; 7:30-8am
- Apr. 17: 12:15 dismissal (Holy Thursday)
- Apr. 18: No School (Good Friday)
- Apr. 21-25: School closed (Easter break)

## May

- May 2: May Crowning (at 9am Mass)
- May 9: Field day; 12:15 dismissal (changed from May 16)
- May. 16: Possible Inclement Weather Day - See explanation above
- May 20: Spring Band/Choir concert, 6:30pm
- May 23: No School
- May 26: No School (Memorial Day)
- May 29: Last day for 8th graders

## June

- June 2: Last day for PreK classes; PreK celebrations 9am
- June 3: 8th grade Graduation, 6:30pm
- June 5: Kindergarten celebration; 9:15am
- June 5: Last day of school, grades K-7; 11:00am dismissal
- June 6: Last day for Faculty

\*\*\*\*\*

## Academics

### Academic Policy

Over the course of this school year, IHM School 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. Students that do not meet certain academic and/or behavior requirements may be asked to refrain from participation in certain school sponsored clubs, sports, and other extracurricular activities until such time that their grades and/or behavior is deemed satisfactory.

### Curriculum & Textbooks

IHM School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis every 5 years. The following subjects are included in the curriculum, listed with the corresponding textbooks.

Religion	Loyola Press, Finding God
English Language Arts	Loyola Press, Voyages in English Savvas 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
Spanish	
Art	
Music	
Physical Education	
Library	
STEAM (Science, Technology, Engineering, Art, & Math)	

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.

For students seeking additional support in a subject area, they may coordinate with a teacher to schedule time during the school day (i.e. during lunch or recess) for assistance. However, IHM School will not allow private or paid tutoring sessions on school property during nor after school hours.

### **Individualized Education Plan (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.

### **Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher 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.

The Principal may deny permission for a student to attend a field trip if the student's behavior warrants this. If a family cannot afford to pay for a field trip, the family is encouraged to contact the Principal.

### **Promotion Requirements**

Students are promoted to the next grade upon successful completion of all subjects in a given year.

### **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. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

### **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.

### **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.

### **Report Cards & Interim Reports**

Archdiocese of Baltimore report cards will be sent home three (3) times a year at the conclusion of each trimester. In addition, the school will send interim reports home for grades K-8 at the middle of each trimester. It is also the responsibility of parents/guardians to obtain their passwords for PowerSchool and monitor grades for their children in grades 3-8. Parents/guardians will receive an interim report by mid-trimester. In some cases, where there is a significant drop in grades or

performance, a conference may be required. Parents/guardians are strongly encouraged to check Power School regularly to assist their children in being academically successful.

Students in pre-kindergarten through grade 8 will receive Report Cards each trimester. Marks are based on actual achievement of the student according to his/her grade level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, projects, and papers.

Report Cards and Interim Reports are both sent electronically. It is the responsibility of the parents/guardians to check their email for the reports.

<b>Archdiocesan Report Cards Grading Codes by Grade Level</b>			
<b>Course</b>	<b>PreK – 2</b>	<b>Grades 3-5</b>	<b>Grades 6-8</b>
<b>Language Arts</b>	<b>Progress Codes</b>	<b>Letter Grade</b>	<b>Letter Grade</b>
<b>Math</b>	<b>Progress Codes</b>	<b>Letter Grade</b>	<b>Letter Grade</b>
<b>Science</b>	<b>Progress Codes</b>	<b>Letter Grade</b>	<b>Letter Grade</b>
<b>Social Studies</b>	<b>Progress Codes</b>	<b>Letter Grade</b>	<b>Letter Grade</b>
<b>Religion</b>	<b>Progress Codes</b>	<b>Letter Grade</b>	<b>Letter Grade</b>
<b>Spanish</b>	<b>Progress Codes</b>	<b>Achievement Comments</b>	<b>Achievement Comments</b>
<b>Technology</b>	<b>Progress Codes</b>	<b>Achievement Comments</b>	<b>Achievement Comments</b>
<b>Physical Education</b>	<b>Progress Codes</b>	<b>Achievement Comments</b>	<b>Achievement Comments</b>
<b>Art</b>	<b>Progress Codes</b>	<b>Achievement Comments</b>	<b>Achievement Comments</b>
<b>Music</b>	<b>Progress Codes</b>	<b>Achievement Comments</b>	<b>Achievement Comments</b>
<b>All Classes</b>		<b>Effort and Conduct</b>	<b>Effort and Conduct</b>

**Letter Grades:**

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

<b>PreK-Grade 2 Progress Codes</b>		
<b>Grade</b>	<b>Description</b>	<b>Comments</b>
<b>I</b>	<b>Independent/ Proficient</b>	<p>The student understands the concept/skills and works with little or no reinforcement or assistance.</p> <p>The student shows the ability to apply the knowledge or perform skills accurately without instructional support. Student is able to do more challenging work.</p>
<b>P</b>	<b>Progressing</b>	<p>The student's understanding of concepts/skills are developing and are in need of occasional reinforcement and assistance.</p> <p>The student is retaining material and shows the ability to apply the knowledge or skill with little instructional support.</p>
<b>E</b>	<b>Emerging</b>	<p>The student's understanding of the concepts/skills are still at the beginning level and/or need reinforcement and assistance.</p> <p>The student is being introduced to the skill and is beginning to use the skill in context with extensive instructional support. The student needs re-teaching/reinforcement.</p>
<b>NA</b>	<b>Not assessed at this time</b>	

