



**Immaculate Heart of Mary
Student Handbook
2023-2024**

Absences

Reporting Absences

Please report absences or tardies by one of the two methods by 8:00 AM each day of absence 1.

Email attendance@ihmindy.org

2. Call 255-5468, hit option 1 for the attendance voicemail box

Please include in your message if you have arranged for someone to bring homework to your child. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the our students and is aligned with the State of Indiana statutes.

If a child is absent from school, he or she may not attend extracurricular activities (including sports practices and games, and including PTO related functions ie. after school enrichment, play practice/performances, etc) after school. The staff will monitor attendance.

Excused Absence

Excused absences include situations such as illness, funeral, wedding, court date, personal and shadowing.

In order to minimize the spread of infection, please do not send your student to school when ill. See more information under Returning to School After Illness for more information Any absence over three days must have a doctor's note of excuse. Please provide this note on the date of return.

Students should be fever, vomit, and diarrhea free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Please notify the school office if a child has a communicable disease or condition (chickenpox, head lice, etc.). We may need to notify other parents of the disease or condition. Students must be nit and lice free before returning to school. Students absent due to lice/nits will be checked by the school nurse when coming back from the absence.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Daily work will be sent home with a sibling or another designated student or adult. Please include who will bring home daily work when reporting an absence, especially if there is no sibling in the building. Work that is to be picked up in the office will be available after 3:00 until 3:30.

Arrangements for regular classroom tests missed because of an excused absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Returning to School After Illness

Any absence over three days must have a doctor's note of excuse. Please have this note on the date of the students return. We are responsible for reporting absences to the Department of Education.

A student who has been absent from school because of a disease considered by the school health care professional to be infectious or contagious may be required to provide written assurance from a licensed physician that he/she is no longer in an infectious or contagious state.

If your child has been prescribed an antibiotic, please consult with the physician regarding when the student will no longer be contagious and is able to return to school. Normally 24-36 hours of antibiotic

therapy is required to meet this criterion.

Students should be fever, vomit, and diarrhea free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

The following guidelines may help you determine when it is safe to return your child to school:

Temperature below 100 degrees for 24 hours without medication.

No vomiting for 24 hours and able to tolerate a bland diet.

Diarrhea-free for 24 hours.

Lessening of "acute cold symptoms" such as a persistent cough, or excessive "runny nose." Free from head-lice and nits.

Unexcused Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also Homework due to vacations/planned absences.)

Excessive absence including tardies can be cause for a student to be retained in the current grade for another year and possible notification to Child Protective Services for education neglect.

Unexcused Tardies

On time arrival is important for student success. Tardiness is disruptive to classroom routine and negatively impacts student organization and focus. To minimize tardiness, IHM will use the following procedure:

- Each quarter, once a student reaches 3 unexcused tardies, a communication will be sent to the parents/guardian advising them of the importance of on time arrival and warning of potential future consequences.
- If a student reaches 6 unexcused tardies in a quarter, then on the 6th and each subsequent tardy, the student will be held at the office until a parent or guardian physically comes to sign him/her in.
- If the unexcused tardy count reaches 10 in a quarter, a meeting will be held with the students, parents, and school administration, and further consequences may be assigned.
- The tardy count will return to 0 at the end of each quarter, giving each student a fresh start with this procedure.

Absence During the School Day

Students needing medical appointments during school hours require parents to sign out their child. If the child returns to school during the same school day, parents must sign the child back into school. Students MUST have an excuse slip from the appointment office for the absence or tardy to be considered 'excused'.

Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Parents, please enter the doors by the school office to meet your child and sign him/her out. Use these same doors when returning your child to school and sign him/her back in. Please email your child's teacher and the attendance email at attendance@ihmindy.org to make them aware if your child will be late to school because of an appointment or if they will be leaving during the day.

In accordance with Indiana law, students are not permitted to leave the building or school grounds during the school day for any reason unless they have the administrator's and parent's written permission.

Academic Testing

By assessing students, we are tracking education progress, determining student readiness, improving curriculum and identifying student needs.

ILEARN

Students in grade three through eight will take the ILEARN (**Indiana Statewide Testing for Educational Progress**) standardized tests as required by the State of Indiana Department of Education. Testing will occur once during the spring semester.

IREAD

Students in grade three will take the IREAD (Indiana Reading Evaluation and Determination) test in the spring. If a student does not pass the IREAD or is absent for the assessment they will need to retake or makeup the test over the summer.

NWEA

All students in grades K-8 will take the NWEA test three times a year. This test will assess math, reading, and language arts skills. Student testing time will not exceed "time and ½". Results will be placed in each student's leadership notebook.

Academics

At Immaculate Heart of Mary School, our administration and staff make it a priority to continually evaluate our curriculum for appropriate rigor and excellent instruction. We expect that our students will be dedicated to their studies and that parents will support their academic advancement.

So that parents can be aware of their child's academic progress, student's work is sent home on a regular basis. We encourage parents to learn about school assignments, tests and projects. Teachers and administration will contact parents if something demands immediate attention. Parent/Teacher conferences are usually held at the end of the first quarter. Information concerning conferences will be published in the school newsletter.

Additional conferences may be scheduled with the homeroom teacher as needed.

Accreditation

Immaculate Heart of Mary School is accredited through Cognia and the State of Indiana. In 2005 and in 2019, Immaculate Heart of Mary School was recognized as a Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning.

The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve.

Admissions

Immaculate Heart of Mary School respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic School, IHM cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

The order of admission for all new applicants will be determined using the following criteria in order of importance: (School Commission Policy 5211; February 2010)

1. First priority will be given to Active Parishioners with a sibling attending the school in the upcoming year.
2. Second priority will be given to Active Parishioners without a sibling attending the school in the upcoming year.
3. Third priority will be given to Non Active Parishioners
4. Fourth priority will be given to Non-Parishioners.

Children entering Kindergarten must be five (5) years of age by August 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to IHM School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- Verification of active parish affiliation/stewardship through use of weekly envelopes or automatic deposit
- Health Records
- Immunization Records -- All students entering IHM School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as but not limited to leukemia, must be presented prior to acceptance.
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Any medical or psycho-educational testing information/reporting
- Record of IEP if applicable

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at IHM School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parents. The administration must be satisfied that the child is not escaping from academic, social or emotional difficulties at their former school.

Testing in some academic areas may be held for new incoming students in Grades 3-8. In-state or Archdiocese transfers for grades 6,7, and/or 8 are typically not accepted. Only special circumstances will be considered, but not guaranteed.

Second semester in-state transfers and transfers within the Archdiocese are rarely accommodated for K-5, because Immaculate Heart of Mary believes in continuity for all students and staff.

