



IMMACULATE HEART
OF MARY SCHOOL
WILMINGTON, DELAWARE

PARENT/STUDENT HANDBOOK 2020-2021

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Revised 9/8/2020



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Mrs. Tina Morroni

Assistant Principal

Mrs. Donna Bucci

Counselor

Mrs. Lindsay Maloney

Administrative Assistants

Mary Bullen

Michelle Iacono

Director of Admissions

Virginia Cyrus

Dear Parents/Guardians and Students,

Welcome to Immaculate Heart of Mary Catholic School. In choosing Immaculate Heart of Mary Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. We welcome all of our new families and thank you for choosing Immaculate Heart of Mary School for your child. You are now a part of the IHM family!

Immaculate Heart of Mary School strives to provide a comprehensive academic program for all students. Recognizing parents as the primary educators of their children, we seek to assist our families in developing their children spiritually and intellectually, and growing leaders in mind, body, and spirit. We take this responsibility very seriously and want you to know we are committed to the success of every child.

The staff of Immaculate Heart of Mary School continue to be extremely grateful for the blessings that have been bestowed upon our school, our parish, and our community for this gift of Catholic education. Our core values of **Faith, Community, Knowledge, and Service** guide our focus on Catholic formation, academic excellence, and service to God and neighbor. We are grateful for the sacrifice and hard work of all those involved in helping our school to grow. May the Holy Spirit continue to guide us to new levels.

God Bless,
Mrs. Tina Morroni

PLEASE SEE THE IHM RE-OPENING LETTER/ADDENDUM THAT IS ATTACHED AT THE END OF THE HANDBOOK. DUE TO THE COVID-19 GUIDELINES AND RESTRICTIONS, THINGS ARE SUBJECT TO CHANGE.

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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.

For questions related to admissions, please contact our admissions director at (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-K 3 students must be three years old by August, 31st and must be potty trained, Pre-K 4 students must be four years old by August 31st, Kindergarten students must be five years old by August 31st; and prospective First Grade students must be six years old by August 31st.

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 arise during the year.

For questions about FACTS or tuition assistance please contact our tuition coordinator at (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 a one-time fee of \$45 for monthly FACTS payments and/or Extended Care payments. 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. There is a one-time FACTS fee of \$10.00

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 your tuition bill should be directed to Mrs. Iacono at miacono@ihm.org

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. 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
- Provide a lunch 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 – See Revisions for the 2020-2021 School year in the IHM Re-opening addendum.

Your involvement in school activities and the educational process are imperative....unfortunately at this time, as a result of COVID precautions, we will not be able to have visitors or volunteers. As soon as we are able, we will once again Welcome you!

Parents are the primary educators of children. Your presence and enthusiasm are welcomed in the school and create an excellent means of reinforcing the value of Catholic 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 a new background check, or having an expired one renewed (valid for five years), must come to the IHM Parish/Rectory office with a \$30 check 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 Parish 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 (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. There is also a link to the PS Parent Portal. The Daily Bulletin is linked through PS on the IHM website.

Teacher's Website

All teachers will post pertinent classroom information and 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

Administration

The administration of Immaculate Heart of Mary School consists of a principal, an assistant principal, a director of admissions and a part-time guidance counselor.

Teachers and Assistants

The faculty of IHM consists of 21 grade level teachers, 3 additional content teachers and special teachers, art, technology, physical education, health and foreign language teacher and part-time

teacher for music. Classroom Assistants serve throughout our Pre-Kindergarten – 3rd 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 8th 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.

Media Center

Volunteers may assist in the media center. It is open during regular school hours and is accessible to students, parents, and faculty. The IHM media center contains books, chrome books, iPads, and audio-visual materials. The 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 3rd 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 PreK to 5 receives Spanish instruction as one of their special classes.

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 3 to 8 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.

Technology

The computers in the media center are 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.

Health

All grade 5-8 students have health/guidance once a week. The students are introduced to skills in conflict resolution, goal setting and drug & alcohol resistance skills. The PreK-grade 4 students have Guidance every other week with lessons on expressing emotions, positive character development and conflict resolution.

Small 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.

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.