<b>Grades 3-8 Core Subject Subcategories and Specials Classes Achievement Comments</b>		
<b>Grade</b>	<b>Description</b>	<b>Grade</b>
<b>I</b>	<b>Independent/Proficient</b>	<b>97-100</b>
<b>V</b>	<b>Very Good Progress</b>	<b>93-96</b>
<b>P</b>	<b>Progressing</b>	<b>85-92</b>
<b>S</b>	<b>Satisfactory</b>	<b>75-84</b>
<b>N</b>	<b>Needs Improvement</b>	<b>70-74</b>
<b>U</b>	<b>Unsatisfactory/Not Proficient</b>	<b>1-69</b>
<b>NA</b>	<b>Not Assessed at this Time</b>	<b>0</b>



## **Specials Classes Achievement Comments**

### **I = Independent/Proficient**

- Always applies skills or processes with ease and confidence in completing grade level and above academic performance tasks.
- Always demonstrates a thorough understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester.
- Always uses knowledge to skillfully communicate complicated ideas and concepts within the content area.
- Always completes and turns in accurate class work and homework.

### **V = Very Good Progress**

- Consistently applies skills or processes with ease and confidence in completing grade level appropriate academic performance tasks
- Consistently demonstrates an above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Consistently demonstrates the ability to use knowledge to effectively communicate difficult ideas and concepts within the content area
- Consistently completes and turns in above average class work and homework

### **G = Good Progress**

- Demonstrates above average uses of skills or processes in completing required grade level and appropriate academic performance tasks
- Demonstrates above average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates above average understanding of important information
- Usually accomplishes purposes of academic tasks
- Demonstrates average ability to use required knowledge to communicate important information.
- Completes and turns in above average class work and homework

### **S = Satisfactory**

- Demonstrates meeting the level of expectation.
- Demonstrates average application of skills or processes required to complete grade level academic performance tasks
- Demonstrates average understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates average knowledge of important information
- Demonstrates average ability to use required knowledge to communicate ideas
- Completes and turns in average class work and homework

### **N = Needs Improvement**

- Makes many errors when applying skills or processes required to complete grade level academic performance tasks

- Demonstrates an incomplete understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught this trimester
- Demonstrates an incomplete knowledge of important information
- Unable to use acquired knowledge to correctly communicate important ideas
- Performance is markedly below grade level
- Class work and homework fail to meet teacher criteria

**U = Not Progressing**

- Unable to perform any understanding of skills or processes required to complete grade level academic performance tasks
- Demonstrates no understanding of Archdiocese of Baltimore grade level appropriate curriculum strands and objectives taught during this trimester
- Demonstrates no knowledge of important information
- Unable to use acquired knowledge to correctly communicate ideas
- Class work and homework fail to meet teacher criteria

Effort & Conduct Achievement Comments		
Grade	Description	Grade
O	Outstanding	93-100
G	Good	85-92
S	Satisfactory	75-84
N	Needs Improvement	70-74
U	Unsatisfactory	0-69

**Effort Comments:**

**O = Outstanding**

- Always exceeds the level of expectation
- Immense amount of effort put forth
- Highest level of class participation
- Class work/project/assignment criteria meets highest standards

**G = Good**

- Most of the time exceeds the level of expectation
- Admirable amount of effort put forth
- Above average level of class participation
- Class work/project/assignment criteria meet above average standards

**S = Satisfactory**

- Meets the level of expectation
- Adequate amount of effort put forth
- Adequate level of class participation
- Class work/project/assignment criteria meets standards

**N = Needs Improvement**

- Below average amount of effort put forth
- Below average level of class participation- almost always called on, rarely volunteers
- Class work/project/assignment criteria sometimes meets standards/not all criteria met

**U = Unsatisfactory**

- Little or no effort put forth
- Little to no class participation- always called on, never volunteers
- Classwork/project/assignment criteria rarely meet standards/criteria barely met
- Students failing two or more core subjects may not be advanced to the next grade level.

**Conduct Comments****O = Outstanding**

- Always exceeds the level of expectation
- Demonstrates highest level of self-control
- Follows classroom rules
- Makes good choices
- Role model to other students

**G = Good**

- Most of the time exceeds the level of expectation
- Demonstrates self-control, rarely needs reminders
- Follows classroom rules, rarely needs reminders
- Makes good choices, rarely needs redirected

**S = Satisfactory**

- Meets the level of expectation
- Demonstrates self-control, sometimes needs reminders
- Follows classroom rules, sometimes needs reminders
- Makes good choices, sometimes needs redirection

**N = Needs Improvement**

- Has trouble demonstrating self-control, needs reminders
- Has trouble following classroom rules, need reminders
- Sometimes has trouble making good choices, needs redirection

**U = Unsatisfactory**

- Has difficulty demonstrating self-control, needs constant reminders
- Has difficulty following classroom rules, needs constant reminders
- Has difficulty making good choices, needs constant redirection

**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.

Parents may not request a change in grade on an assignment or a final grade in order to achieve honor roll or a desired grade in an academic class.

**Work Habits**

Students are responsible for all classroom assignments, group projects, and homework according to the standards and due dates assigned by the teacher. Late work may earn a reduced grade. Students may be asked to complete late assignments during recess. Parents and students may not request to retake an assessment to achieve a more desirable grade.

