



IMMACULATE HEART  
OF MARY SCHOOL  
WILMINGTON, DELAWARE

# PARENT/STUDENT HANDBOOK 2017-2018

**1000 Shipley Road, Wilmington, Delaware 19803**

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## IMMACULATE HEART OF MARY SCHOOL

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John J. Mitchell

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**Director of Admissions**

Tressa Catalina

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Dear Parents and Students,

Welcome to Immaculate Heart of Mary Catholic School! In choosing Immaculate Heart of Mary School, you have demonstrated a commitment to the values of a Catholic education and the mission of your school.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, carries it through to completion.

*John J. Mitchell*

John J. Mitchell  
Principal

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## **IHM Mission Statement**

Immaculate Heart of Mary School, founded by the Sisters of St. Joseph in 1957, serves the community, providing a Christ-centered Catholic education that strives for academic excellence by challenging students to learn and teachers to innovate within a comprehensive program that fosters faith formation, social growth, and service to others

## **Philosophy**

Immaculate Heart of Mary School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Wilmington.

1. To develop the total Christian personality by instilling in all students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic theology, Scripture, liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Accreditation**

Immaculate Heart of Mary School is accredited through the Middle States Association of Colleges and Schools. Immaculate Heart of Mary School was granted re-accreditation in 2017.

## **Nondiscriminatory Policy**

Immaculate Heart of Mary School, a school of the Diocese of Wilmington, is in compliance with the Civil Rights Act. The school admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **Admission Information**

Families who are interested in admission for their children to Immaculate Heart of Mary School are invited to contact the Admissions Office to request a tour, an application, or for information about our program. Decisions for admission to Immaculate Heart of Mary School are based on available spaces and the readiness of the child to enter the grade or program for which he/she has applied. This decision may be based on student observation and assessment, previous school records, and other information made available to the school through the admissions process.

Tressa Catalina is our Director of Admissions. For questions related to admissions, please contact her at [TCatalina@ihm.org](mailto:TCatalina@ihm.org) or (302) 764-0977, Ext. 141. Once readiness is determined, the following criteria are used to determine admission (in order of priority):

- Siblings of children of parishioners already in the school and in good standing
- Members of Immaculate Heart of Mary Parish
- Members of other parishes attending Catholic schools
- Members of other parishes transferring from non-Catholic schools
- Non-Catholic students transferring from non-Catholic schools or entering school for the first time at the Kindergarten level

## **Application Process**

In order for a student to be considered for admission, parents must complete an application form and submit it along with the application fee. Please note: prospective Pre-Kindergarten students must be four years old by August 31<sup>st</sup>, Kindergarten students must be five years old by August 31<sup>st</sup>; and prospective First Grade students must be six years old by August 31<sup>st</sup>.

The application should be submitted along with the following documents:

- Copy of the child's birth certificate
- Copy of the child's baptismal certificate
- Copies of current school records and the most recent report cards (at least two). The records should include all standardized and diagnostic testing. If no standardized testing is available, a copy of all the child's report cards must be submitted.

Immaculate Heart of Mary reserves the right to accept applicants based upon past school performance, standardized test results and placement test results (administered at IHM), and past school recommendations.

**Application Fee:** \$125.00 (non-refundable)

## **Placement Policies**

The faculty and administration of Immaculate Heart of Mary School take the following points into consideration when making placement decisions:

- Observation of the child
- Teacher recommendations

- Grade history
- Writing ability
- Vocabulary growth
- Standardized Test scores
- Reading/comprehension skills
- Mathematical problem solving ability

The faculty and administration will determine the student's placement in a smaller classroom setting. A letter will be sent home to parents to notify them of their child's placement.

### **Re-enrollment**

Student re-enrollment takes place in January. Immaculate Heart of Mary School reserves the right to deny re-enrollment to any student whose behavior is not acceptable according to the Honor Code, whose academic performance is not up to the standards set by the school, or whose tuition payments are not current. IHM reserves the right to exercise this prerogative independent of the discipline code violation structure. The re-enrollment fee is \$100.00 per family [non-refundable].

### **Financial Obligations**

#### **FACTS**

IHM uses FACTS Management Company for all tuition payments. One of the challenges in education is achieving a balance between our educational mission and financial stability. With FACTS, the school maintains decision making control. As always, we will continue to work with families should special circumstances or arise during the year.

Michelle Iacono is our Tuition Administrator. For questions about FACTS or tuition assistance please contact her at [MIacono@ihm.org](mailto:MIacono@ihm.org) or (302) 764-0977, Ext. 130.

#### **Tuition Policy**

Students are enrolled for the entire academic year. The following options are available to families enrolling children:

Option 1 = Automatic Withdrawal of Tuition Payments.

Tuition will be deducted directly from the family's designated bank account, using an automated tuition payment program made available to us by Facts. The tuition will be withdrawn from the family account on the date of your choice each month. There is no charge to the family for participation in this program. Payments begin in July and end in June.

Option 2 = One Payment (4% discount if paid before July 15).

Option 3 = Two payments (2% discount) first payment due July 15, second payment due November 15.

Academic records are not issued until all financial obligations to the school have been satisfied – including Library fines.

Eighth graders whose families are financially indebted to the school are not permitted to participate in graduation ceremonies, and they do not receive their diplomas until the indebtedness is removed. Additionally, academic records will not be released to the high school.

All inquiries regarding the tuition bill should be directed to Mrs. Iacono.

### **Tuition Rates**

Tuition rates are published yearly. Please see the published schedule, available in the school office or on the web-site.

IHM has three categories of tuition rates:

- **In Parish Rate:** This rate applies to children of parishioners. For tuition billing purposes, a parishioner is defined as a registered and contributing member of the parish. A minimum contribution of \$15.00 per week. These contributions are reviewed on an annual calendar year (January to December) basis.
- **Belongs to another Diocesan Parish (that has a school) Rate:** This rate applies to those who are not registered members of the IHM Parish, but are registered in another local Parish
- **All other families/Non-Parishioner Rate:** This rate applies to those who do not fulfill the above requirement. This rate is an additional \$1,500 per family.

### **Tuition Assistance**

IHM School offers Financial Aid to school families on the basis of need and monies available for tuition assistance. The Diocese of Wilmington also offers financial assistance. Forms for Diocesan aid should be requested in February as there is a deadline for filing these forms. All requests for Tuition Assistance go through FACTS. Questions may be directed to Mrs. Iacono at 764-0977 ext: 130.

### **Parents as Partners in Education**

As partners in the educational process at Immaculate Heart of Mary School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time;
  - Has lunch money or a lunch from home and nutritious snack every day.
- 
- To actively participate in school activities such as Parent-Teacher Conferences;
  - To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
  - To notify the school with a written note when the student has been absent or tardy;
  - To notify the school office of any changes of address or important phone numbers;
  - To meet all financial obligations to the school;
  - To inform the school of any special situation regarding the student's well-being, safety, and health;
  - To complete and return to school any requested information promptly;

- To read teacher's website and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To access *Power School Parent* to review grade level progress and completion of assignments.

### **Parent Teacher Conferences**

Opportunities for parent-teacher conferences are provided throughout the school year. Often times other faculty and/or the student may be asked to be present at conferences. Special conference times may be arranged with any of your child's teachers if you or the teacher(s) believe it is necessary.

If you have questions or concerns during the trimester period, please address them directly to the teacher first. Parents and teachers can often sort out a difficulty by frank conversation about the situation. The goal is to work together to meet the needs of the student in the learning process. If this is not satisfactory then the parent is asked to speak with the Assistant Principal/Guidance Counselor or the Principal.

### **Parent Home and School Association**

The Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building the community of parishioners, parents, and faculty are the goals of this organization. The Home and School Association provides support to the principal and faculty of IHM School as they carry out the educational policies and objectives of the school. Another important function of the Home and School Association is to ensure a ready pool of volunteers to assist the staff in the implementation of academic and non-academic school sponsored activities. Please check the IHM website for more information on our Home and School Association.