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 and the Media Center. To access the resources, all students and their parent/guardian must sign the Diocesan Acceptable Use Policy that is available on the electronic Student Update Form that is sent out in August.

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.

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 3-6 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 emailing the teacher or by leaving the teacher a phone message by 9:00AM. Homework assignments may be picked up on the shelf outside the school office between 3:00 – 3:30PM. Parents and students may also refer to 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 student's 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 and discipline points may be given
- 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 & 4th

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.

5th & 6th

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.

7th & 8th

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

Third - Fourth Grade

Fifth – Sixth Grade

Seventh – Eighth Grade

Thirty to forty-five minutes

Forty-five minutes to one hour

One hour to one hour and fifteen minutes

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 Renaissance Star Assessment is given in grades K-8 three times a year.

Diocesan 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 sent electronically. Conference days are noted on the school calendar. 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)
- I = Needs Improvement (70-76)
- 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

Immaculate Heart of Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Students requesting records/transcripts/recommendations must allow 5 school days for receipt of records. All forms should be submitted to the Immaculate Heart of Mary School Office for distribution. Completed forms will be sent via the U.S. Mail or fax. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Promotion Policy and Retention Policy

Advancement to the next grade in Immaculate Heart of Mary School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of core subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Graduation from 8th Grade is dependent upon successful completion of the core curriculum mandated by the Diocese.

Athletics and Extra-curricular Activities

Athletics

The Athletic Committee of Immaculate Heart of Mary Parish encourages students to join any or all team sports offered for their participation. Its purpose is to foster Christian values through cooperation in team sports. While encouraging physical activity, sports also promote respect, fairness, sportsmanship, responsibility, leadership and healthy competition. IHM sees the development of the athlete's mind, body and spirit as the primary emphasis. Winning is an admirable goal, but secondary to these other vital aspects of our athletic program.

Sports programs are offered beginning in fourth grade at a variety of competitive levels.

Student Council

The purpose of the Student Council is to promote good citizenship, to encourage service, and to foster school spirit. The following elected junior high school officers will constitute the Executive Board of the Student Council:

- President Grade 8
- Vice President Grade 7 or 8
- Secretary Grade 7 or 8
- Treasurer Grade 7 or 8
- Commissioner of Religious Activities Grade 7 or 8
- Commissioner of School Spirit Grade 7 or 8
- Commissioner of Sports Grade 7 or 8

A total of eighteen elected students will serve as Class Representatives:

- Grade 5 - Two students
- 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.

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, Youth in Government, Science Fairs, Tutoring Club 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 procedures are taken from our 2020-2021 Reopening Plan. This will be subject to change per the COVID-19 guidelines and restrictions.

Arrival/Drop Off ● All students (PreK-8th) and all adults must wear masks/face coverings at arrival. ● Parents must remain in their vehicles. Parents are not allowed in the building at this time. If a student needs assistance with carrying in items school staff can assist. ● If a student in grades PreK-4th grade arrives late (After 8 am) - parents should park in one of the first Reserved spaces of the first row (opposite the gym doors) and call into the school office so that a staff member can come out and facilitate the signing in of the student. ● Students arriving late in 5th - 8th grade can walk themselves into the building and sign in at the office. ● Students (and siblings) in PreK3, PreK4 and Kindergarten will now be dropped off in front of the gym and wait with staff in the gym until 7:55am when they will transition with their teacher and assistant to their classroom. Parents should enter the school parking lot from Weldin, as the rest of the morning drop off line does but turn from the carline and proceed in the driveway between the school gym and the convent (towards Shipley). Parents will pull into the circle in front of the gym for students to be assisted from the vehicles by staff. After students have been helped from the car, parents will proceed to Shipley. We apologize for any inconvenience but in order to prevent backed up traffic in the gym loop - only a right turn onto Shipley will be possible at this time. ● Siblings of PreK - Kindergarten children can also be dropped off at the gym but will proceed through the building and out the front doors and into the designated lines out front for their specific cohort/class. ● Mrs. Morrone and Staff will be in Face shields and masks. They will assist students from the cars and into the gym. Staff will then use sanitizer before assisting the next car and student. ● Students in Grades 1 - 8 will continue to be dropped off in the main parking lot via the same carline drop off procedures. Once students are out of their cars each cohort will have their own line and students will be spread out across the parking lot more than previous. ● Student cohorts will enter the building utilizing all of the doors so that students can maintain distance and staggered entry into the building. ● On inclement weather days (rain, snow, temperatures less than 32 degrees) PreK-Kindergarten will arrive in the same manner at the gym. Students in 1st - 8th grade will proceed immediately into the building and into their classroom