All new students will be given a trial period of not less than one quarter in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at IHM School. The recommendation and decision of the school is final. IHM School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. IHM School cannot accommodate students who have **extraordinary** learning differences.

Non-Catholic students whose parents accept the philosophy of IHM School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

Nondiscriminatory Policy

Immaculate Heart of Mary 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.

Arrival and Dismissal

Students may arrive no earlier than 7:40 a.m.

For the safety of all students, please do not park, drop off or pick up students on 57th Street.

Please use Washington Boulevard or Central Avenue for arrival and dismissal points. Do not block neighbor's driveways.

A "Cone Zone" is available for morning drop-off on the east side of Washington Boulevard and Central Boulevard.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:05 PM dismissal unless accompanied by a teacher and/or coach. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

The school is not responsible for communicating after school plans to students. Parents are responsible for communicating this information to their children before the start of the school day.

Asbestos

Immaculate Heart of Mary School does contain some asbestos. It is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around asbestos. The asbestos abatement plan is on file in the principal's office and may be reviewed upon request. This notice is required by law.

Athletics

Athletic programs for students at Immaculate Heart of Mary School are part of the Catholic Youth Organization (CYO). Students participating in athletic programs are subject to all rules, regulations and restrictions established by the Catholic Youth Organization and the IHM School Athletic Committee and its manual.

Requirements

- Academics are a priority at IHM School. In order to participate in the CYO athletic programs students must be in good standing, both academically and behaviorally. Students must maintain passing grades in all core subjects: religion, math, science, reading/literature/English/language arts/spelling/vocabulary, and social studies/history.
- Subject area grades are checked at progress report and report card time. A student will be removed from participation in practices and games if a grade is below passing on their report card (not progress report). The student may be a spectator at games, not practices, during the academic probation time. The student may be reinstated at progress report time (not report card time), provided that the affected subject area is 76% or higher.
- Conduct deemed inappropriate by the administration could lead to ineligibility on an athletic team.
- In order to create a more equitable policy among athletes, spring report card grades will count toward fall athletic programs. CYO athletes in third through seventh grade (and second grade football players) must meet academic standards in the fourth quarter in order to participate in CYO athletics the following year. For example, if a fifth grade student receives a failing grade in math on the fourth quarter report card, then he or she may not participate in cross country until a 76% or higher in math has been achieved on the first quarter progress report in sixth grade.
- A student on academic probation may try out for a sport. He or she may be a spectator at games, but may not participate in practices or games.
- Students absent from school (excused or unexcused and suspension) may NOT participate in after school practices or games.
- If a student needs to serve detention on the same day as a practice or game, the student will serve the detention first. Detentions will not be rescheduled to accommodate games and/or practices, etc.

Back to School Night

A Back-to-School Night (for parents only) is scheduled after the start of school. This is an opportunity for parents to visit school, meet with their child(ren)'s teachers and familiarize themselves with the operation and regulations of the school. Teachers may discuss classroom rules, homework procedures and goals for the school year. The Back-to-School Night does not take the place of a conference, but hopefully it will enable parents to converse more easily with any faculty member at a later date.

Following the classroom presentations, the Parent Teacher Organization (PTO) hosts a gathering for parents in the Activity Center

Behavior in Church

The expectation is that students will behave reverently at all times, including entering and exiting church. Teachers will review the expectations for church with the students on an ongoing basis. Non-Catholic students may receive a blessing instead of the Eucharist during the weekly Mass.

Birthday Observances

We happily acknowledge the birthdays of all students during morning announcements. In addition, each student receives a birthday balloon in honor of his or her special day. Summer birthdays are acknowledged during the Spring months (June birthdays in March; July birthdays in April; August birthdays in May).

Simple birthday treats are also a special part of each child's birthday. Items that need to be cut and/or prepared in the classroom should not be sent in for birthday treats. (ex. root beer floats, cookie cakes, etc.)

Please check with the homeroom teacher about any students with allergies. Students with severe food allergies (any student who needs an epi pen or has gluten intolerance) should provide the teacher with safe treats to store in the classroom and/or a school refrigerator/freezer to ensure they have something safe to enjoy when classroom birthday treats or holiday party treats are shared. This minimizes the risk of an allergic reaction and allows the students with food allergies to celebrate and enjoy treats with their classmates.

Please work with your student's homeroom teacher on this. Our school nurses are happy to store treats in their office or can be stored in the kitchen freezer.

Any party invitations should be mailed, not distributed at school. We ask that parents and relatives do not send balloons, flowers or other special gifts to school for birthdays and special occasions.

Buckley Amendment

Immaculate Heart of Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

Books

We urge students to take the responsibility for caring for their textbooks and library books. Books are checked carefully before and after they are issued to a student. Anything beyond normal wear will be charged to the student. Payment is expected for lost or damaged textbooks or library books. All fees for lost or damaged textbooks or library books must be given to the school office before the end of the fourth quarter. Report card access will be blocked for outstanding fees.

Buddy Program

Our “buddy” system fosters a sense of community in our school. All kindergartners are assigned a sixth grade buddy. First graders are paired with eighth grade students. Second graders are matched with seventh grade students. Students in sixth through eighth grade demonstrate leadership through our “buddy” program.

Occasionally, the buddies sit with each other during liturgies. Throughout the school year, the teachers coordinate special projects and activities for the “buddy” program.

Car Pool

It is the responsibility of the parent to contact carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made. Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Cell Phones

Cell phones are not allowed to be in a student’s possession during the school day. Cell phones are to be turned off and stored in book bags during the day. IHM is not responsible for lost or stolen items that are brought from home, including cell phones.

If a student needs a cell phone while walking to or from school, entering a house where no one is home, or attending sport practices or games, he/she should turn it off and place it in his/her backpack before entering the building. At no time should a student be in possession of a cell phone during the school day. If seen, the cell phone will be taken from the student. **Items taken away from students will need to be picked up by the parent(s)/guardian(s) 24 hours after the the item has been taken. Parents will be notified.** The administration reserves the right to search the contents of a confiscated cell phone.

IHM reserves the right to check cell phones if an accusation of any sort has been brought to the school’s attention. Parents will be notified after the check is completed.

Cell phones may be used after dismissal when the student has left the school building.

Child Abuse Laws

Immaculate Heart of Mary School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services. All staff and any parent in contact with students (classroom volunteer, field trip driver, coach, etc.) are required by the Archdiocese of Indianapolis to complete the Safe Parish Program that provides training about protection of children from abuse and the signs of child abuse.

The child abuse laws also require any staff of Immaculate Heart of Mary to report if they suspect or know of inappropriate pictures, relationships, etc to Child Protective Services .

Communication

To ensure uninterrupted instructional time for our students, office personnel will deliver messages or forgotten items to your child rather than parents going directly to the classroom. Your cooperation is very important. Students will not be permitted to call home for homework, chromebooks, or to arrange playdates.