### **School Visitors and Volunteers**

Parents are the primary educators of children. We encourage parents to assist in the educational process by volunteering in a variety of ways. Your presence and enthusiasm are welcomed in the school and create an excellent means of reinforcing the value of Christian education in the community. Please advise your child's teacher or the school office of your interest in volunteering. Volunteering will require a criminal background check (cost \$30). The Home and School Association also makes requests for volunteers to serve on committees and help plan special events. The school appreciates and encourages these volunteer efforts because they enrich the life of our school.

Parents who wish to serve as chaperones on field trips should indicate their interest by completing the field trip permission forms that are sent home once a field trip is planned. A criminal background check is required to chaperone.

All school visitors (volunteers and parents) must come to the main office before going to classes. For safety and security reasons, each person is required to sign in at the office when he/she enters

the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be obtained in the office.

### **Background Checks (all volunteers)**

Anyone in need of having a new background check performed, or having an expired one renewed (valid for five years), must come to the IHM Parish/Rectorate office with a check for \$30 made payable to IHM. At that time, you will obtain a necessary "Entry Code" that is needed in order to do the online application. In certain situations, there may be need to submit a paper background screening application. Please contact the IHM Parish/Rectorate office at (302) 764.0357 with any questions.

### **Communication between Home and School**

#### **Family Newsletters**

Weekly newsletters are posted on the school website: [www.ihm.org/IHM\\_School](http://www.ihm.org/IHM_School) (there is an underscore between the M and S). Please check the website for important information regarding upcoming school events, general school information, calendar changes, lunch menus, etc.

#### **Daily Bulletin**

In addition to the newsletter, general information regarding school can be found in the Daily Bulletin. The Daily Bulletin is linked through the IHM website.

#### **Teacher's Website**

All teachers will post pertinent classroom information, including homework on their school website.

#### **Teachers' Telephone Extensions and Email Addresses**

All teachers can be reached at their telephone extension, e-mail addresses, and through school notes, which can be found on our website. Parents may email teachers for general, non-confidential school information when possible. This is a quick and efficient method of communication. Teachers are asked not to reply to confidential matters via email, but rather respond by telephone or set up personal meetings. Responses should take place within 48 hours.

### **Academic Information**

#### **School Faculty**

##### **Administration**

The administration of Immaculate Heart of Mary School consists of a principal and an administrative team of two administrative assistants, a full-time nurse, a director of admissions and a guidance counselor who is the assistant principal of student services.

##### **Teachers and Assistants**

The faculty of IHM consists of 21 grade level teachers, 3 parallel group teachers, a librarian, art, technology, physical education, and foreign language teacher and part-time teacher for music. Classroom Assistants serve in each of the Pre-Kindergarten – 4<sup>th</sup> grade classrooms.

### ***Guidance Counselor***

A certified counselor serves the needs of students and parents through class and individual consultation.

### **Curriculum**

The Diocesan curriculum standards, consistent with both state and national guidelines, are followed for the teaching of all secular subject areas.

### ***Academic Subjects***

Full-time academic subjects include religion, language arts (reading, English/grammar and writing), math, science, social studies and Spanish (grades 6-8 only). Grades PK-5 has Spanish as a part-time academic subject. The content and method used in different subject areas reflect concern for the student's spiritual, academic, and moral growth.

### ***Art***

All students have art class at least once a week. Pre-kindergarten through 8<sup>th</sup> grade classes may meet as a homeroom or be divided for small group instruction. Smaller group sizes facilitate personal attention, larger projects, and safe work with tools.

Classes may also meet in the art room for several co-operative classes each semester. These classes combine artwork with other subject areas such as math, social studies, religion, language arts and science. Student artwork is displayed continually during the year in the school. IHM also participates in the Delaware Regional Scholastic Art Exhibit.

### ***Music***

All students have music once a week. The goal of our music program is to provide each child with a basic knowledge of and appreciation for music. This is achieved on many levels, through varied methods of expression, which include: singing, playing rhythm instruments, dancing, and movement. Through our concentrated program on the elements of music and theory, a student will gradually develop the capacity for reading and interpreting the many symbols found in music making.

### ***Library / Media***

A full-time librarian staffs the library. Volunteers may also assist in the library. It is open during regular school hours and is accessible to students, parents, and faculty. Students are scheduled for library on a weekly basis. The amount of time varies according to the current year schedule. The IHM library contains books, chrome books, iPads, and audio-visual materials. The library computers are networked and support a circulation and card catalog program as well as being research centers for student and teacher use.

### ***Physical Education***

Each class is scheduled for one physical education period per week. In grades Pre-Kindergarten through 3<sup>rd</sup> Grade, emphasis is placed on the fine and gross motor skills, as well as an introduction to team games. At all grade levels an understanding of the rules and skills of particular team games and the practices of good sportsmanship are reinforced. Gym uniforms for grades one through eight are required. Please see the handbook section on uniforms.

### ***Foreign Language***

Grades 6 through 8 have Spanish on a daily basis. The course, written specifically for middle school, is taught over three years. The course develops skills in listening, speaking, reading, and writing. A pass/fail option is available to those students with pre-approval from the administration and documentation of a specific learning difference or need. Grades pre-k to 5 receives Spanish instruction once a week.

### ***Religion***

The study of our Catholic Faith is at the center of our mission of education. IHM School students participate in daily Morning Prayer and monthly liturgies as a community. Students in grades three through eight have the opportunity to receive the Sacrament of Reconciliation twice a year.

Religion classes are taught daily in all grades. Catechesis on the Gospel message (Catholic doctrine, tradition and Bible study), social justice, faith community experiences, liturgical experiences, and social outreach are components of the program. Human sexuality and AIDS education are included in the religion curriculum in Grades 5 through 8.

The sacramental programs are designed and coordinated by the Director of Religious Education for the Parish. The school religion classes support and complement the home study nature of the sacramental programs. Parental involvement is paramount in the spiritual growth of each child.

### ***Parallel Group Instruction***

IHM offers small-group instruction in several areas and grade levels. Placement for these classes is partially determined by previous grades, standardized tests, teacher recommendation, and/or parent request. Parents are notified in the summer of student placement in Parallel classes.

### ***Accelerated Placement***

Students who excel in Language Arts are given the opportunity to participate in an accelerated program in grades 7 and 8. Placement for these classes is partially determined by the previous Language Arts grade, classroom performance, standardized test grades, and teacher recommendation. Parents are notified in May of student placement in Accelerated classes.

### ***Technology***

The computer laboratory is used by grades pre-kindergarten through eight. The students come to the lab at least once a week. They learn basic computer literacy skills such as keyboarding, word processing, database, and spreadsheet. Students also use educational software, ensuring a multiple intelligence approach to learning. Currently, all classrooms have Smart Board technology.

A chromebook is purchased for grades 6,7 & 8 to use in their classes.

### ***Acceptable Use Policy Governing the Use of Technology and the Internet***

Immaculate Heart of Mary School offers students, teachers and staff access to computers, a local area network (LAN), the Internet and other technologies to further the educational goals of the school. Access is available in each classroom, in the Library/Media Center and the Computer Lab. To access the resources, all students and their parent/guardian must have on file in the school a signed Acceptable Use Policy.

The use of these resources is a privilege, not a right and access to technology may be revoked if abused. Students are responsible for appropriate behavior when accessing technology just as they are responsible for appropriate behavior in the classroom. Students are encouraged to act with honesty, integrity and respect for the rights of others. Students must follow the direction of faculty and staff supervising any area where technology can be accessed. Use of technology including the Internet without supervision or permission is prohibited and will result in cancellation of privileges. Other disciplinary action may be taken in accordance with the IHM School Honor Code.

Immaculate Heart of Mary School uses Internet Filtering Software so that objectionable material is not available. However, the Internet is designed in such a manner that inappropriate material may be encountered while pursuing valid educational sites. If such material is encountered, students must exit the Internet and inform the supervising faculty or staff immediately.