**Missing Work Policy for Grades 6 - 8**

The grade will be lowered by 20% for each day an assignment is late without an acceptable excuse (e.g. absence). The student will not be able to hand the work in for credit after one week (7 calendar days) from the original due date and the grade will be recorded as a zero. If a student is absent from school with an excused absence, it will be HIS or HER responsibility to ask a teacher or another student for the missed assignments. The due date will be extended by the number of days the student was absent with no penalty.

**Honor Code**

All students are required to complete assignments that are their own. A student may ask for help but may not copy or plagiarize another’s work. Older students are required to sign an Honor Code Pledge after receiving instruction regarding plagiarism.

The honor code for IHM School reads as, “I pledge that I did not give or receive any unauthorized help on this assignment and that all my work is my own.”

**Final Product Guidelines - Our Quest for Excellence**

IHM 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 handwriting may be used.
- Beginning in fourth grade, we encourage students to use blue or black ink pens for all assignments, except math.
- Posters must be done neatly and all cutting and labeling must be straight. Posters must be labeled in pen or marker.

*Showcase your excellence!*

\*\*\*\*\*

## **Admissions**

IHM 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 IHM School who were baptized Catholic before February 1, 2024 will be given the Catholic rate once their Baptismal certificates and Parish Verification Form 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 Process**

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

- Completed application and \$50 application fee
- Copy of Birth Certificate
- Copy of Baptismal Certificate and Parish Verification Form, to be eligible for the Catholic rate for tuition
- Registration fee (non-refundable) – to be completed upon acceptance to IHM Pre-K3
- Children entering Pre-K3 or Pre-K4 must be toilet-trained. No pull ups are permitted.

#### **Age Qualification:**

- PreK3 - Must be 3 by September 1
- PreK4 - Must be 4 by September 1

#### **Kindergarten**

- Completed Application and \$50 application fee
- Completed assessment of Brigance Screening Method
- Current PreK teacher assessment if applicable
- Copy of Birth Certificate

- Copy of Baptismal Certificate and Parish Verification form, to be eligible for the Catholic rate for tuition
- Registration fee (non-refundable) to be completed upon acceptance to IHM Kindergarten
- Children entering Kindergarten must be toilet-trained.

**Age Qualification:**

Must be 5 by September 1

**Grades 1 - 8**

- Completed Application and \$50 application fee
- Completed placement assessment
- Teacher Recommendation Form
- Copy of Birth Certificate
- Copy of Baptismal Certificate and Parish Verification Form, to be eligible for the Catholic rate for tuition
- Copy of most recent report card
- Copy of previous year report card
- Recent standardized test scores
- Registration fee (non-refundable) - to be completed upon acceptance at IHM

Prospective students in grades 4-8 are then invited to “shadow” ~ spend some time while school is in session with a student ambassador. For all applicants in grades 1-8, 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.

**Placement & Probationary Policy for New Students**

Students are initially placed using the results of the following:

- School administered placement test
- Shadow day observations
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

Once classes begin, placement adjustments will be authorized by the teacher(s).

In order to make sure that the school is a good fit for the student, all new students are given a one-year probationary period. Parents will be notified throughout the year if the student’s actions and academics are not meeting expectations. 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).

## **Classroom Placement**

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, resource teachers, school counselors, and administration. Placement decisions are important; our process is thoughtful, rigorous, and engages considerable time and energy.

## **High School Admissions & Visitation Policy**

IHM School assists families with the high school admissions process. Ms. McMullen, Assistant Principal, is the point of contact. Eighth grade students are allowed up to three (3) days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

## **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 a 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 Ms. Sue Surine, Principal, or Mrs. Mary Bowen, Nurse.

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.

\*\*\*\*\*

## **Assessment Program**

### **Standardized Testing**

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

#### **Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students**

Pre-K3, Pre-K4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

#### **Elementary Students**

Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3, 5 and 7 also take the Science Assessment each Spring. Parents are given feedback as to how their child is scoring at the end of each testing period.

### **Assessment of Child/Youth Religious Education (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.

\*\*\*\*\*

## **Attendance and Student's Records**

### **Absences**

Regular attendance is considered essential for learning at IHM 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 or email the school between 7:45am and 8:15am to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These



decisions are the responsibility of the parents. Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Tardiness (coming to school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for five (5) or more tardies and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips. After seven (7) student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.

After an absence and 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 including recess.

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 the Archdiocese of Baltimore policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of a student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

### **Truancy**

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

### **Lateness & Assignments**

Students may enter their homerooms at 7:50am. The school day begins at 8:10am. Any student arriving after 8:10am is late to school and a parent must sign them in at the front desk and the student will receive 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.

Students will be marked as a full day absent if they dismiss from school before 10:00am or arrive at school after 1:00pm. Students will be marked a half day absent if they dismiss from school by 11:30am or arrive at school after 11:30am.

Students will not be dismissed for an early departure from school after 2:30pm as this creates disruption to the normal dismissal procedures for teachers and staff members. Should an emergency situation arise in which you need to pick up your child(ren) between 2:30pm and 3:00pm, please contact the Principal or Assistant Principal.

### **Regular Dismissal**

On full days of school, dismissal begins at 3:00pm. All students must be picked up by 3:15pm. A fee of \$10 will be charged to the FACTS account of each family whose student(s) is not picked up by 3:30pm. An additional \$10 fee will be charged for each subsequent 15 minute increment. Parents will be notified in writing for five (5) or more late pick-ups and a conference may be requested by the administrative team to address the issue.