A school newsletter is published weekly. In addition, teachers communicate classroom news via newsletters, folders and assignment notebooks, webpages, blogs, etc. Parents are responsible for reading these communications in order to be updated on upcoming events, activities and other school

information.

Any staff member may be reached by voice mail or electronic mail. To send an email message type the first initial and last name and @ihmindy.org. A list of emails is in the school directory and online under "About Our Staff."

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of a punishment. Any students that have ongoing discipline issues will not be eligible for the Principal's List.

Crisis Plan

Immaculate Heart of Mary School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations.

Discipline and Behavior

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, Ipad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

- The purpose of the school rules is to create a Christian atmosphere and attitude of consideration and respect for others. All regulations of our school are formulated toward this end and are directly or indirectly related to attaining this goal.
- Students, parents, teachers and administration must work together to maintain a positive educational environment in the academic and behavioral areas.
- Discipline will be directed toward developing the traits which are necessary to: develop good relationships with others, become productive individuals, recognize when personal actions

interfere with the rights of others, recognize individual rights within the limits of society, cope with real life situations, and participate fully in the life of a Christian community.

- Our school considers a student's registration a contract among parents, students and faculty indicating that the rules of the school will be observed. Attending Immaculate Heart of Mary School is a privilege, not a right.

Each classroom teacher will review their discipline policy.

Students' Responsibilities

The students have a responsibility to:

Demonstrate a Christian attitude and good moral conduct.

Attend school regularly and arrive on time.

Conduct themselves properly at school or any school function on or off school premises.

Participate and be prepared with completed homework and any other necessary materials.

Consistently put forth their best effort.

Show respect to those in authority.

Respect the rights and property of fellow students.

Exercise proper care when using school property.

Follow all classroom and school rules.

Come to school appropriately dressed according to the IHM dress code.

Exercise care on the playground and play in a responsible way.

Parents' Responsibilities

The parents have a responsibility to:

Set the example of Christian faith, especially by seeing that the child attends Mass or church services weekly.

Oversee their child's responsibility to study and complete homework assignments. Cooperate with school personnel in solving school-related problems. Support and follow the rules in the student handbook.

Care for the student's health and personal cleanliness.

Make sure the child observes the school dress code.

Send their children to school when school is in session and be sure they arrive promptly. Keep students who are ill at home and arrange to have all classwork and homework completed. Meet the financial obligations they have accepted by sending their child to Immaculate Heart of Mary School.

Administration and Teachers

The administration and teachers have a responsibility to:

Assist each child with reaching his or her potential academically, spiritually, socially and emotionally.

Provide a healthy atmosphere for learning and teaching.

Encourage the development of self-discipline in each child.

Encourage students to participate in classroom and extracurricular activities.

Administration reserves the right to change/modify any disciplinary actions. The discipline ladder at this [link](#) will be used for disciplinary actions.

"A" Category

These behaviors are initially handled by individual teachers or teams, and warrant referrals after repeated incidents or if initial incidents are severe. After three documented warnings, the student will serve a detention. After the second detention a conference involving the student, teacher, parent and administration is warranted.

- Mildly disruptive behavior
- Disrespectful comments to peers or staff
- Improper use of electronic devices
- Dress code violations
- Disrespectful to campus environment
- Missing Homework or lack of supplies does NOT constitute a documented warning

Administration will follow the discipline ladder which can be viewed by clicking [here](#)

“B” Category

All incidents referred to administration

These behaviors are handled by teachers, teams and administration.

- Disruptive behavior
- Bullying
- Cheating *see below for definition of cheating and collaboration
- Disrespectful comments to peers or staff
- False signature/ lying
- Profanity, vulgarity
- Slander
- Failure to appear to detention
- Unsafe behavior, causing harm to others or self

Administration will follow the below steps in any combination depending upon the situation:

1st referral--Detention

2nd referral- In School Suspension and referral to Social Worker

3rd referral--Out of school suspension (1-3 days)

4th referral--Out of school suspension (4-9 days), conference with pastor

“C”Category

Send to Administration

These behaviors are considered severe and warrant immediate referral.

- Bullying
- Extortion
- Fighting, causing harm to others or self
- Fire Alarm, false
- Theft of personal property belonging to others
- Threat of physical violence
- Tobacco products or related paraphernalia
- Vandalism
- Computer Abuse

With all referrals, especially those of physical harm to others or self a threat assessment is done by the Administration team and wellness team. The threat assessment will more than likely require a mental health facility or physician to examine the student and provide a written document clearing the student of harm to self or others. A reentry plan will be provided to the parent and the student with further instructions or guidelines outlined in the plan. Reentry plans will be evaluated every six weeks. Student's reentry will be determined by the school administration in consultation with the pastor and social worker.

1st referral--Out of school suspension (1- 3 days)

2nd referral--Conference with parent, teacher, administration, and pastor in addition to an Out of school suspension (3-5 days)

3rd Referral- Out of school suspension (7-10 days) and meeting for possible expulsion.

“D” Category

Send to Administration

These behaviors are considered severe and warrant suspension or expulsion •

Sexual harassment

- Alcohol possession or use
- Assault
- Bomb threat
- Threat of physical violence
- Threat against the school, school personnel, or any school community member • Drug possession/sale
- Possession of weapons
- Hate Crimes
- Setting Fires

Out of school suspension (10 days), Complete Threat Assessment, consult with pastor and Social Worker to determine possible expulsion.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with written/email notification of the detention. The day, date, and time of the detention are at the discretion of the teacher. Parents of 5th through 8th graders must sign their child in. If a student misses their assigned detention they will need to serve an additional detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, trips, concerts, etc.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with an administrator. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension or participate in sporting events and practices. Students must complete all classwork and tests from the days of suspension, but failing grades will be recorded for this work. Students that have been suspended will not be eligible for the Principal's List.

Expulsion

Expulsion is an extremely serious matter. Students who have been expelled will not be allowed to

return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Immaculate Heart of Mary School.

Drugs and Alcohol and Weapons

In order to provide a safe and morally healthy environment for our students, we have developed the following code regarding drugs, alcohol and weapons. The intent of any procedure in dealing with the issues of drugs, alcohol, and weapons is two-fold. First, we must have the good of the whole as a basis for all decisions and actions. Secondly, we should keep the good of the individual in mind in making such decisions and implementing such actions. This policy applies to any child attending IHM School while he/she is on IHM property or attending any event affiliated with IHM.