Unacceptable uses of technology at Immaculate Heart of Mary include, but are not limited to:

- Tampering with computer security systems, applications, the network or hardware. This will be considered destruction of school property. Students may not modify any computer settings or install any software without the permission of the Technology Teacher or appropriate supervising faculty member.
- Unauthorized access to any resources including access to other individual's files.
- Accessing or creating material that uses profanity, obscenity, language or graphics, which may be offensive to others.
- Using technology for any activity in violation of the law, including violation of copyrighted material.
- Any use for political or commercial purposes.
- Accessing any material that has been deemed inappropriate for school use or using technology for any non-educational purpose.
- Watches with recording and photo functions may not be worn.

**Student responsibilities include:**

- Respecting others' privacy and intellectual property.
- Citing sources and giving credit to authors when doing research. All information accessed should be assumed to be private property.
- Honoring the legal rights of software producers, network providers, and copyright and license agreements.

Unacceptable use of technology will result in cancellation of privileges. Other disciplinary action may be taken in accordance with the IHM School Honor Code. Immaculate Heart of Mary School is not responsible for student use that is in violation of the Acceptable Use Policy. IHM School makes no warranties of any kind, whether expressed or implied for the service that is provided. IHM School is not responsible for any information that may be lost or damaged due to technical or other difficulties. IHM School is not responsible for the accuracy or quality of information obtained through its technology resources.

# **Homework**

## **Guidelines**

Homework is an essential piece of the learning experience at Immaculate Heart of Mary School. It is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Homework may consist of assignments made on a daily basis as well as projects, which may be completed over a longer period of time. Students should record daily assignments in an assignment notebook, as directed by the classroom teacher. Expectations for projects are communicated in writing and may be found on [schoolnotes.com](http://schoolnotes.com).

Homework should be completed by the student. It should be neat, complete, and reflect the student's best effort on the assignment. Homework is evaluated and may be included as part of the grading of a student's progress in class. Teachers post homework assignments on their webpage as a convenience for parents. Use the [schoolnotes](http://schoolnotes.com) link through the IHM website for easy access.

## **Missed Homework**

Students in grades 5-8 receive a referral for any missed homework. The referral is to be signed by the parent/guardian and returned within 48 hours.

### ***For Emergency***

If an emergency situation occurs which makes it impossible for a student to complete a homework assignment, a parent should send a note indicating why the homework could not be completed. Athletic events, extracurricular activities and other planned events are not considered to be an emergency.

### ***For Illness***

A parent may request homework assignments by leaving the teacher a phone message by 9AM. Homework assignments may be picked up on the bookcase outside the school office between 3:00 – 3:30PM. Parents and students may also refer to [schoolnotes.com](http://schoolnotes.com) for individual assignments. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive any missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness. For example, a student who was absent for three days should be given three school days to complete the missed work.

### ***For Family Vacation***

Many days off are provided within the school calendar for family vacation. Parents are asked to coordinate these times with their vacation plans. Parents taking students out of school for family vacations must notify the teacher(s) prior to the trip. With notice, teachers may provide a general overview of the material that will be covered during the absence. Parents and students assume the responsibility for all missed class work and assignments. Parents are responsible for checking the teacher's webpage to monitor school work while on vacation. When provided, students are required to have all work completed and must be

prepared to take any missed tests upon their return from vacation within 48 hours in grades 3-8. In grades K-2, students must complete work according to the teacher's directives. Any missed work will be given to the students upon their return.

### **Homework Grades**

A pattern of incomplete homework will affect a students' grade in the following manner:

- Students may receive a homework referral to be signed by parents for every missed homework assignment.
- If a student accumulates three or more missing homework assignments, parents may be contacted to schedule a conference.
- The classroom teacher will determine grades on missing or late projects or longer-term assignments. The rubric given with the project will state the grading system.

### **Testing & Homework Schedule**

#### **K-2**

Students in grades K-2 should be working on a combination of written homework, as well as studying for tests, no longer than 30 minutes nightly. Students are also required to read for 15-20 minutes nightly.

Long term projects are assigned and students are provided a reasonable amount of time to complete these assignments.

Parents should contact their child's teacher with any concerns regarding completion of homework within the 30 minute guideline.

#### **3rd AND 4th GRADE**

If your child is struggling with an assignment it is fine for them to stop working, but a parent needs to send a note to school the next day with the assignment so that we may help the child with the work in class. Homework inquiries via email will receive a response within 24 hours.

#### **5<sup>th</sup> & 6<sup>th</sup> GRADE**

Homework should last approximately one hour plus study time for tests. Tests will be posted ahead of time on Teacher websites with subject area and date of test. If homework is too difficult, attach a handwritten note to specific homework assignments and send to school the next day for the teacher to review. If difficulty with homework completion becomes a trend, parents will be asked to conference with the teachers to evaluate the situation. Parents can send emails to teachers and teachers will respond to emails during school hours.

#### **7<sup>th</sup> & 8<sup>th</sup> GRADE**

Junior High will continue to use Google Site for homework (containing tabs for each subject area). Google homework site is a back-up. Teachers will announce homework during class; students should note assignments in their assignment pads. Teachers will continue to update their homework sites daily.

Students, rather than parents, should take the initiative to communicate with teachers regarding homework questions. Students in grades seven and eight do not receive missing assignments; instead, missed homework assignments may result in a lower grade for the class.

Students in grades seven and eight should expect between one and one-half to two hours of homework, plus study time, per night. Students who cannot finish assigned homework within the expected time should email or submit a note to the subject teacher, signed by parent, noting the difficulty. The student and teacher should work together to address the issue.

Teachers will abide by the currently published Family Vacation policy regarding requests for homework during a planned absence.

### **MIDDLE SCHOOL TESTING POLICY**

Students should expect no more than two major tests per day. Regularly scheduled tests such as spelling and vocabulary do not apply to the two-test limit.

Teachers will establish and maintain a Google Test Calendar which is editable by teachers and accessible by students, in order to reinforce the two-test policy. Students who miss a test due to absence are responsible for contacting the teacher and scheduling a time to make up the missed test. Students may have extra time (one day per day of absence) to make up missed tests and homework.

### **Email Response Policy**

Teachers should respond to email received during regular school hours within 24 hours of receipt.

### ***Homework Schedules***

Time spent on homework assignments will vary with each child, depending on work habits and style. However, the following guidelines for daily assignments have been established as a guide for parents. If you find that your child is consistently exceeding these guidelines for completing work, please contact the teacher to discuss the situation.

**K- Second Grade**

**Thirty to forty-five minutes**

**Third - Fourth Grade**

**Forty-five minutes to one hour**

**Fifth – Sixth Grade**

**One hour to one hour and fifteen minutes**

**Seventh – Eighth Grade**

**One and one-half to two hours**

### **Classroom Tests**

Individual teachers may adopt a policy asking parents to review and sign all tests. Some teachers may request that any subject test where a student earns an 80 or below be signed by a parent.

Teachers will make every effort to be aware of tests scheduled across classroom levels and to space tests so that there are no more than three major tests scheduled on any given day.

### **Jr. High Exams**

Mid-term and final examinations are taken by students in grades seven and eight in January and June. These marks are included in the trimester grade. Exams missed due to illness may be rescheduled with the teacher. Exams are an important part of your child's grade and school experience; therefore, they should not be rescheduled for a reason other than illness.

### **Achievement Tests**

The Terra Nova Achievement Test is given to students in grades 2-7 in March of each year. Results are given to parents in May.

### **Catholic High School Entrance Exam**

Applications are distributed in the fall to all eighth graders. The exam is administered in December.

### **Untimed Testing**

The option of untimed testing is offered to students with documented learning or behavioral differences. Please see the guidance counselor for more about this option for your child.