### **Early Dismissal Days**

On half days, dismissal begins at 12:15pm. All students must be picked up by 12:30pm. A fee of \$10 will be charged to the FACTS account of each family whose student(s) is not picked up by 12:45pm. An additional \$10 fee will be charged for each subsequent 15 minute increment. Parents will be notified in writing for five (5) or more late pick-ups and a conference may be requested by the administrative team to address the issue.

### **Location & Access to Student's Records**

Student's 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)**

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

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

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

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph

- Honors and awards received
- 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 IHM 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.

\*\*\*\*\*

## **Discipline**

### **Statement on Philosophy of Discipline**

IHM 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 IHM 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.

### **Student Standards of Behavior**

In order to show respect, maintain safety, and focus on learning, students are expected to:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to themselves.
4. Be where they are supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways to not disturb other classes and faculty and staff members.

## **Positive Behavior Intervention and Support (PBIS)**

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

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 to each other, including peers, teachers, faculty and staff
- 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 action including but not limited to digital harassment
- 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) including distribution of both physical and digital
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Harassment

After school activities, while riding on buses to sports games or other school or parish sponsored 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 to support the school environment.

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 to be used in cases of possible suspension or expulsion will follow AOB policy.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three (3) consecutive school days, (unless approved in consultation with the superintendent) the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the IHM School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within ten (10) working days of the notice of intent to expel. In some cases, 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.

## **Code of Conduct & 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 IHM School. 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 hallways**

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 or teachers,
- 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,
- refrain from running, skipping, jumping in the classrooms and hallways, and
- take medication under the supervision of the nurse with a doctor's note.

### **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,
- do not share food,
- act respectful to all volunteers, teachers, and staff 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 School 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,
- do not interact with people or cars passing outside the school fence,
- travel in the halls with a minimum of noise, and
- recognize that any student who cannot adhere to the lunch and recess rules will receive a consequence such as not participating 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, lighters or dangerous weapons, and
- not to be on the parish property after operating hours unless participating in a school sponsored event.

Because every student at IHM School 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 three (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.

### **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 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.

## **Detention Schedule**

Incident Reports Received	Grades 3-5	Grades 6-8
3, 4 & 5	30 minutes - served during lunch and recess	30 minutes - served Friday of the week received at 3:00pm
6, 7 & 8	60 minutes - served during lunch and recess	60 minutes - served Friday of the week received at 3:00pm
9, 10 & 11	90 minutes - served during lunch and recess (day #1), recess (day #2)	90 minutes total - 60 minutes served Friday of the week received 30 minutes served Friday of the next week
12, 13 & 14	In-School Suspension	In-School Suspension

If a student fails to report for a detention, she/he will be issued a second detention and will serve both detentions on consecutive days/weeks. 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.

**Note:** Friday afternoon detentions may be moved to Thursdays or Mondays based on the school calendar.

## **Incident Reports & Missing Homework/Assignments**

After an accumulation of three (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 & Uniform Violations**

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

## IHM School PBIS Discipline Flow Chart

<p style="text-align: center;"><b>Classroom Environment &amp; Teacher Strategies</b></p> <ul style="list-style-type: none"> <li>■ Reinforce positive behaviors</li> <li>■ Problem solve with student(s)</li> <li>■ Continue building relationships</li> <li>■ Elicit parent/guardian help through communication</li> </ul>	<p style="text-align: center;"><b>Action by Administration</b></p> <ul style="list-style-type: none"> <li>■ Interview</li> <li>■ Determine interventions/consequences</li> <li>■ Contact referring staff</li> <li>■ Contact parent</li> </ul>
<p style="text-align: center; color: green;"><b>Level I Violations</b></p> <ul style="list-style-type: none"> <li>■ Lunch time misconduct</li> <li>■ Cell phone use</li> <li>■ Dishonesty</li> <li>■ Disrespect in manner and/or language</li> <li>■ Disruptive behavior (talking/calling out/distracting behavior)</li> <li>■ Failure to complete class/homework assignments</li> <li>■ Food/Gum</li> <li>■ Inappropriate language</li> <li>■ Uniform violations</li> <li>■ Tardiness to class</li> <li>■ Teasing/Taunting</li> <li>■ Unsafe/rough play</li> </ul>	<p style="text-align: center; color: green;"><b>Possible Consequences for Level I Violations</b></p> <ul style="list-style-type: none"> <li>■ Teacher discussion - verbal warning</li> <li>■ Teacher contact parent</li> <li>■ Teacher assigned lunch/recess detention</li> <li>■ Loss of access (i.e. chromebook, technology, etc.)</li> <li>■ Submit Incident Report</li> <li>■ Detention will be assigned</li> <li>■ Family meeting with Administration</li> </ul>
<p style="text-align: center; color: blue;"><b>Level II Violations</b></p> <ul style="list-style-type: none"> <li>■ Chronic Level I violations</li> <li>■ Academic Dishonesty</li> <li>■ Insubordination</li> <li>■ Physical Contact</li> <li>■ Stealing</li> <li>■ Abusive/vulgar language</li> <li>■ Electronics violation</li> </ul>	<p style="text-align: center; color: blue;"><b>Possible Consequences for Level II Violations</b></p> <ul style="list-style-type: none"> <li>■ Parent contact</li> <li>■ Submit Incident Report</li> <li>■ Loss of privilege (school-sponsored events/activities)</li> <li>■ Electronic Penalty Box</li> <li>■ Detention</li> <li>■ In-school or Out-of-school suspension</li> <li>■ Re-entrance meeting will be held</li> <li>■ Family meeting with Administration</li> </ul>
<p style="text-align: center; color: red;"><b>Level III Violations</b></p> <ul style="list-style-type: none"> <li>■ Chronic Level II violations</li> <li>■ Bullying</li> <li>■ Harassment of any kind by word or manner</li> <li>■ Verbal threats</li> <li>■ Physical Contact Aggression (any type of touch)</li> <li>■ Possession/Use of weapon</li> <li>■ Willful destruction of school property</li> </ul>	<p style="text-align: center; color: red;"><b>Possible Consequences for Level III Violations</b></p> <ul style="list-style-type: none"> <li>■ Teacher and Administrator parent contact</li> <li>■ Submit Incident Report</li> <li>■ Loss of privilege (school-sponsored events/activities)</li> <li>■ Detention</li> <li>■ In-school or Out-of-school suspension</li> <li>■ Re-entrance meeting will be held</li> <li>■ Family meeting with Administration</li> </ul>
<p><b>This list is not meant to be all inclusive. IHM School reserves the right to assign appropriate discipline for an offense not listed based on its nature and severity.</b></p>	