Terms and Definitions

1. Suspension is a prescribed time that a student is required to spend inside or outside of school under adult supervision. The student will be responsible for all schoolwork missed during the term of suspension. At the discretion of the principal, tests and quizzes may or may not be rescheduled.
2. Student is not permitted to attend any event affiliated with IHM during term of suspension 3. Expulsion means termination of attendance at IHM School.
4. The Pastor will be included upon his request or the request of the principal. 5. Drug testing may be required to identify the source of the problem and to determine a course of an action. Testing must be done at an approved facility. The student may be excluded from school until the results of the testing are received by the school administration. All costs of the testing are the responsibility of the parents. 6. A treatment program may be deemed appropriate by the administrator or pastor. The treatment program will be at the expense of the parents.
7. Exclusion refers to the immediate removal of a student following an incident of drug or alcohol use or behavior indicating an underlying problem. Parents will be called to take the child out of school.
8. The school will contact proper law enforcement or legal authorities as required by the state or federal law.
9. A weapon is any object, which is intended to or may be used to cause bodily harm. 10. Drugs refer to any medication or substance not specifically prescribed for the student.
11. Prescription or over-the-counter drugs intended for therapeutic use of the student are to be retained in the school office and administered by school office personnel according to the medication policy stated in the handbook.
12. Inappropriate behavior not involving drugs, alcohol, or weapons, will be handled through the school and/or Youth Ministry discipline code.
13. At the principal's discretion, school personnel or authorities may search desks, lockers, backpacks, student's clothing, etc. at any time.

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Bullying and Cyberbullying

Immaculate Heart of Mary School is committed to a Christian and safe educational environment for all

students, employees, volunteers and patrons: one free from bullying. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments and actions, drawings, pranks, gestures, physical attacks, videos, threats, or written, oral and physical actions. "Social Exclusion" is considered to be a form of bullying and is not acceptable behavior. For the purpose of this policy and per state law, bullying means overt, repeated, unwelcome acts or gestures, including:

- Verbal or written communications transmitted
- Physical acts committed or other behavior committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is prohibited at all times including but not limited to school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; or off school grounds at a school activity, function or event; or traveling to or from a school activity, function or event.

Reports of bullying will be investigated by school personnel. Internal remedies include: ● An opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; ● An opportunity for perpetrator to apologize and make amends:

- A statement from the staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline, if proven or repeated;
- Intervention by the administrator
- School discipline policy will be followed.

Corrective discipline, referral to counseling, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation.

Consequences

False reports or retaliation for bullying also constitutes a violation of this policy. IHM School will provide ongoing education for school personnel, parents, and students regarding the identification, prevention, and intervention in bullying.

Cheating

Cheating of any type will not be tolerated.

Cheating includes copying another student's homework or classwork, copying from another student's tests, etc. Students willingly giving answers to another is also considered cheating. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extracurricular competition.

There is a difference between cheating and collaborating

- **Cheating** is a dishonest attempt to gain an unfair advantage on homework, quizzes, tests, and any other assessments.

- **Collaboration** is when students work together to come up with ideas, but their final products are not the same. Ex. Papers that are to be written separately should be different and not word for word or minor changes in language.

Sharing answers via text message, pictures, and email or any other way is considered cheating. All cheating incidents must be reported to Principal/Assistant Principal. Please see the behavior rubrics for the discipline ladder. Administration has the right to change disciplinary action. Plagiarizing is also considered cheating.

- **Plagiarizing** an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

First Offense

Teacher documents the cheating and speaks to the student.

Student receives a zero for that instance.

Administration is informed of the incident and meets with student and records the incident. The student serves a detention.

Teacher informs parent and reviews policy.

Student is ineligible for honors that quarter.

Second Offense

All the above

Student serves an in-school suspension and will not receive full credit for work.

Student will receive a zero for that instance.

Note of incident will be placed in permanent file.

Third Offense

All the above

Student serves a 1-3 day out of school suspension.

No credit for work missed.

*If there has been a repeat of offenses over the school years, those offenses will be used when deciding on disciplinary action.

Damage to School Property

Any student who damages or destroys school property will be held responsible for replacing, repairing, or making financial retribution for the item(s). The student may be subject to other disciplinary action at the principal's discretion.

Electronic Devices

Students may not bring electronic equipment which includes: Apple Watches, Smartwatches, or anything similar that has the means to communicate via cell phone or text message are not to be worn at school by students. Students should not bring or wear airpods or similar wireless headphones while in the building. Immaculate Heart of Mary School does not accept financial responsibility for these items if damaged, lost, or stolen.

Email Blasts

Email blasts will be sent out weekly. The administration will deem whatever is appropriate for other

email blasts during the week.

Emergency Drills

All drills, including Fire, Tornado, Earthquake, Active Intruder, and Lockdown are conducted regularly as required by the State of Indiana.

Emergency Information

Please complete all emergency forms (online registration information). If your emergency information changes, please email the school office or send a note with the updated information as soon as possible.

We cannot allow anyone to transport or sign out your child unless we have written permission to do so.

Field Trips/Study Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals. ● Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. ● All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, attendance or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A telephone call will not be accepted in lieu of the proper field trip permission slip. ● Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at school with another teacher.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who chaperone a field trip may not bring babies, pre-school or school-age siblings on the field trip. All chaperones must be 25 years of age or older. All chaperones and drivers must have completed the Archdiocese Safe Parish program in order to go on the field trip and have a background check.

The 8th Grade Washington D.C. trip is a privilege. Students with inappropriate conduct/grades may not be allowed to go on the trip.

Field Trip Guidelines for Volunteer Drivers

- Safety is our highest concern. All vehicles must be in safe driving condition. Please be sure your car is in good working condition.

- Each student is expected to wear his/her own seatbelt. Please enforce this rule and use your seat belt as a role model.
- **Copies of drivers' up-to-date insurance card and driver's license must be on file in the school office.**
- Drivers must be 21 years of age or older and be properly licensed.
- Vehicles must have proper insurance with a minimum liability of \$100,000 to \$300,000. Copies of your up-to-date insurance card must be on file in the school office.
- Your vehicle carries the primary insurance in case of an accident. The Archdiocesan insurance supplements your insurance.
- Driver's/Chaperones must not be impaired by drugs, alcohol, or any other condition.
(Drivers/Chaperones may not consume alcohol on field trips.)
- Please refrain from smoking cigarettes in the vehicle.
- Adults should be sure student behavior is safe and not disruptive. Report any problems to the teacher.
- Unscheduled stops (ice cream, drinks, food, etc.) either to or from the field trip destination, **are not permitted.**
- Parents who plan to drive/chaperone may not bring younger siblings along on the field trip.
- Parent drivers must comply with the Archdiocesan volunteer requirement and have completed the Safe Parish program (See Volunteer).
- No student, not even the child of the driver may sit in the front seat.

During school hours, the administration of Immaculate Heart of Mary School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students.