### **Report Cards/Interim Reports**

Report cards are issued on a trimester basis. Interim Reports will be sent home mid-way between each trimester for grades 1 through 3 and any student that is in danger of failing in grades 4 through 8. A parent's signature on the report card envelope indicates that the report has been reviewed. Conference days are noted on the school calendar and other conference opportunities are available upon request.

At the beginning of the school year, parents of students in grades 4 through 8 will be given a password that will enable them to view their child's grades at anytime from their personal computer via Power School. A link to Power School can be found on the IHM website.

#### **Primary Academic Grade Scale (K-2)**

- P = Demonstrates Proficiency (93-100)
- G = Very Good Progress (85-92)
- S = Satisfactory (77-84)
- N = Not Yet Demonstrating (69 and below)
- NA = Not Applicable At This Time

#### **Grade 3 - 8 Achievement Grade Scale**

- A = 93 – 100      B = 85 – 92      C = 77 – 84
- D = 70 – 76      F = 69 & below

#### **Grades 1 through 8 Conduct/Effort Grade Scale**

- O = Outstanding (93-100)
- G = Very Good Progress (85-92)
- S = Satisfactory (77-84)
- I = Needs Improvement (70-76)
- U = Unsatisfactory (0-69)

### **Honor Roll**

Honor Roll begins in fifth through eighth grades. **Distinguished Honors** are all A's. **Honors** are awarded to those students who have achieved all A's and B's.

### **Student Records**



- Grade 6 - Four students
- Grade 7 - Six students
- Grade 8 - Six students

Anyone interested in campaigning for Student Council must have a parent’s written approval, the approval of two teachers, the principal, and ten students. Additionally, the candidate must have an overall “B” average and no more than 5 honor code points.

### **National Junior Honor Society**

The National Junior Honor Society recognizes students in seventh and eighth grades who have excelled in the areas of Character, Service, Leadership, and Academics while at IHM.

Applications are available through their Homeroom Teachers. NJHS by-laws and criteria are also available on the website

### **Other Extracurricular Activities**

Other extracurricular activities at Immaculate Heart of Mary School reflect the needs and interests of the students as well as the parish community. For example, a school wide musical production, dances for junior-high students, Math League, Science Olympiad and volunteer service groups may be part of the current offerings in extracurricular activities.

### **Eligibility for Extracurricular Activities**

Students at Immaculate Heart of Mary School should be in good academic and disciplinary standing to participate in extracurricular opportunities offered by the school. If a student receives a failing grade in any trimester, the student should seek extra help from his/her teacher or be tutored by an accredited individual outside of Immaculate Heart of Mary School. If a student accumulates twelve or more points for disciplinary infractions, the student will not be able to participate in activities until the student has fulfilled the appropriate disciplinary measures. Participation in IHM Student Activities is a privilege. Students who consistently violate the Honor Code or have committed serious offenses may be denied the opportunity to participate in or attend class trips, school dances, class parties, school clubs, graduation exercises, or other events.

### **Arrival and Dismissal Procedures**

The following guidelines are meant to ensure the SAFETY of our students at all times. Thank you for your help in keeping these rules during school hours. Only cars displaying an HOV sign in the driver side of the car or the PA buses may unload in the circular drive in front of the gym, except in cases of emergency. Students should walk immediately through the school to the playground. Students arriving by car should be dropped off by 7:45 a.m. and no earlier than 7:20 a.m. Prior to 7:20 a.m. there is NO SUPERVISION available unless you attend Morning Care. Students arriving after 7:55 must obtain a late slip from the nurse.

***In the morning***, enter the parking lot via Weldin Road ONLY. Form two lines and follow the path of the cones. As you approach the gym form one line. Do not stop until the car line stops. Please pull up directly behind the car in front so as not to leave any gaps. Once traffic stops, all children, including Pre-K and Kindergarten students, need to exit from the passenger side of the car. Do not park and walk children. Drivers may not wait with their children in the car line and

then stop at a special place. This is very dangerous and holds up traffic. Faculty members are on duty along the car line. Do not hesitate to ask someone for assistance.

Though we encourage all parents to drop off their children in the car line, parents do have the option to park and walk their children to the designated black top area or school building during the first two weeks of school (allowing an easier transition for our youngest children and a smooth routine for all). However, they must wait to cross until all traffic is stopped. They may not hold up the moving traffic line.

It is illegal to block Weldin Road while waiting to enter school property. Drivers should keep the line moving and continue along IHM Lane, where the crossing guard facilitates right and left turns onto Shipley Road.

***In the afternoon***, enter the parking lot via Weldin Rd. Form two lines either by the gym door or soccer field. Please DO NOT go beyond the safety cones until 2:40 (or 11:40 on half days). If you are in line by the soccer field, fill in all parking spots from left to right, beginning with the row near the kindergarten wall. If you are in line by the gym, fill in all parking spaces from right to left. Park your car, turn off the engine, and keep special watch over younger children who may accompany you or be in the parking lot. Children may not play in the playground area during dismissal. At no time are dogs allowed on the school grounds. Parents are to pick up their child from the homeroom teacher. Once you have located your child (ren) return to your car immediately. A bell will ring to warn you that exiting will begin shortly. The faculty member on duty by the playground will direct the first person in each line to exit. Proceed down the driveway to the crossing guard and Shipley Road.

- DO NOT exit via Weldin Road at any time.
- DO NOT park in Convent Lane or exit from Convent Lane.

Children not picked up by 3:10 p.m. will be taken to Extended Care and are charged a \$15.00 drop-in fee.

Please communicate these procedures to the person who may occasionally pick up your child. If on occasion you have someone different picking up your child or if they are going home with another family, please email the teacher or call the school. Our goal is to ensure the safety of our children, while keeping the drop off and pick up times manageable for all. Thank you for your cooperation.

***Walkers*** should cross the road under the direction of the crossing guard. Children who walk and cross at a location other than where the crossing guard is stationed do so at their own risk. A letter and permission slip is on the website. All students must have a permission slip on file in order to be a walker. Parents are not permitted to park on the street or lawns in the development of Shellburn.

### **Half -Day Pre-Kindergarten Dismissal**

For our children attending pre-school from 7:45 until 12:00 noon, please enter Shipley Road at the light (School Lane) and proceed to the cone; the cone will be removed when dismissal is about to begin. Each car should pull adjacent to the Pre-K doors for the teacher to place your child into his/her car seat, while other cars wait at the cone. After the child is in the car, the car

proceeds back down School Lane towards Shipley Road to exit the premises. When the entire school dismisses half day, then Pre-K students will be picked up using the above school afternoon dismissal procedure.

## **School Attendance**

Frequent absences (20 days or more) may require repeating the grade level or warrant withdrawal from school.

### **Absence during the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the nurse's office. If the child returns to school during the same school day, he/she must be signed back into school in the nurse's office. Students who are away from school for 3 ½ hours or more will be counted as absent for ½ a day. We strongly recommend appointments be made outside of the school day.

### **Tardiness**

The school day begins when the bell rings at 7:45 a.m. Students who arrive after 7:55 a.m. must enter via the main door and go to the nurse's office and get a late slip for admission to the classroom. If a student arrives after class begins it is the responsibility of the student to make up the missed work.

Students coming to school late must have an excuse from the doctor or dentist if they were at an appointment. If they are late because of illness, a note from a parent must be presented. Written notice of excessive absence and tardiness will be sent at interims. The absence and tardy report are part of the child's cumulative record.

## **Honor Code /Conduct Policies**

The primary goal of the curriculum at IHM is to provide a loving, Christ-centered environment in which children develop healthy self-esteem, a sense of competence, and positive feelings toward learning.

In attempting to create an atmosphere for learning, an honor code has been developed by IHM students in conjunction with their teachers. This code is designed to help students assume responsibility for their actions as members of our school community. Immaculate Heart of Mary School asks that each student accept responsibility for conduct rightfully expected of a student attending a Catholic school.