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. Those with a carpool of four or more may use the the HOV lane (High Occupany Vehicle) circular driveway in front of school for **morning** drop off. The doors next to the gym will be open at 7:30 and the students can pass through school to the playground at this time. Please contact the main office if you wish to use the HOV lane for your drop off.

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. Students in 8th grade are allowed two days to visit Catholic High Schools. A note must be provided in order to be excused.

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 immediately to their homeroom to get a late slip. Students who **arrive after 8:05** should report to the nurse. 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 Tuesday 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 any online social media may result in disciplinary actions if the content of the student's blog or post 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 8th, 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 Extended Care Program and a fee of \$15.00 will be charged.

School Office Hours

The school office is open on all school days from 7:00 AM – 4:00 PM.

Lunch Program – Students in K-8th grade

See Revisions for the 2020-2021 school year in the IHM re-opening

Letter/addendum. As a result of COVID-19 precautions, we will not be serving hot lunch. This is subject to change.

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 must be turned in by the due dates and will not be accepted if late. If you have more than one child, you can write one check BUT all students must submit their own lunch menu.

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 – See Revisions for the 2020-21 School Year in the IHM RE-Opening Letter/addendum.

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 5:00 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 Extended 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. **Additionally, the student will receive 3 discipline points.** 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. The phone must be dropped off in the office and may be retrieved at dismissal.

Office Records

Parents/Guardians are requested to notify the School Office in writing or by Email to office@ihm.org of any change of address, 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 - See Revisions for 2020-2021 School Year in the Addendum..

Uniforms are supplied by:

Rush Uniform, Inc. www.rushuniform.com

101 Harrison Avenue

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

Flynn & O'Hara www.flynnohara.com

Festival Shopping Center

Route 30 @ Whitford Road

You may also purchase uniforms from Lands End or Target.

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, which can 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 PreK3 wears **Navy Blue** sweatpants (winter uniform), sweatshirt (any time), and shorts (fall/spring) with IHM Logo. Gray tee shirt (short or long sleeved) with IHM logo. PreK 4 wears **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 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.

<i>GIRLS GRADE 1 - 6</i>	<i>FALL/SPRING</i>	<i>WINTER</i>
Plaid Jumper (no more than 2” above the knee) with white peter-pan collar blouse, long or short sleeve	X	X
Plaid Jumper (no more than 2” above the knee) with white turtleneck shirt		X
Navy blue uniform pants with white <i>or gray*</i> long or short sleeve polo shirt (may be banded) with IHM logo	X	X
Navy blue uniform shorts or skorts with white <i>or gray*</i> long or short sleeve polo shirt (may be banded) with IHM logo	X	
Navy blue sweatshirt with IHM logo	X	X
Navy blue cardigan sweater	X	X
Brown, black or navy belt worn at all times with pants, shorts, or skorts unless the shirt is banded	X	X
Navy blue tights, leggings or navy blue knee highs worn to the knee with jumper	X	X

Plain black, navy or white crew socks above the ankle with uniform shorts or skorts with solid white or black sneakers (including the sole) or with uniform shoe	X	
Uniform shoes 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
Sneakers 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*

BOYS GRADE 1 - 6	FALL/SPRING	WINTER
Navy blue uniform pants 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 shorts 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 sweatshirt with IHM logo	X	X
Brown, black or navy belt worn at all times with pants or shorts unless the shirt is banded	X	X
Black, navy or white socks above the ankle with uniform pants	X	X
Plain black, navy or white crew socks above the ankle with uniform shorts with solid white or black sneakers (including the sole) or with uniform shoe	X	
Uniform shoes that are leather brown, black, or navy blue (solid in color) or plain uniform shoes that tie and are flat, no boots	X	X
Sneakers 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*