Fundraising

All fundraising proceeds raised are non-refundable to individuals.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Gift exchanges are not permitted for classroom parties. Invitations for personal or private parties should be sent outside of school. If a class decides to pass out Valentines every child in that classroom should receive one.

Grading Scale

A = 93 – 100

B = 85 – 92

C = 76 – 84

D = 70 – 75

F = 69 or below

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school.

Harassment

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. Consequences will follow the bullying policy and/or behavior policy

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, Immaculate Heart of Mary School uses an electronic school newsletter emailed on Mondays and Thursdays. Please read this newsletter for up to date information. Official school-wide emergency communications are sent using the School Messenger system.

Homework

Formal home-study 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. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Homework may be assigned to students any day. Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below.

Grades 1-2 20 minutes

Grades 3-4 40 minutes

Grades 5-6 60 minutes

Grades 7-8 90 minutes

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception for homework given in advance of an absence. Make up work will be allowed upon return. Parents of K-4 students should contact the homeroom teacher to arrange a plan for completing missed work. Students in grades 5-8 are required to meet with teachers to determine a timeline for completing missed work.

Homework Policy Due to Illness

When a student is absent due to illness a parent may request the student's homework be sent home with a sibling or held at the main office. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM ONLY. Please do not request for homework to be picked up before 3:00 PM. Students may also receive missed assignments from their teacher when they return to school. Students can also check My School for assignments.

Students will be allowed one day for each day of absence due to illness. For example, a student who

was absent three days should be given three school days to complete the missed work.

Honor Roll

Immaculate Heart of Mary recognizes academic excellence with an honor roll report each grading period for students in grades 6,7, and 8.

Principal's List = 4.0 GPA

High Honors = 3.75-3.99 GPA

Honors = 3.5-3.74

Immunizations

All students enrolled in Immaculate Heart of Mary School must have current immunizations. The only exception to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

Items Brought To School

Immaculate Heart of Mary School is not responsible for loss or damage to any items brought to school by a student.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed: 1. Borrowed books are to be returned on time and in good condition.

2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door with magnets. IHM reserves the right to inspect lockers/cubbies at any time. Indiana Law (I.C. 20-8.1-5-7) indicates that a student using a locker on the premises of the school "is presumed to have no expectation of privacy in that locker or its contents." Immaculate Heart of Mary considers lockers on the school premises to be the property of the school; therefore, a locker may be searched by appropriate school authorities at any time with or without the presence of the student. The search will be conducted by an administrator in the presence of another administrator or faculty-staff member Any items that are deemed inappropriate or of a concerning nature, Department of Child Services will be notified.

Lost and Found

Any items found in the school building or on the school grounds should be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 10 days. After 10 days, items

are donated to charity.

Lunch Program

Immaculate Heart of Mary School offers a hot lunch program on Monday, Wednesday and Friday. Students need to pack their lunch daily, unless getting a hot lunch. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants. Do not order from restaurants and have them delivered to the school.** 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. Please purchase milk tickets in the school office. Milk tickets are 10 cents each. Students do not have access to a refrigerator or microwave at lunchtime. Spoons and forks (no knives), if needed, may be sent with your child.

Medication and Allergy Protocol

State law does not allow us to dispense any medication to your child without written parental consent.

If a child brings medication to school, the medicine must be given to the school nurse upon arrival.

The following requirements must be met:

Please see the school nurse for a medication form that must be filled out for medication to be dispensed by Immaculate Heart of Mary.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

1. Child's name
2. Name of doctor prescribing the child's medication
3. Name of medication
4. Frequency
5. Dose
6. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

1. Child's name
2. Frequency
3. Dose
4. Date

Allergy Policy

Immaculate Heart of Mary School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and all students. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided

with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Children in grades 6 and above are encouraged to carry their inhaler with them. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. A prescription medication signed by a provider is needed for the student to be able to use their inhaler at school and/or carry their inhaler with them.

Record Keeping

At the beginning of each school year, or when a child joins Immaculate Heart of Mary Catholic School, parents are asked to submit a child's medical record. From this information the school keeps a register which is available for all school staff. If medication changes in between times, parents are required to inform the school. *Please make sure all medications your child is taking are submitted.* In the event of an emergency at school, it is imperative our school nurse/staff are aware of what medications the student is taking. All information is confidential.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Food Allergy Policy

Immaculate Heart of Mary School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Immaculate Heart of Mary School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

If your child has an Epi Pen or any other allergy medication please make the school nurse aware.

Students with severe food allergies (any student who needs an epi pen or has gluten intolerance) should provide the teacher with safe treats to store in the classroom and/or a school refrigerator/freezer to ensure they have something safe to enjoy when classroom birthday treats or holiday party treats are shared. This minimizes the risk of an allergic reaction and allows the students with food allergies to celebrate and enjoy treats with their classmates.

Please work with your student's homeroom teacher on this. Our school nurses are happy to store treats in their office or can be stored in the kitchen freezer.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services (911) will be called immediately.

The classrooms have easy communication with the school nurse via in house telephone. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with clorox wipes following any food related events held in the classroom or lunchroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

All birthday treats must have an ingredient list. This is for the safety of all children. See the birthday treats section about what specifically can be brought to school.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, 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.

Parent Teacher Organization

The Immaculate Heart of Mary Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. PTO meeting minutes are located on the school's website and school calendar.

Parties

Students are permitted four class parties a year: Halloween, Christmas, Valentines, and End of Year. Upon teacher request, room parents may assist the classroom teacher with these parties. Parties must be MODEST and are limited to ONE HOUR. Classroom parties should not be over the top. No rentals, food trucks, bounce houses, picture booths, etc should be used for parties.

Class parties may not be in the form of a field trip or off-campus excursion. Gift exchanges of any

type are not permitted.

While we love and miss our former students, due to liability reasons it is not appropriate for non-registered students to attend school functions such as class parties, including the 8th grade dance.

The end of year 8th grade party plans must be approved by the 8th grade teachers and administration.

Students with severe food allergies (any student who needs an epi pen or has gluten intolerance) should provide the teacher with safe treats to store in the classroom and/or a school refrigerator/freezer to ensure they have something safe to enjoy when classroom birthday treats or holiday party treats are shared. This minimizes the risk of an allergic reaction and allows the students with food allergies to celebrate and enjoy treats with their classmates.

Please work with your student's homeroom teacher on this. Our school nurses are happy to store treats in their office or can be stored in the kitchen freezer.

Promotion Policy and Retention Policy

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a 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.

ASSIGNING a student to the next grade level means that the student has not met the academic requirements for promotion. The administrators, teachers, and parents will discuss the details of this arrangement. Parents will be notified that this decision will be placed in the student's permanent file.