The involvement of parents as supporters of the honor code is seen as a means of having the school/faculty work together with parents in an effort to place emphasis on corrective measures, with the hope of encouraging students to develop responsibility for their conduct.

Children often do not understand the complete concept of academic honesty, though you as parents explain this to your children and the faculty reviews this with the students on a regular basis. Please continue to help us with this topic. Immaculate Heart of Mary School defines academic honesty as: presenting your own work, in your own words, at all times. This pertains to all work that is assigned, including, but not limited to: nightly homework assignments, class

work, long-term assignments, projects, reports and assessments. A student, who chooses to present another's work as his own, in any form, violates the definition of academic honesty and therefore violates the Honor Code. A student who provides the information for another to present as his own work also violates the Honor Code.

### **THE IHM HONOR CODE**

Because each human being is born in the image and likeness of God, we as Catholic Christians abide by the following Honor Code:

- Respect for Self
- Respect for Others
- Respect for the Property of Others
- Academic Honesty
- Respect for the IHM Community.

### **Application of Honor Code (Pre-Kindergarten – Fourth Grade)**

Primary teachers have adapted the Honor Code to meet the developmental needs of primary level children.

The following procedures may be followed if a primary student acts in ways that repeatedly violate expectations of respect to self, others and property.

- Children will be respectfully reminded of expected behavior and redirected with verbal and demonstrative support if needed.
- Continued hurtful or disrespectful behavior (e.g. hitting an adult or child) will result in removal of the child from the group and possibly a visit to the office. A note will be sent home or a phone call made identifying the behavior resulting in removal and requesting that the parent call the teacher.
- Should subsequent similar behavior take place, parents will be notified by telephone requesting that the child be picked up as soon as possible.
- If further incidents occur, we ask that parents and staff meet to discuss what else can be done to help us understand the problem and to look for other issues that may be impacting the child's behavior (learning issues, etc.). Professional consultation and/or an educational assessment may be required.
- Behaviors that are not effectively redirected and remain continuously disruptive may result in the termination of the student's enrollment.

Central to the issue of teaching children positive, pro-social behavior is the positive atmosphere of trust, respect and enthusiasm generated by the adults that fill their world. We, the faculty, believe that we share in this responsibility with the parents of the children we nurture and teach.

### **Application of Honor Code (Fifth– Eighth Grades)**

An Honor Code Report has been created which lists unacceptable behavior in school, at school functions, on school property, on the bus, and on field trips, and includes the penalties for such behavior.

When a child chooses an unacceptable behavior, he/she will receive an Honor Code Report. These are issued for major and minor problems. The student is required to have the report signed by his/her parent and return the report to school the next day. A copy of the report is sent to the Assistant Principal, so that he/she can record the points accrued by any given student.

### **Honor Code School Board**

An Honor Code School Board has been established to help the student understand the consequences of his/her behavior. The Board members are IHM's principal, the appropriate grade level chair(s), and the guidance counselor. The student, the parents, and perhaps the teacher(s) who issued the reports may be requested to be present at the meeting of this group. The Board meets once a student has accumulated nine points (three detentions) for disciplinary (non-homework) reasons.

### **Detention (Fifth – Eighth Grades)**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. Every three points accumulated results in a detention. Detentions are served the second and fourth Thursdays of the month, unless otherwise deemed necessary. Detention is served from 3:00 p.m. or immediately after school to 4:00 p.m. Parents must come into the school and sign the child out. No student will be allowed to wait outside for a ride home. Detentions may be rescheduled for reasons of conflicting doctor's appointments or important family needs. Detention takes precedence over practices, lessons, ballgames, etc. and may not be rescheduled for these reasons.

### **Suspension**

Five detentions (or fifteen points) will result in an in-school suspension. The family of the student will be responsible for the \$90.00 fee necessary to pay the proctor. Full credit may not be given for schoolwork missed on that day. At this point, the student will no longer be eligible for extracurricular school programs such as Student Council. Loss of these privileges extends for the balance of the school year.

For every three points accrued following the initial in-school suspension the student may serve another in-school suspension in place of an after school detention. Twenty-one or more points could result in dismissal from IHM School.

### ***CATEGORY 1 – RESPECT FOR SELF***

#### **1-3 Points**

- Eating or drinking in an inappropriate time or place
- Chewing gum on school property
- Long overdue library books
- Failure to return Honor Code Report on the day after receipt
- Failure to report for detention on the given day unless prior approval has been given to be rescheduled
- Loitering
- Uniform Violation
- Unexcused lateness for class
- Bus Violation

#### **3-15 Points**

- Being in an inappropriate place at an inappropriate time
- Truancy
- Leaving school property without permission during school hours

## **CATEGORY 2 – RESPECT FOR OTHERS**

### 3-5 Points

- Improper language/gesture
- Deliberate disobedience
- Disrespectful/disruptive behavior
- Spitting
- Throwing anything

### 5-15 Points

- Stealing
- Fighting
- Harassment
- Dishonesty on tests, homework, or in conversation

## **CATEGORY 3 – RESPECT FOR THE PROPERTY OF OTHERS**

### 3-15 Points

- Defacing personal or school property
- Willful destruction of personal or school property
- Violation of the Acceptable Use Policy
- Electronic equipment/games/cell phones on school property at any time.

Points may be administered for violations other than those enumerated for similar violations in any category, at the discretion of the appropriate school official. Points are administered for infractions in categories taken from the Honor Code. The number of points given can be higher or lower, depending on the seriousness of the infraction.

Ultimate responsibility for discipline is with the principal. If a situation warrants, the principal may suspend a student for up to three days. A meeting of the Honor Code Board will be required before the student may return to school.

**STUDENTS WHO SHOW EXEMPLARY IMPROVEMENT IN BEHAVIOR OVER A 4 WEEK PERIOD MAY HAVE UP TO 3 POINTS REMOVED.**

### **School Safety/Harassment**

Immaculate Heart of Mary School is committed to protecting the rights and dignity of all students. All students have the right to work and study in an atmosphere free from discrimination and unlawful harassment. Harassment is defined as any unwelcome verbal or physical conduct directed at an individual based upon age, race, color, national origin, sex, religion, disability or any other protected status which disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile learning environment.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Harassment includes the use of insulting epithets or nicknames; the display of insulting or offensive cartoons, pictures, slogans, or symbols; and intimidation through physical violence or threats of such violence.

Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature directed to an individual because of gender. Sexual harassment includes unwanted and unnecessary physical conduct; offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; and the display anywhere in school of sexually suggestive objects or pictures.

### **Drugs, Alcohol, Weapons**

The possession, use, sale, or distribution of any weapon, illegal drug, alcohol, or unauthorized medication in any form on school/parish premises, during any school activity, or while being transported to a school event will result in the appropriate disciplinary sanctions up to and including immediate expulsion from Immaculate Heart of Mary School. IHM School recognizes all federal, state and local laws with regards to the use of drugs, alcohol, and weapons.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks on loan to students must have a proper book cover. No writing in school textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Attending IHM School is a Privilege**

Being a student at Immaculate Heart of Mary School is a privilege. Repeated infractions of the Honor Code and/or appearances before the Honor Code Board may be an indication that this privilege is not valued. The school reserves the right to determine that it may be in the best interest of the student and/or others that a student no longer continues at IHM School.

### **General Information**

#### **School Hours**

For Grades Pre-K through 8<sup>th</sup>, a full day is 7:45 AM – 2:50 PM. Students not in their homeroom by 7:55 AM are considered tardy. Students picked up after 3:10 will be taken to the After School Care Program and a fee of \$10.00 for every 10 minute increment will be charged.

#### **School Office Hours**

The school office is open on all school days from 7:30 AM – 3:30 PM.

### **Lunch Program**

The cafeteria is open Monday through Friday. A hot lunch is served on every full school day, September through May. The menu will be posted online. Menus are to be turned in by the due dates. If you have more than one child, you can write one check BUT all students must submit their own lunch menu. Orders will not be accepted beyond the date stipulated on the menu and found on the school calendar.