GIRLS GRADE 7 - 8	FALL/SPRING	WINTER
Plaid Skirt or Skort (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 pants with white <i>or navy*</i> long or short sleeve polo shirt (may be banded) with IHM logo	X	X
Khaki uniform shorts with white <i>or navy*</i> long or short sleeve polo shirt (may be banded) with IHM logo	X	
Navy blue sweatshirt with IHM logo*	X	X
Brown, black or navy belt worn at all times with pants or shorts unless the shirt is banded	X	X
Navy blue tights , leggings or navy blue knee highs worn to the	X	X

knee with skort or skirt		
Black, navy or white socks above the ankle with uniform pants	X	X
Plain black, navy or white socks above the ankle with uniform shorts and sneakers or with uniform shoe	X	
Uniform shoes 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
Sneakers 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*

BOYS GRADE 7 - 8	FALL/SPRING	WINTER
Khaki uniform pants 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 shorts 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 sweatshirt 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 socks above the ankle with uniform pants and sneakers or with uniform shoe	X	X
Plain black, navy or white socks above the ankle with uniform shorts and sneakers or with uniform shoe	X	
Uniform shoes 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
Sneakers 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*

GYM UNIFORM –STUDENTS GRADES 1-8 <i>*All items to be purchased from approved vendors only</i>	FALL/SPRING	WINTER
Navy sweatpants with IHM logo, worn at waist at all times	X	X
Navy mesh uniform shorts with IHM logo, worn at waist at all times	X	
Gray uniform T-shirt (short or long sleeved) with navy neck and sleeve bands with IHM logo	X	X
Navy blue sweatshirt with IHM logo	X	X
Plain white or black crew socks above the ankle	X	X
Sneakers 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

MISCELLANEOUS

Uniform	<ul style="list-style-type: none"> * 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. * Rolling the waist band, deep hems, or rolled cuffs are not permitted * Undergarments worn may not be visible at anytime * All articles of clothing should be labeled * Any T-shirts worn under the uniform shirt must be white with no writing/logos visible through the uniform shirt * Personal hygiene, clean clothing
Shoes / Sneakers	<ul style="list-style-type: none"> * Must be tied at all times * No ballet shoes, open back, heels, boots, etc.
Hair	<ul style="list-style-type: none"> * To be well groomed * 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. * No hats
Jewelry	<ul style="list-style-type: none"> * One small ring per hand * 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. No Apple Watches allowed * No bracelets (safety issues) * Girls – maximum of two pairs of small stud matching earrings; no hoops and no dangling earrings * Boys – no earrings, chains, or necklaces; no facial hair * Light make-up, excluding eye-liner, is permitted for girls in 7th and 8th grades * No tattoos or body piercing; no body “art” of any kind, even temporary

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
- * Leggings or yoga pants with a LONG top or dress that falls no more than 4 inches above the knee

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

Spirit Day

On Spirit Day students are allowed to wear IHM athletic jerseys, gym shirts, professional and NCAA gear to their gym or school uniform bottoms depending on what their day is.

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 5th through 8th grade students, with parental permission.

Emergency Treatment Data Information

Every year this information along with the student update information is filled out online by the parents before the start of school. If you have any changes after this form is submitted, please notify the office or email to office@ihm.org with the updates (phone 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, 4th 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 4th dose is given after 4th birthday)
- 4 doses of IPV or OPV (unless 3rd dose was given after the 4th 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 – See Revisions for the 2020-2021 School year in the attached Opening Letter/Addendum...

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, 24th Edition, by the American Academy of Pediatrics.

Absences Due to Illness

If your child will be out of school for the day, please contact by **email** or phone the child's homeroom teacher and 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 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
- 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.
- Any allergies are noted.
- All controlled substances are counted and reconciled at least once a month and kept under double lock at all times.
- The nurse's medication record shows the student's name, time, and date of administration.
- All long-term medications must be reauthorized each year.
- 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. Permission is required from the parent via their online student update form completed every year.

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. 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 Messenger 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