Recess

Students will spend time outside when the weather allows. Please dress your child accordingly. If there is snow on the ground, make sure boots are worn. Hats, boots, gloves, scarves should be clearly marked with identifying information. Students will be expected to be responsible for their belongings. Recess will be inside for inclement weather. The school provides playground equipment in the "green space", basketball goals and playground balls.

Religion Instruction

Immaculate Heart of Mary School is part of the ministry of our parish. Religion is taught at each grade level and spirituality is part of everyday life. Students receive instruction in the Scripture, Catholic traditions and history, as well as sacramental preparation. Students plan and participate in weekly liturgies.

The tradition at Immaculate Heart of Mary School is to place a high priority on stewardship or sharing time, talent, and treasures with others. Stewardship is practiced by serving the community, sharing talents, and using stewardship envelopes at the weekly Masses. Prayer is an important part of the day. Prayers are said in the morning, before and after lunch and at dismissal. These prayers may be formal, spontaneous, silent reflection, or shared prayer by the students.

Liturgical services are held every Friday at 8:15 am for the entire school community unless otherwise communicated in the weekly newsletter. Please read the newsletter and check the IHM website for mass date changes due to Holy days of obligation

Students in Grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test.

Report Cards

Report Cards are important tools for communication. Grades can be accessed 24/7 on Schoology. No student will be given a Report Card if tuition, library fines, or After School Care Program fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:05 PM dismissal unless accompanied by a teacher and/or coach. Students who choose to return to school after 3:05 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Immaculate Heart of Mary School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades K through 8: 7:55 AM – 3:05 PM. Students not in their classroom at 7:55 AM are considered tardy unexcused. Four unexcused tardies will result in an after school detention. At Immaculate Heart of Mary School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:40 AM. Students should directly go to their home room class. Parents are not permitted in the building unless they have a scheduled appointment. Prayer and afternoon announcements begin at 3:00 PM each day. Dismissal immediately follows at 3:05 PM.

Please check the school calendar and weekly newsletter for early dismissal dates.

Immaculate Heart of Mary School offers an After School Care Program. ONLY STUDENTS REGISTERED IN THE PROGRAM MAY ATTEND. Students who are enrolled in the program must

pay a \$75.00 deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

School Office Hours

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

School Pictures

School pictures are usually scheduled in the fall. Parents are under no obligation to purchase any of the pictures. Children are not required to wear uniforms for picture day, but should be modestly and appropriately dressed: students may wear regular jeans, no jeggings or stand alone leggings (leggings can be worn under a skirt or dress only) no T-shirts, no tank tops and no hats. ALL students must wear tennis shoes. A retake session is always scheduled for students who have been absent or whose picture may be unacceptable to parents. Please watch the school newsletter for Picture Day.

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. No writing in 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.

School Safety

Immaculate Heart of Mary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

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.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices as well as bags, books, notebooks, lunch boxes, musician equipment cases, etc.

Students Rights:

Unlike public schools where students have certain statutory and constitutional rights, students attending our school only have those rights offered in the Student Handbook.

Locker Searches:

Indiana Law (I.C. 20-8.1-5-7) indicates that a student using a locker on the premises of the school "is presumed to have no expectation of privacy in that locker or its contents." Immaculate Heart of Mary considers lockers on the school premises to be the property of the school; therefore, a locker may be

searched by appropriate school authorities at any time with or without the presence of the student. The search will be conducted by an administrator in the presence of another administrator or faculty-staff member. Any items that are deemed inappropriate or of a concerning nature, Department of Child Services will be notified.

Personal Belonging Searches:

School authorities will make every reasonable effort to enlist the voluntary cooperation of the student with regard to the search of his or her personal belongings. A search of a student's personal belongings not in a locker may be conducted only if there is "reasonable suspicion" that the student may have a weapon, drugs, alcohol or some other item which is a serious violation of the school code in his or her possession. School authorities will normally call the police to conduct such searches, but they may proceed if there is the apparent danger that the student may be able to destroy or transfer the suspicious object to another person. Such searches will always be conducted in the presence of two administrators or appropriate personnel and in the presence of the student.

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices as well as bags, books, notebooks, lunch boxes, musician equipment cases, etc.

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in an annual IHM Day of Service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades will be assigned a specific area of stewardship emphasis.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. IHM staff must notify Child Protective Services by law when it knows or suspects any form of sexting.

Shadowing

It is customary for eighth grade students to spend a day "shadowing" before choosing a high school. Each student may shadow a maximum of two times in a given year. The junior high teachers will give specific details during the eighth grade meeting. Students are discouraged from shadowing on quarterly assessment days.

Smoking

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes.

Social Events

In planning social events and activities, parents and teachers need to be sensitive to the feelings of children as well as their safety and welfare. Therefore, the school has set forth the following guidelines regarding social activities involving our students.

1. Invitations to parties or events, which are to take place outside of school time, are not to be issued at school. Students should not discuss such events in the presence of those not included.
2. Pool parties during school hours are not permitted.
3. All social gatherings whether on or off school property should have adequate adult supervision.
4. It is not appropriate to serve alcohol to adults at children's parties.
5. Age appropriate activities should be considered in planning social events. 6. Please see the guidelines on the Parent Pledge.

Social Media

Photos and captions on any student or parent's social media account that depicts the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Social Worker

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

Special Services

IHM School offers resource support for primary, intermediate, and Junior High students who have been identified as exceptional learners. Students who have been diagnosed with a disability or educational challenges must provide formal documentation detailing such needs and suggested academic and behavioral accommodations. Academic and psychological testing is not administered through IHM School. Parents may seek private outside testing, or go through the referral process for testing through Indianapolis Public Schools. Please contact the classroom teacher or resource personnel at IHM with concerns about special education services.

IHM School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. IHM School cannot accommodate students who have extraordinary learning differences.

IHM and the Archdiocese do not acknowledge 504 plans written by the public schools. An in house accommodation plan can be created in place of a 504 with documentation and diagnosis from a doctor.

Student Directory

Within the first month of the school year, families can purchase a Student Directory. The IHM school directory is an excellent resource for school families provided by our PTO. The directory contains contact information for school staff, parents, and students. It provides other pertinent information about

room parents, hot lunch, arrival & dismissal procedures, school technology systems, and more. The contact information in the school directory should not be sold or shared with any person or organization outside of IHM school without permission. Additionally, the contact information in the directory should not be used to invite parents, guardians, students, or staff to events that are not sponsored or endorsed by the school.