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 online 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 School
- Hiding or stealing the property of another.

### **Search and Seizure**

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

### **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.

### **Bullying Policy**

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, gaming device, tablet, 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).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

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>

### **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.

#### A. 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.

#### B. 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.

#### C. 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. A bullying/harassment form should be filled out.
- 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.

\*\*\*\*\*

## **Financial Obligations**

### **Tuition Policy**

The operation of IHM 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. Tuition and fees for the year are outlined in your child/children's contract
2. A Catholic discount for tuition will be given 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 discount:
  - 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 will 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.
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 if their FACTS account has a past due balance. Two monthly payments of tuition should be made by the first day of classes.
5. Report Cards and Interim Reports will be withheld for non-payment. No academic records from IHM 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 Schedule**

There are three (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.

1. FACTS Monthly Payment Plan
  - a. Ten (10) payments
  - b. Beginning July and ending April

- c. Payments are due on either the 5th or the 20th of the month
2. FACTS Semi-Annual Payment
  - a. Two (2) payments
  - b. Half tuition due by July 1 and half tuition due by January 1
3. Full Payment
  - a. One (1) payment – full tuition amount due by July 15

### **Registration Fees**

Registration fees are non-refundable fees that do not apply to tuition costs.

### **Additional Fees**

The following additional fees will be applied to your FACTS account:

- Archdiocese of Baltimore Technology Fee (\$85 per student)
- Home School Association Fee (\$35 per family)
- 8th Grade Graduation Fee (\$125 per 8th grade student)

### **Registration Policy**

Admission based on screening begins in the kindergarten year and is subject to available spots per grade level. Once accepted, a non-refundable registration fee must be paid. 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.

### **Re-Registration Policy**

In November 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 will be given the Brigance screening assessment in the spring for recommendation into Kindergarten. 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 School 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.

### **Tuition Assistance, Tuition Grants, BOOST**

Families who qualify financially may apply for BOOST funding through the state of Maryland.

Financial assistance may be available for qualified families. Assistance is granted by the Archdiocese directly, the school and the parish. Families must submit an application through FACTS 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.

**Delinquent Tuition**

Report cards, interim reports, and school records may be withheld because of financial obligations.

**Withdrawals**

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 first day of trimester 3

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

\*\*\*\*\*

**Health**

**Maryland School Immunization Requirements**

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

**Dispensing of Medication**

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

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer



emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

### **Communicable Diseases**

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

- Measles – regular or German (Rubella)
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food Poisoning
- Human Immune Deficiency
- Mumps
- Virus Infection (AIDS and all other symptomatic infections)
- Adverse reactions to Pertussis Vaccine
- Lyme disease
- Animal bites/Rabies
- Chicken Pox (varicella)
- Influenza
- Covid 19

Children that have a fever above 100.0 prior to school or while at school will be sent home and need to remain at home for 24 hours after the fever breaks. Parents will be called to pick up their child if they are sent back to school prior to the 24 hours.

### **Conjunctivitis (Pink Eye)**

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.

### **Varicella (Chicken Pox)**

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 Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to

cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit [www.archbalt.org/risk](http://www.archbalt.org/risk).

### **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;
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.

### **Birthdays**

IHM School recognizes students and faculty/staff birthdays on the morning announcements each day. Any birthday treats sent to school should be non-food items (i.e. pencils, stickers, etc.) and should be coordinated with your child's homeroom teacher (in advance of the birthday) for distribution to all students in the homeroom or all students in the grade level. Any birthday party invitations should be mailed or sent electronically and not distributed at school (including at dismissal time).

### **General Use Epi Pens**

IHM School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

## **Naloxone (Narcan)**

IHM School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

 [Naloxone Training Video](#) and [Pages - Home \(maryland.gov\)](#).

## **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. The Maryland General Assembly enacted legislation that allows 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.

\*\*\*\*\*

## **Partnership and Communication with Parents**

### **Responsibilities**

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 functions, both inside and outside of the school hours, and whether on school property or third-party sites, 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.
12. To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

### **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, parents or other family members may be prohibited from entering the campus.