Students may choose to bring their lunch each day. Bag lunches and lunch boxes are to be clearly marked with the student's name. Students may not bring glass bottles, soft drinks/sodas, or excessive amounts of candy. If a child forgets his/her lunch, he/she may get a PB&J sandwich, bagel, or cereal with a drink from the snack cart. The child is expected to pay for the lunch on the following day.

If it is necessary to bring a lunch to school after the start of the school day, please place it on the bookcase outside the office and be sure that it is properly marked. Do not take a lunch to your child's classroom. It is a disruption to the class.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **Snacks**

IHM is a peanut/allergy sensitive environment. Some students may have severe, life threatening allergies that require special seating at lunch, e.g., a peanut free table. Students may be requested to avoid bringing certain snack foods into their homerooms as a precaution to students with food allergies. In such a case, a note will be sent home informing families of this restriction and requirements for special events. Please see the IHM website for further information.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **Parties**

Students are permitted several class parties a year. Homeroom parents may assist the classroom teacher with these parties.

### **Birthday Observances**

Birthday treats may be brought to school for students in Grades Pre-K through Grade 8. We request that birthday treats be already prepared into individual servings. No celebrations of any kind are allowed in the cafeteria.

### **Field Trips**

Field trips are designed to correlate with teaching units and to achieve curricular goals.

1. All grades do not always have the same number of field trips.
2. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.

3. Individual teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. A written official permission slip, signed by the parent, is required before a child is permitted to attend a field trip activity. Verbal permission cannot be accepted. A faxed permission slip is acceptable. Permission slips are due in the office on or before the due date listed on the permission slip.

### **Extended Care Program**

The Extended School Care program begins on the first full day of school and runs until the next to last day of school. It only operates on days when the school is in session. Operating hours run from 2:50 p.m. until 5:50 p.m. On early dismissal days, the hours are from 11:50 until 5:50 p.m. Children must be registered for the program prior to attending. Payment is based on the number of days per week for which a child is registered and must be by check only (cash is no longer accepted). The payment schedule is based on a nine-month period. Payments are made through FACT Tuition Program. If inclement weather causes school to close early, the Extended School Care Program will close when the school closes.

Children taken to the Extended School Care due to late pick up (after 3:10 p.m.) will be charged a \$15.00 drop-in fee.

Parents are encouraged to read the *Extended School Care Program Handbook* which can be found on the IHM School website.

### **Electronic Devices**

Students are not permitted to have electronic devices on school property. This policy applies to both regular school hours and After School Care hours. These items are expensive and distracting in the school setting. Students who choose to bring these items to school will have them removed and the parent will need to come to the office to collect the item. The school is not responsible for lost or stolen electronic devices.

Several parents have provided their children with cell phones as a safety precaution and as a means of constant and immediate communication. The faculty and staff of IHM do not promote the use of cell phones in school. IHM provides ample phone access for students. However, if you choose to send your child to school with a cell phone, the child must have your written permission. The phone must be dropped off in the office and may be retrieved at dismissal. With the exception of the student chromebooks, no electronic devices are allowed on the school property.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing or by Email to [MBullen@ihm.org](mailto:MBullen@ihm.org) of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Locked Drop Box**

If you need to drop off lunch menus, after care payments, forms, etc., a drop box is available at the main entrance to the school. The locked silver box is located on the right side of the

walkway next to the main door and attached to the wooden railing. This box is there for your convenience to drop off paperwork after hours.

### **Lost and Found**

Any items found in the school building or on the school grounds are placed in the Lost and Found. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

### ***Uniforms and Dress Code***

Uniforms are supplied by:

Rush Uniform, Inc. [www.rushuniform.com](http://www.rushuniform.com)

101 Harrison Avenue

Wilmington Manor

New Castle, DE 19720 (302) 328-5444 or (302) 328-2911

Flynn & O'Hara [www.flynnohara.com](http://www.flynnohara.com)

**EXTON STORE**

Festival Shopping Center

Route 30 @ Whitford Road

Exton, PA 19341 (610) 594-1970 or (800) 441-4122

All students must be in uniform every day. A well-groomed appearance suggests a student ready to learn. As students grow older, they may assume responsibility for the care of their uniform. Parents are expected to monitor the way students are groomed. Scheduled out-of-uniform days are noted on the school calendar. In addition, there may be other out-of-uniform days, which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. There is a special uniform for Physical Education classes, also to be purchased through Rush Uniform or Flynn & O'Hara. Fall/spring uniforms are worn September, October, April, May, and June; winter uniforms are worn November, December, January, February, and March. If for some reason a child needs to wear special shoes or sneakers, a written note from the doctor must be on file in the Nurse's office.

***PRE-KINDERGARTEN UNIFORM*** is to be purchased from Rush Uniform or Flynn & O'Hara. Hunter green sweatpants (winter uniform), sweatshirt (any time), and shorts (fall/spring uniform) with IHM logo. Gray tee shirt (short or long sleeved) with hunter green IHM logo. White or black socks and solid black or white sneakers are to be worn with the uniform. Pre-Kindergarten students must wear this uniform every day. The Pre-Kindergarten uniform is a different color to set them apart from the other grades.

***KINDERGARTEN UNIFORM*** is to be purchased from Rush Uniform or Flynn & O'Hara. Royal blue sweatpants (winter uniform), sweatshirt (any time), and shorts (fall/spring uniform) with IHM logo. Gray tee shirt (short or long sleeved) with royal blue IHM logo. White or black socks and solid white or solid black sneakers are to be worn with the uniform. Kindergarten students must

wear this uniform every day. The Kindergarten uniform is a different color to set them apart from the other grades.

<b><i>GIRLS GRADE 1 - 6</i></b>	<b><i>FALL/SPRING</i></b>	<b><i>WINTER</i></b>
Plaid <b>Jumper (no more than 2" above the knee)</b> with white peter-pan collar blouse, long or short sleeve	X	X
Plaid <b>Jumper (no more than 2" above the knee)</b> with white turtleneck shirt		X
Navy blue uniform <b>pants</b> with white <i>or gray*</i> long or short sleeve polo shirt (may be banded) with IHM logo	X	X
Navy blue uniform <b>shorts or skorts</b> with white <i>or gray*</i> long or short sleeve polo shirt (may be banded) with IHM logo	X	
Navy blue <b>sweatshirt</b> with IHM logo	X	X
Navy blue cardigan <b>sweater</b>	X	X
Brown, black or navy <b>belt</b> worn at all times with pants, shorts, or skorts unless the shirt is banded	X	X
Navy blue <b>tights</b> or navy blue <b>knee highs</b> worn to the knee with jumper	X	X
Plain black, navy or white crew <b>socks</b> above the ankle with uniform shorts or skorts with solid white or black sneakers (including the sole) or with uniform shoe	X	
Uniform <b>shoes</b> that are leather brown, black, or navy blue (solid in color) that tie and are flat or a MaryJane shoe that buckles across the ankle	X	X
<b>Sneakers</b> that tie with non-marking soles, may be worn year round - conservative style, no ¾ or high tops, must be solid white or solid black (including the sole), no Converse		

***\*Gray polo must be purchased through approved vendors only***

<b><i>BOYS GRADE 1 - 6</i></b>	<b><i>FALL/SPRING</i></b>	<b><i>WINTER</i></b>
Navy blue uniform <b>pants</b> with white <i>or gray*</i> long or short sleeve polo shirt (may be banded) with IHM logo and worn at waist at all times	X	X
Navy blue uniform <b>shorts</b> with white <i>or gray*</i> long or short sleeve polo shirt (may be banded) with IHM logo; worn at waist at all times	X	
Navy blue <b>sweatshirt</b> with IHM logo	X	X
Brown, black or navy <b>belt</b> worn at all times with pants or shorts unless the shirt is banded	X	X
Black, navy or white <b>socks</b> above the ankle with uniform pants	X	X
Plain black, navy or white crew <b>socks</b> above the ankle with uniform shorts with solid white or black sneakers (including the sole) or with uniform shoe	X	
Uniform <b>shoes</b> that are leather brown, black, or navy blue (solid in color) or plain uniform shoes that tie and are flat, no boots	X	X
<b>Sneakers</b> that tie with non-marking soles, may be worn year round - conservative style, no ¾ or high tops, must be solid white or solid black (including the sole), no Converse		