Student Records

Immaculate Heart of Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail or electronically. No records will be given to parents to transport to the new school. Students requesting

records/transcripts/recommendations must make a request to the School Office with a turn around time of 5 days. 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 electronically. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Teacher Requests

Our students are placed in homerooms and assigned to their teachers based on many factors. This includes the male-female ratio, leadership skills, and any particular academic or behavior needs of the child. With the exception of parents who have twins in a certain class, no special requests to the Pastor or School Administrator for a specific teacher shall be permitted. Any request by parents of twins shall be limited to a request that their children either have the same teacher or that they be separated. Any special request for a teacher made in contravention of this Policy will not be entertained, considered or acted upon by the Pastor or School Administrator. Under no circumstances shall any request be made to a teacher.

Technology User Agreement

This Technology User Agreement is an addendum to the existing Technology Policy set forth in the IHM School Handbook. It is provided to outline IHM School, student and parent responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions included, but not limited to this policy, privileges may be terminated, access to school technology resources may be denied, and the appropriate disciplinary action shall be applied. When applicable, civil and criminal penalties may be enforced. Electronic devices provided by IHM, as well as any software and applications, will remain the property of IHM School.

Use of IHM technology resources is a privilege, not a right. The privilege of using the technology resources provided by IHM is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at IHM.

IHM School Responsibilities Include:

- Allow students to access the Internet for classroom/educational purposes.
- Provide Internet filtering of inappropriate materials to the best of its ability.
- Allow students to utilize data storage areas. These user accounts will be treated similar

to school lockers. IHM reserves the right to review, monitor, and restrict information stored on or transmitted via electronic devices utilized at IHM, at any time, and to investigate inappropriate use of resources.

- Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy.
- Monitor, to the best of its ability, the use of technology information resources to help ensure that users are safe and conforming to the policy.

IHM Students' Responsibilities:

1. Adhere to the Technology Policy set forth in the IHM School Handbook. 2. Report immediately any violations of the Technology Policy set forth in the IHM School Handbook to the school principal or any IHM faculty member
3. Respect and protect the privacy of others:
 - Use only your own assigned accounts and passwords;;
 - Passwords, data or networks to which you are not authorized should not be viewed, used or copied;
4. Conserve and protect technology resources/electronic devices for other students by doing the following:
 - When finished using the device, turn off and secure to protect your work and information;
 - Students are responsible to keep a working power charger at home. Families will purchase the correct charger from school if it is lost or damaged.
 - Bring the device to school fully charged every day (there will be NO charging in class);
 - Devices should never be left unattended;
 - Protect devices by carrying only in case provided;
 - Keep food and beverages away from any device;
 - Maintain device screens by using a soft, antistatic cloth ONLY;
 - Devices will not be disassembled in any way;
 - Decorations of any kind (e.g., stickers, markers, etc.) will not be placed on the device or device cover. The device or device cover should not be permanently altered in any way.
 - When required, the device, device case and power cords, will be returned in good working condition.

IHM Parents' Responsibilities:

1. Discuss the elements of the Technology Usage Agreement as well as the existing Technology Policy outlined in the IHM School Handbook with your children (students) and support their efforts to utilize technology resources according to the principles outlined within.
2. If the IHM electronic device is lost or stolen, the student's family is responsible for the cost of replacement for the device. The replacement fee for a Chromebook is \$220. The replacement fee for an iPad is \$500.
3. If the IHM electronic device is damaged, whether intentional or not, the family will be charged the cost for repairing the device. Per the IHM Handbook, students should report any damage immediately to a staff member. There are set fees for the following: The cost to replace a

Chromebook screen is \$35

The cost to replace a Dell Chromebook power charger is \$30.00

The cost to replace a chromebook case is \$35.00 for Dell case

Replacing a device: If it is determined that the device cannot be fixed, the family will be charged a replacement fee. It is the expectation that all IHM devices will be returned in the condition in which they were issued to the student. Any decisions on normal wear and tear versus damage will be made at the sole discretion of the school administrator.

4. If the family chooses to replace an IHM Chromebook for personal reasons, the family will be charged a \$220 replacement fee.
5. In the event that your child withdraws, is expelled, or terminates enrollment at IHM, any IHM device in the student's possession must be returned on or prior to the date of termination of enrollment. When your child graduates, any IHM device in the student's possession must be returned to IHM before the date of graduation. Any and all remedies will be pursued to retrieve IHM devices that are not returned to the school per the above guidelines.
6. Starting with class of 2019, 8th grade families will be given the option to keep the graduating 8th grader's chromebook after the last 8th grade school day. IHM will use deprovisioning procedures to disconnect the chromebook from IHMINDY domain, and the chromebook can then be used with a personal gmail account by the graduate. Deprovisioned chromebooks will not be reassigned to younger siblings, to keep consistent quality of devices for currently enrolled students.

The undersigned hereby fully releases, and agrees to hold harmless, IHM from and against any losses, claims or damages related to property damages or personal or bodily injuries arising out of or caused by the misuse of any electronic device provided by IHM, or any violation of the terms of this IHM Technology User Agreement, by the Student.

Telephone

Permission to use the telephone will be determined by the classroom teacher. Use of the phone is generally discouraged in an effort to teach personal responsibility. The office phone is a business phone and students are permitted to use it only in case of an emergency.

Testing

All third grade students will take the I-READ exam in March. Students in grades 3-8 are required to take the ILEARN assessment. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Title IX

Immaculate Heart of Mary School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Withdrawal of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have**

been settled. (See previous section on Student Records for transcript information.)

Early Withdrawal Tuition Policy

Immaculate Heart of Mary School's annual budget is created after careful consideration of various factors, including but not limited to, the number of students enrolled for the upcoming and/or current school year. When students withdraw after enrollment but before the start of the upcoming school year, or before the conclusion of the current school year, and IHM is unable to collect the associated tuition, it has a significant financial impact on the School's budget and on its responsibilities to the Parish. As a result, parents shall be responsible for outstanding tuition or fees should they unilaterally decide to withdraw their child from school once the student has been accepted and enrolled for the upcoming or current school year. Outstanding tuition or fees is defined as any remaining balance related to the current school year as well as any future tuition balance for an upcoming school year once enrolled.

In the event a child is withdrawn from school once enrolled but before the end of the upcoming and/or current school year, the family must promptly notify the School Administrator in writing. For a student (or students) who are enrolled for an upcoming school year, if the student (or students) withdraw at any time after enrollment and before the start of that upcoming school year, the family shall be responsible for payment of $\frac{1}{2}$ of the tuition allocable to the withdrawing student (or students) for that upcoming school year. For a student (or students) who are enrolled for a current school year, if the student (or students) withdraw at any time after the start of the current school year but before December 31st of that current school year, the family shall be responsible for payment of $\frac{1}{2}$ of the tuition allocable to the withdrawing student (or students) for that current school year. For a student (or students) who are enrolled for a current school year, if the student (or students) withdraw on or after January 1st but before the end of the current school year, the family shall be responsible for payment of the full tuition allocable to the withdrawing student (or students) for the current school year.