### **Communication**

The school office is open on school days from 7:45 a.m. to 3:30 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 as IHM School strongly encourages home and school communication and partnership.

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.

Teachers are not able to receive phone calls during the instructional day. Teachers also have limited time to view and respond to emails during the instructional day. Emergency communications should be directed to the school office. Teachers will return phone messages and email messages within 24 hours to the best of their ability. In addition, if teachers receive any form of communication over the weekend, they will respond by the end of the day on Monday (or next school day). Parent-teacher conferences are by appointment only. Please be mindful that drop-off and dismissal times are not appropriate for conferencing with a teacher.

The school communicates with families through the IHM School website, Bright Arrow, 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 website. 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 the school office.

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

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

### **Non-Custodial Parent**

Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information 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.

IHM School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises (including Beyond the Bell) unless the custodial parent has consented or the school has a court order permitting access.

### **Change in Name, Family Status, and Custody**

If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, 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. The parent also needs to notify the principal.

### **Change in Address, Telephone Number, and Email Address**

When there is a change in address, phone number or email address, parents need to update School Admin immediately.

### **Parent Teacher Conferences**

Scheduled Parent/Teacher 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 fall conference online via a Sign-Up Genius link prior to the appointed conference days. For the 2024-2025 school year, conferences will take place in the afternoon of Thursday, October 31, 2024 and all day on Friday, November 1, 2024.

Generally, 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.

## **Home & School Association**

The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school. The HSA of IHM School 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.

The current list of HSA Officers can be found on the school website.

<https://ihmschoolmd.org/home-school-association/>

## **Father's 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](mailto:ihmfathersclub@verizon.net).

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

## **Class Parents**

The heart of IHM School 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.

\*\*\*\*\*

## **Safety**

### **Emergency Plan**

IHM School has an Emergency Plan with procedures in place 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 and Fire Department in the event of an emergency.

The Archdiocese of Baltimore uses the “I Love U Guys” Foundation’s program for all drills: Hold, Secure, Lockdown, Evacuate, and Shelter.

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.

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, be respectful to the teachers and staff implementing these rules, and never leave your child/children unsupervised before or after school.

### **Fire and Safety Drills**

In compliance with Maryland state law, IHM School holds ten (10) fire drills and five (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 & Weather-related Closings and Delayed Openings**

IHM School follows the weather policies of the Baltimore County Public Schools for decisions regarding early dismissals, delayed openings, and any other emergency and weather-related closing. 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: <https://www.wbaltv.com/weather/closings>. IHM School will also inform parents through Bright Arrow, the automated email and text message that is sent by IHM School. This alert will also be posted on social media accounts. Please do not call the school office to inquire about closings and delays.

### **Asbestos Hazard Emergency Response Act (AHERA)**

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.

## **Child Abuse & 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. IHM 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.

## **Student's Cell Phones/Personal Electronic Devices**

Students are permitted to bring a cell phone or personal tablet to school but they must be turned off before entering the school building. Devices should then 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. Typically these devices are stored in the cell phone carts in a student's homeroom. 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 (including during arrival and dismissal), are students allowed to access 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 School 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 office 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, receive an electronics violation incident report through PBIS, and the parent/guardian will have to pick up the device in person from the office at the end of the school day.

Smart watches and airpods are also not permitted in school. Any type of headset may only be worn in classrooms and used at the direction of teachers.

## **Visitors**

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

## **School Volunteers**

IHM School encourages volunteer participation at the school and is blessed to have excellent and dedicated volunteers from all school community groups. IHM School 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 class 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 School must:

- Complete the Archdiocesan Virtus training course, which may be accessed online ([www.virtus.org](http://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.

### **Playground Rules & School Supervision and Provisions**

Our playground is designed for children aged 3 to 14. Adult supervision is required. During recess IHM School Faculty and Staff are assigned supervision duties. We treat one another with kindness and respect, taking turns and sharing the equipment. We wear shoes at all times.

- Follow the directions of and respect the playground monitors.
- Use equipment properly.
- Stay within your class playground boundaries.
- Stop playing when the bell rings and begin to line up at the assigned area to enter the school.

### **Supervision Responsibilities (Before and After the Official School Day)**

Students must wait outdoors until 7:50am when the school building opens and the school provides supervision of students. All students must be picked up by 3:15pm. Students not picked up will be supervised and the parents will be charged late fees through FACTS. Students arriving after 8:10am must be escorted into the building and signed in by the person dropping them off.

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.

### **Transportation Procedures - Arrival & Dismissal**

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 7:50-8:10am.

For dismissal, the school employs stadium parking. Students get into their cars immediately upon dismissal. Once all students are in their cars, a teacher/staff member will signal the line to move. Cars exiting on Putty Hill Avenue form two (2) lines, one turning left and one turning right. Dismissal begins at 3:00pm. All cars should stay in their lane and wait for the signal from the teacher/staff member to begin moving. Please do not attempt to change lanes when you see another lane moving. Please be respectful of all staff members as they work to dismiss all cars and students in an orderly and safe manner.

Students who walk home or get into their cars along Putty Hill Avenue or beyond must follow the instructions from the crossing guards and teachers on parking lot duty. 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.

**Use of School Grounds**

IHM School grounds are closed during school hours. In order to remain a safe environment for your children, all school doors remain locked during the school day. All visitors must report to the main entrance and be screened prior to entering other parts of the building or campus. For use of the School grounds outside of school hours, including after school and on weekends or holidays, approval must be obtained from the Principal and the Pastor.