***\*Gray polo must be purchased through approved vendors only***

<b><i>GIRLS GRADE 7 - 8</i></b>	<b><i>FALL/SPRING</i></b>	<b><i>WINTER</i></b>
Plaid <b>Skirt or Skort</b> (no more than 2" above the knee) with white <i>or navy</i> * long or short sleeve polo shirt (may be banded) with IHM logo	X	X
Khaki uniform <b>pants</b> with white <i>or navy</i> * long or short sleeve polo shirt (may be banded) with IHM logo	X	X
Khaki uniform <b>shorts</b> with white <i>or navy</i> * long or short sleeve polo shirt (may be banded) with IHM logo	X	
Navy blue <b>sweatshirt</b> with IHM logo*	X	X
Brown, black or navy <b>belt</b> worn at all times with pants or shorts unless the shirt is banded	X	X
Navy blue <b>tights</b> or navy blue <b>knee highs</b> worn to the knee with skort or skirt	X	X
Black, navy or white <b>socks</b> above the ankle with uniform pants	X	X
Plain black, navy or white <b>socks</b> above the ankle with uniform shorts and sneakers or with uniform shoe	X	
Uniform <b>shoes</b> that are leather brown, black, or navy blue (solid in color) that tie and are flat or plain uniform shoes that tie; no boots, no heels, no open back, no ballet shoes	X	X
<b>Sneakers</b> that tie with non-marking sole, may be worn year round - conservative style, no ¾ or high tops, must be solid white or solid black, no Converse		

*\*Navy polo must be purchased through approved vendors only*

<b><i>BOYS GRADE 7 - 8</i></b>	<b><i>FALL/SPRING</i></b>	<b><i>WINTER</i></b>
Khaki uniform <b>pants</b> with white <i>or navy</i> * long or short sleeve polo shirt with IHM logo; worn at waist at all times with a belt	X	X
Khaki uniform <b>shorts</b> with white <i>or navy</i> * long or short sleeve polo shirt with IHM logo; worn at waist at all times with a belt	X	
Navy blue <b>sweatshirt</b> with IHM logo	X	X
Brown, black or navy belt worn at all times with pants or shorts at waist unless the shirt is banded	X	X
Plain black, navy or white <b>socks</b> above the ankle with uniform pants and sneakers or with uniform shoe	X	X
Plain black, navy or white <b>socks</b> above the ankle with uniform shorts and sneakers or with uniform shoe	X	
Uniform <b>shoes</b> that are leather brown, black, or navy blue (solid in color) that tie and are flat or plain uniform shoes that tie, no boots	X	X
<b>Sneakers</b> that tie with non-marking soles may be worn year round - conservative style, no ¾ or high tops, must be solid white or solid black (including the sole), no Converse		

*\*Navy polo must be purchased through approved vendors only*

<b><i>GYM UNIFORM –STUDENTS GRADES 1-8</i></b> <b><i>*All items to be purchased from approved vendors only</i></b>	<b><i>FALL/SPRING</i></b>	<b><i>WINTER</i></b>
Navy <b>sweatpants</b> with IHM logo, worn at waist at all times	X	X
Navy mesh uniform <b>shorts</b> with IHM logo, worn at waist at all times	X	
Gray uniform <b>T-shirt</b> (short or long sleeved) with navy neck and sleeve bands with IHM logo	X	X
Navy blue <b>sweatshirt</b> with IHM logo	X	X
Plain white or black crew <b>socks</b> above the ankle	X	X
<b>Sneakers</b> with non-marking soles - conservative style, no ¾ or high tops, must be solid white or solid black (including the sole), no Converse	X	X

<b><i>MISCELLANEOUS</i></b>	
Uniform	<ul style="list-style-type: none"> <li>* Unless banded, Shirrtails should be tucked in while a student is on campus unless the uniform style shirt is banded at the waist. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops.</li> <li>* Rolling the waist band, deep hems, or rolled cuffs are not permitted</li> <li>* Undergarments worn may not be visible at anytime</li> <li>* All articles of clothing should be labeled</li> <li>* Any T-shirts worn under the uniform shirt must be white with no writing/logos visible through the uniform shirt</li> <li>* Personal hygiene, clean clothing</li> </ul>
Shoes / Sneakers	<ul style="list-style-type: none"> <li>* Must be tied at all times</li> <li>* No ballet shoes, open back, heels, boots, etc.</li> </ul>
Hair	<ul style="list-style-type: none"> <li>* To be well groomed</li> <li>* All students – hair should be neat with bangs above the eyebrows. <i>Boy’s hair should be cut in a conservative manner, above and not touching the shirt collar and trimmed around the ears.</i> Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. Hair bands cannot have adornments and must be solid in color (the uniform hair band is an exception). Any unnatural hair coloring, bleaching, or materials woven into the hair are not permitted.</li> <li>* No hats</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>* One small ring per hand</li> <li>* Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed at the end of the school day</li> <li>* No bracelets (safety issues)</li> <li>* Girls – maximum of two pairs of small stud matching earrings; no hoops and no dangling earrings</li> <li>* Boys – no earrings, chains, or necklaces; no facial hair</li> <li>* Light make-up, excluding eye-liner, is permitted for girls in 7<sup>th</sup> and 8<sup>th</sup> grades</li> <li>* No tattoos or body piercing; no body “art” of any kind, even temporary</li> </ul>

***Gym Uniform and colored polo shirts (gray for Grades 1-6 and navy for Grades 7-8) must be purchased from Rush Uniform or Flynn & O'Hara to ensure uniform continuity.***

**Students who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day.**

***Dress Down (TAG DAY) Guidelines (\$1.00 to dress down is donated to charity)***

**Students may wear:**

- \* Jeans
- \* Sneakers (or other shoe suitable for recess)
- \* Short socks
- \* Shorts no shorter than two inches above the knee (*ONLY* during fall/spring uniform period)
- \* Skirts no shorter than two inches above the knee
- \* Skorts
- \* Sweatshirts
- \* Make-up within reason
- \* Jewelry
- \* Dresses
- \* Slacks

**Students may not wear:**

- \* Flip-flop sandals or crocs
- \* Open back shoes or high heels
- \* Tank tops, spaghetti straps or inappropriate low neckline
- \* T-shirts with inappropriate writing or pictures
- \* Sneakers that convert to roller skates
- \* Pajama pants
- \* Slippers
- \* Leggings, yoga pants or tight jeans

**Any students dressed inappropriately will be sent to the office and parents will be called to bring a change of clothing.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL, ASSISTANT PRINCIPAL AND GRADE LEVEL CHAIRS.**

### **Health and Safety**

A school nurse is available 5 days a week at IHM. Some of the nurse's responsibilities are as follows:

- To appraise and identify the health needs of students
- To serve as a liaison between the medical community and the school
- To provide health counseling to students, parents, and school personnel
- To assume responsibility for the care of the sick and injured
- To maintain up-to-date health records

- To administer medications following school guidelines
- To present informal health education in the classroom
- To notify parents of exposure to serious contagious illness in conjunction with the Department of Public Health.

The nurse will also conduct screening programs which may include vision, hearing, and blood pressure. Parents will be notified of any abnormal results. In addition, screening will be offered for scoliosis (curvature of the spine) to 5<sup>th</sup> through 8<sup>th</sup> grade students, with parental permission.