Immaculate Heart of Mary School reserves the right to retain and not forward a student's records or files to other schools for students who withdraw early and for which there is an outstanding balance under the terms of this policy.

Immaculate Heart of Mary School is mindful that family and personal circumstances change, which may affect the student's attendance at school. In this event, a written request shall be made to the School Administrator and the Pastor, who have final discretion.

Uniforms and Dress Code

All students must be in uniform every day with the exception of your child's physical education day. On your child's PE day, your child may wear his/her PE uniform to school. Please check the school newsletter for special out of uniform days. (a dress code for such days is included in the dress code 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. All uniform policies are under the discretion of the school administrator.

Jumpers

1. Uniform plaid only
2. Grades K-4
3. Must be no shorter than three inches above the kneecap, front and back when standing upright

Skirts

1. Uniform plaid only
2. Grades 5-8
3. Must be no shorter than three inches above the kneecap, front and back when standing upright

Shirts

1. Solid Navy blue polo (collar and shirt) NO WRITING OR LOGOS (navy logos are NOT allowed)
2. Knit shirts, dress shirts or turtlenecks
3. Short or long sleeved shirts
4. Shirts must be tucked in at all times so the waistline is visible
5. Colored T-shirts or shirts with lettering/designs are not to be worn under uniform shirts. (Plain white undershirts may be worn under the uniform shirt.)

Pants

1. Khaki only (not stone color or greenish-khaki)
2. Tailored uniform pants (appropriate color, length, fit, style)
3. Cotton, corduroy or synthetic blends
4. No additional pockets ("inside" pockets only) NO CARGO PANTS
5. Must be worn at the waist with a belt (brown, black, navy)-Kindergarten does not need to wear belts
6. No denim, knit, baggies, cargos, fatigues, bell bottoms, capris, stirrup, denim style pants (ex: Mudd pants)

Shorts

1. May be worn in August, September, October, April, May, and June
2. Khaki only (no stone color or greenish-khaki)
3. Tailored uniform walking shorts (appropriate color, fit, length and style) 4. Cotton or synthetic blends (no corduroy, wool, knit)
5. No additional pockets ("inside" pockets only) NO CARGO SHORTS
6. Must be worn at the waist with a belt (brown, black or navy)
7. Shorts are not to be more than three inches above the kneecap.
8. No baggy, cargo, sports, or athletic shorts

Sweaters

1. Navy or hunter only, NO WRITING OR LOGOS
2. Cardigan or pullover (crew or V-neck)
3. Not baggy, torn or inside out
4. Worn appropriately, not tied around the waist or shoulders

Sweatshirts

1. IHM Sportswear with IHM logos only (Styles from previous years may be worn 2. Crew neck style or ¼ zip only (No hooded styles)
 - Not baggy, torn or inside out.
 - Worn appropriately, not tied around the waist or shoulders
 - 8th grade students may wear their future respective high school spirit wear top during 4th quarter only

Socks

1. Must be worn at all times
2. **Solid White, Black, Grey athletic socks only**
 - a. There should be no other markings on socks such as KD socks, polka dots, characters. A small Nike Swoosh is ok.
 - b. IHM Warrior socks may be worn on Mondays ONLY
3. Navy or hunter knee-highs may be worn.

Tights and Leggings

1. Worn with jumpers, skirts, or gym shorts on PE days only
2. Navy, hunter or black (full length)
3. Girls may wear navy or hunter leggings, not sweat pants, under the jumpers (winter months).

Shoes

1. Athletic shoes only (standard gym shoes)
2. No dress shoes, sandals, platform or fad sneakers
3. Shoelaces must be tied at all times.

Boots

1. May be worn to school during the winter months
2. Must be removed during class

Hair and Skin

1. Hair must be neat, clean and well groomed in a style suitable for the school environment. 2. Students are not to wear headbands that have kitty ears, fake hair, boppers with springs or lights or any other headband that is oversized. Administration may amend this policy for certain spirit days and/or holidays.
3. Colored bandanas are not to be worn as a headband or head covering. 4. Length: Hair hanging in the face is not acceptable.
Boys: hair must be off the collar and neatly groomed. Boys may not wear headbands.
Ponytails or man buns are not to be worn by boys.
5. Altering hair color in any fashion is prohibited. This includes adding sun in or changing hair color with dyes.
6. "Creative" styles or cuts that are deemed distracting by school staff are not permitted. 7. Facial hair (long sideburns, goatees, beards, etc.) is not permitted.
8. Tattoos are not permitted.
9. The principal may require a student to alter his/her hair or grooming habits.

Jewelry

1. Jewelry may be worn, provided that the size, style, color, or overall appearance is suitable and does not interfere with the learning process/
2. Large hoops, dangling earrings, and distracting or elaborate jewelry is not allowed. 3. Boys may not wear earrings.
4. Girls may only wear one earring (post) on the lobe of each ear.
5. Apple Watches or other devices that can receive calls or text messages are prohibited 6. The administrator may require removal of jewelry.

Make-Up/Fingernail Polish

1. Fingernail polish and artificial nails are not permissible. This includes gel nails and french manicures. 8th grade girls may wear nail polish from May Crowning through the end of the school year.
2. Students are not permitted to wear make-up. This includes mascara, eyeshadow, blush, etc. Students will be asked to remove the make-up and will receive a uniform documented warning.

Out of Uniform Guidelines

Students may wear:

- *jeans (no rips or tears)
- *tennis shoes
- *closed toed shoes
- *T-shirts
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts- no hooded sweatshirts
- *jogging suits
- *dresses no shorter than three inches above the knee
- *slacks

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *no hooded sweatshirts
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *yoga pants
- *stand alone leggings or jeggings
- *make-up
- *excessive jewelry
- *no apple watches or other devices that can receive calls and/or text
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Physical Education Uniform

Students will need a pair of IHM gym shorts. IHM T-shirts or sweatshirts can be worn with shorts. Both girls and boys may wear sweatpants or joggers over their gym shorts when there is cold weather. In addition, students may wear leggings under their gym shorts. Hoodies, high top sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign and present photo identification 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 picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may NOT drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Students from other schools that are not in session may not visit during the school day unless cleared by administration.

Volunteers

All individuals who volunteer in the school must complete the SafeParish program and will be asked to complete the Diocesan mandated background check. For safety and security reasons, each person is required to sign and present photo identification at the office when he/she enters the building.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made via School Messenger. Please be sure your e-mail account and cell phone number listed on a student's file via PowerSchool system is accurate. If school is delayed an email or text message will be sent by 6:30AM.

Right to Amend

Immaculate Heart of Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via electronic communication.