\*\*\*\*\*

**Spirituality**

**Daily Prayer**

IHM School participates in daily prayer as a community during morning and afternoon announcements.

**School Liturgy**

Students, faculty, and staff attend weekly mass as an IHM School community. The school will also participate in Holy Day Masses throughout the liturgical year.

**Prayer Services**

Students participate in Prayer Services throughout the school year including, but not limited to, Thanksgiving, Advent, Catholic Schools Week, and Lent.

**Prayer Partners**

Each student is paired with another student as a Prayer Partner. Activities are planned for Prayer Partners to meet and complete service oriented activities together throughout the year. Older students are partnered with students in the younger grades to help serve as role models.

**Holy Moments Recognition Program**

Students will be recognized on a monthly basis for displaying characteristics identified in Holy Moments monthly themes. Additionally students, faculty, and staff are encouraged to recognize and celebrate Holy Moments witnessed throughout the school year.

**Catholic Schools Week**

IHM School participates in National Catholic Schools Week which is an annual celebration of Catholic education in the United States. It starts the last Sunday in January and runs all week. We observe the annual celebration week with Masses, open houses and other activities for students, families, parishioners and community members. Through these events, IHM School focuses on the value Catholic education provides to young people and its contributions to our church, our communities and our nation.

**Religion Curriculum**

IHM School follows the Archdiocesan curriculum using the *Finding God* series textbooks and *Growing with God* Program for Family life.

**Sacraments (Reconciliation, First Communion, Confirmation)**

All sacramental preparation is supported by IHM School but completed through IHM Parish or students home parish.

**Service Projects**

Service projects will be completed throughout the school year supporting various causes and organizations. Details will be communicated in the weekly Wednesday email.

**Advent**

During the season of Advent, students will participate in various prayer services and will have the opportunity to participate in the Sacrament of Reconciliation.

**Lent**

During the season of Lent, students will participate in various prayer services, Stations of the Cross, and will have the opportunity to participate in the Sacrament of Reconciliation.

**May Procession & Crowning**

This traditional activity will take place at the beginning of May.

\*\*\*\*\*

## Student Services

### **Before & After School Care**

IHM School is pleased to offer a before and after school care program, known as Beyond the Bell (BTB). The program offers before school care starting at 7:00am and after school care until 6:00pm. Information about the fees and other registration information are found on the school website. BTB is in compliance with all Maryland regulations by the Maryland Office of Child Care. It is offered for grades PreK thru 8th. [Before & After School Care Programs](#)

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

### **Beyond the Bell Withdrawal Policy**

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

- Anytime during the first trimester:
  - One-third (1/3) of BTB tuition is due
  - Anything paid past that amount will be refunded
- Anytime during the second trimester
  - Two-thirds (2/3) of BTB tuition is due
  - Anything paid past that amount will be refunded
- Any time during the third trimester
  - Full payment of BTB tuition is required
  - Transcripts will not be released until the tuition account is current

BTB provides a place for children to socialize, engage in indoor and outdoor play, homework supervision and special presentations, to list some of the activities offered. Students are held to the same behavioral expectations at BTB as during school hours. Any misbehavior at BTB or violation of school policies may result in consequences through our PBIS process. Questions about BTB may be directed to [IHMbtb@ihmschoolmd.org](mailto:IHMbtb@ihmschoolmd.org).

### **Cafeteria: Milk & Lunch Program**

IHM School offers pizza on Fridays and occasionally will have other special lunch delivery services (i.e. Chick-fil-A). Families should watch for the announcements in the "Weekly Update" Email to obtain ordering information. Students who are absent from school on pizza Fridays or other special lunch days will not receive their order and no refunds will be provided.

Milk orders are placed at the beginning of the school year for either chocolate or white milk.

If your child forgets lunch they should notify their homeroom teacher as soon as possible. If you choose to bring one in, please leave it with the receptionist, properly marked with the student's name, grade, and homeroom. NO fast food lunches are permitted. Students may not share food.

Due to the increased prevalence of food allergies, IHM School is nut and nut-product free.

### **School Activities & Organizations**

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

Altar Servers  
Band  
Eagle Eye Newspaper  
Eco Club  
Lectors  
Liturgical Choir  
Lunch Helpers  
National Junior Art Honor Society  
National Junior Honor Society  
PreK Safeties  
Student Ambassadors  
Student Council  
Theatre Arts  
Theatre Tech  
Yearbook

### **Athletics**

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

### **Band**

Instrumental music is taught once a week to those students who wish to participate in the IHM School 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 may not be permitted to contact parents during school hours.

### **Guidance & Counselor**

IHM 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 ([spowers@ihmschoolmd.org](mailto:spowers@ihmschoolmd.org)) at any time.

### **Leadership Programs**

#### **National Junior Honor Society (NJHS)**

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.

### **National Junior Art Honor Society (NJAHS)**

IHM School is proud to sponsor a chapter of The NJAHS. NJAHS is an organization open to 6th, 7th, and 8th grade students with a talent for and an interest in art. The NJAHS program inspires and recognizes students with ability and interest in the visual arts. The NJAHS is different from an “art club.” Students are required to meet eligibility criteria for membership as detailed in the constitution and school bylaws. Expectations are that students create artwork on their own time and for their own enjoyment. Responsibilities include regular meetings, service to the art community, promotion of artwork in the world and to magnify the innovation and skills of the IHM art program.