### **Emergency Treatment Data Cards**

Each student must have two (2) emergency information cards on file. One is kept in the nurse's office, and the second is kept in the Rectory office. It is imperative that the information provided is kept current by the child's parents/guardians. Please notify the office or email to [MBullen@ihm.org](mailto:MBullen@ihm.org) as soon as there is any change of information (phone numbers, cell or pager numbers, change of address or employment, allergies, or change of medication).

### **Physicals**

A complete physical with up to date immunizations are required for all students entering Pre-Kindergarten, Kindergarten, 4<sup>th</sup> grade and all students entering from out-of-state and non-diocesan schools. These physicals and immunizations are mandatory and a child may be excluded from school until the forms are completed. These forms are routinely distributed every spring so that there is time to complete them before the next school year starts. Extra forms are available in the nurse's office and on the school web page.

### **Immunizations**

According to the Delaware laws and the Department of Education regulations, all children entering school for the first time are required to have proof on file of the following:

- 5 or more doses of DtaP, DTP or TD vaccine (unless 4<sup>th</sup> dose is given after 4<sup>th</sup> birthday)
- 4 doses of IPV or OPV (unless 3<sup>rd</sup> dose was given after the 4<sup>th</sup> birthday)
- 2 doses of measles vaccine administered after 12 months
- 1 dose of rubella vaccine administered after 12 months
- 1 dose of mumps vaccine administered after 12 months
- 3 doses of hepatitis-B vaccine
- 2 doses of varicella vaccine or proof of disease
- Tuberculosis-results of Mantoux test or risk assessment screening completed within the past 12 months prior to the start of the school year
- Lead test date and results for all Pre-K and kindergarten students

These completed physical and immunization forms may be delivered or mailed to the school office marked "attention school nurse".

### **Illness**

If a child is absent due to a contagious disease, please notify the school nurse immediately. A child must be kept at home if he/she has any of the following:

- Elevated temperature of 100 degrees or higher. Student must have a normal temperature without antipyretics (Tylenol or ibuprofen) for at least 24 hours before returning to school.

- Vomiting: if the student is ill during the night or early morning, keep him/her home until able to retain a bland diet and resume normal activities.
- Diarrhea: keep the student home for 24 hours
- An unexplained or undiagnosed rash
- Strep throat: may return to school once on antibiotics and fever-free for 24 hours. Students who have been tested for strep must stay home until the results of the test are received. If positive for strep, please notify the school nurse as soon as possible.
- Pink eye (bacterial conjunctivitis): may return to school once eye drops initiated and free of drainage.
- Impetigo: student excluded until 24 hours after treatment initiated
- Pediculosis (head lice): if live lice are found on a student, the parents of that student will be notified and may come to pick up the child to initiate treatment. No other parents will be notified due to privacy concerns per diocesan policy. Head lice are a continuing problem in the community and parents are urged to check their child regularly and to notify the parents of their child's playmates if head lice are found. Children with head lice, however, are healthy children for whom the educational process need not be interrupted, as they do not transmit any disease. Additional information is available on the IHM school website and schoolnotes. (Diocesan Policy per American Academy of Pediatrics; Centers for Disease Control; Harvard School of Public Health.
- Coughing: student will be excluded with severe coughing associated with difficulty breathing, sore throat, fever or difficulty concentrating and performing at school; untreated wheezing or rhonchi.

\*Policies extracted from the Red Book: Report of the Committee of Infectious Diseases, 24<sup>th</sup> Edition, by the American Academy of Pediatrics.

### **Absences Due to Illness**

If your child will be out of school for the day, please contact the nurse's office before 8:30 a.m. A written note from the parent explaining the reason for the absence must accompany the child's return to school after any absence. Should you have a request for homework for your child, please leave a message on the teacher's voice mail or send the teacher an email with your instructions. The staff telephone directory can be obtained by calling the school, pressing \*2 and entering the first four letters of the last name. Teacher extension numbers can also be found in the back of the school calendar.

### **Illness or Accident at School**

When a child becomes ill or has an accident at school, the parents/guardians or responsible adult(s) as designated on the emergency treatment data card will be contacted. The child will should be picked up from school in a timely fashion and either taken home or to the doctor's office. In the event of an emergency, 911 will be activated, the family physician may be consulted, and the family will be notified.

### **Guidelines for the Administration of Prescription Medications**

Medications prescribed by a licensed healthcare provider may be administered to students by the school nurse under the following conditions:

- a. Permission form completed by parents/guardian, available in the nurse's office or on the school website
- b. The medication is brought to school in the original container that is properly labeled with the student's name, the name of the medication, time, dosage, how it is to be administered, and the physician's name, name of the pharmacy and phone number, and a current date of the prescription.
- c. Any allergies are noted.
- d. All controlled substances are counted and reconciled at least once a month and kept under double lock at all times.
- e. The medication record shows the student's name, time, and date of administration.
- f. All long-term medications must be reauthorized each year.
- g. Children may not carry any medication with them at school.

At the end of the school year or if the child no longer needs the medication while at school, it is the parent/guardian responsibility to pick the medicine up from the nurse's office. No controlled medications will be sent home with a child.

### **Guidelines for the Administration of Non-Prescription Medication**

Certain non-prescription medications may be administered under the guidelines set by a physician designated by the Diocese of Wilmington, including Acetaminophen, Ibuprofen, Benadryl, Neosporin, and Calamine Lotion. Written permission is required from the parent, either by indicating permission when signing the yellow emergency cards, or obtaining forms from the nurse's office or from the school web page.

Before any medication is administered, the child's complaints and symptoms will be assessed by the registered nurse to determine if other measures may be used or whether the child needs to seek medical care. Restraint will be used at all times in dispensing non-prescription medications. A record of medications dispensed will be kept by the school nurse.

### **Child Abuse Laws**

Immaculate Heart of Mary School abides by the Child Abuse laws of the State of Delaware. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## **Weather and Other Emergency Plans**

### **Snow Delays, Cancellations, and Inclement Weather**

The Diocesan Office makes all the decisions regarding delays and cancellations for the entire diocese. They will post these decisions on the CDOW website and the state website, both of which can be accessed from the IHM website. The announcement will be "All Catholic Elementary Schools in New Castle County". If at all possible, the decision will be made by 5:30 AM. The School Messenger will be activated shortly after. Teachers and Administrators at IHM hear the decision at the same time that you do on the radio or television. The decision to close or delay school is made for the entire county and conditions may vary widely in that geographic area. They will make the best decision for the entire area. Please make the best possible decision about driving and the safety of your family on inclement days when school is in session.

In case you miss the announcement or School Reach phone call and arrive at school, two red flags will be hung outside the main entrance of the school to indicate that school is closed that day.

When bad weather begins during the school day, please consult the above sources for early dismissal announcements. **DO NOT** call the school. We receive the information when it is posted. Again, we have no advance information. Please review your plan for such days with your child. Children will not be released to anyone not listed on the “Early Dismissal” form that you submit in September.

Children should not arrive at school before the specified start time. This will allow time for heating of the building and for our staff to arrive. When school opens later than usual, we will still dismiss at the regularly scheduled time.

### **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly in silence;
4. Form a double line facing the school for attendance
5. Return to building when signal is given.

### **Crisis Drills**

Crisis Drills are held periodically. Lock Down and Evacuation procedures are made available to all staff members in the Crisis Plan.

### **Crisis Plan**

Immaculate Heart of Mary has implemented a “crisis plan” to include all emergency situations. All teachers and staff are given in-service on all of the procedures to follow to keep your children safe including evacuation of the building or a lockdown situation. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of three secure designated locations: soccer field, church, or off campus. This Crisis Plan is available for parents to read in the Principal’s Office and will be posted on-line.

### **Right to Amend**

Immaculate Heart of Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Newsletter and posted on the school website

## *Signature Page*

*Family's Last Name* \_\_\_\_\_

PLEASE PRINT

I have read the 2017-2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**SIGNED FORM DUE TO IHM SCHOOL OFFICE BY**  
**September 8, 2017**

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date