### **Student Ambassadors**

IHM School 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 two (2) incident reports during the academic year, he/she may be removed from the organization. Student Ambassadors must reapply each year.

### **Student Council**

Student Council provides leadership opportunities for students in grades 3 through 8. Each homeroom is allowed one representative to serve on the Council. Students are voted on by their classmates. The Student Council also has officers that are elected by the middle school students.

Officer Positions include President and Vice President (8th graders) and Secretary and Treasurer (7th graders). The Student Council typically meets monthly and plans activities, fundraisers, and events aimed at improving the school experience for all students.

\*\*\*\*\*

## **Technology**

### **Acceptable Use Policy for the Internet and Technology Tools**

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put

enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)

- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

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

***Parents are responsible for:***

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

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

**Web-based Services**

The School uses 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 IHM School Principal in writing.

**Generative Artificial Intelligence (AI) Guidance**

IHM School does not permit 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. This will ensure teachers are able to responsibly use Generative AI with students in the future.

\*\*\*\*\*

**Uniforms**

**Student Uniforms**

Students wear uniform clothing in the elementary and secondary school per Archdiocese of Baltimore. The purpose of our school uniform code is to reflect the respectful learning environment at IHM School. Children who remain in the building after dismissal are to remain in full uniform. 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 Company**

School Uniforms can be purchased at FlynnO'Hara Uniforms (<https://flynnohara.com/>) or any store that sells the required uniform pieces.

FlynnO'Hara Uniforms  
8868 Waltham Woods Road  
Parkville, MD 21234  
(410) 828-4709

**Uniform Description**

**Kindergarten and PreK**

Students wear the school gym uniform with tennis shoes/sneakers. See PHYSICAL EDUCATION 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 or shorts 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
- Leggings: full length navy or white leggings. No sweatpants or pajama pants.
- 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
- Girls have the option of navy blue uniform slacks.
- No sweatpants or pajama pants.

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
- Leggings: full length navy or white leggings are permitted – No sweatpants or pajama pants
- Girls have the option of navy blue uniform slacks

### **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

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

## **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 physical education uniform must be purchased from FlynnO'Hara. Students will wear the IHM physical education uniform to and from school on the days they have gym. Sweatpants can be worn to and from school in colder weather (Nov.-March). Full white crew socks are worn and tennis shoes must tie. All socks MUST be worn above the ankle.

## **Socks, Shoes, Jewelry & Hair Accessories**

### **Uniform Socks**

**Girls** - solid white or navy crew socks, or solid white or navy knee highs; all socks MUST be worn above the ankle

**Boys** - solid white or navy crew socks, all socks MUST be worn above the ankle

## **Uniform Shoes - Grades 1 - 8**

**Girls** have four options:

1. solid black
2. solid brown
3. solid tan
4. blue/white or black/white saddle shoes

**Boys** have three options:

1. solid black
2. solid brown
3. 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. Solid colored tennis shoes/sneakers are not acceptable. PreK and Kindergarten wear tennis shoes/sneakers on a daily basis.

## **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 are not permitted. This includes add-on uniform days as well as full out of uniform days.
- Nail polish and artificial nails are not permitted.
- Boys may not wear earrings.

## **Hair Accessories - Applicable to all grades**

Girls may wear neat, clean, solid navy blue or white ribbons, hair accessories, and headbands only. Headbands made from the uniform material are acceptable. No hats may be worn in the building, including non-uniform days.

## **Accessories - Applicable to all grades**

Purses, handbags, belt bags, and fanny packs are not part of the uniform and may not be carried/worn throughout the school day.

## **Labeling Clothes & Belongings**

Please label all clothing (coats, sweatshirts, sweatpants) worn to school and belongings (i.e. water bottles, lunch boxes, etc) brought to school with your child's name.

## **Appearance Reminders**

Hair must be neat, clean, and well-groomed. Hairstyles may not interfere with student learning. Questionable hairstyles will be at the discretion of the administration. Writing on skin, tattoos and body piercings are not allowed. Boys are not allowed to wear earrings. All students must look neat and clean at all times. Students not complying with the uniform rules may be asked to remove non-uniform approved items such as nail polish, make-up, hats, etc.

## **Out-of-Uniform Days**

On occasion, there may be out-of-uniforms days scheduled. Attire on these days should be appropriate for IHM School. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. 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.

If out-of-uniform guidelines are not followed, an infraction will be given the first time. A second infraction may result in the out-of-uniform privilege being revoked.

## **Used Uniform Sale**

IHM School accepts gently used school uniform items. We offer these items for sale to parents during the summer and throughout the school year. Please contact the school office for details.

## **Hair Policy**

Hairstyles are to be neatly groomed. The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, fades, ombre, highlighting or coloring of any kind.

IHM School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of IHM School to permit individual families to receive an exception from this policy so that they may choose the appropriate cared-for hairstyle for their child. Should a parent have a question about a hairstyle or wish to request an exemption, they should contact the administration before getting his or her hair cut or styled.

## **Lost and Found**

Please label all clothing worn to school with your child's name. Sweaters, sweatshirts, 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 we  
**Give Thanks with a Grateful Heart,**  
find and create **Holy Moments,**  
and recognize the gift of life and Catholic education.  
May we support and care for one another.*